 **UNIVERSITY OF PESHAWAR**

**Invitation to Bid**

1. Sealed bids on prescribed Tender Forms are invited from well reputed firms registered with Federal Board of Revenue for Income Tax and Sales Tax purposes for the following items:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Printing & Composing** | | | | | |
| **Tender No.** | **Description** | **Qty** | **Tender**  **fee** | **Tender Submission date** | **Tender Opening date** |
| **(Printing)**  08/2017-18 | University Prospectus – Session 2018-19 with Admission Forms | 20,000 | Rs.1000/- | 03.05.2018 upto10:30AM | 03.05.2018at 11:00 AM |
| Admission Forms | 26,000 |
| **(Printing)**  09/2017-18 | Answer Books for BA/B.Sc 24 pages | 300000 | Rs.1000/- | 03.05.2018 upto10:30AM | 03.05.2018at 11:00 AM |
| Answer Books for MA/M.Sc 36 pages | 300000 |
| Answer Books for Semesters 12 pages | 200000 |
| Continuation Sheets 04 pages | 800000 |
| 1. **Supply of Furniture** | | | | | |
| **(Furniture)**  10/2017-18 | Visitors Chairs (Wooden) | 40 | Rs.1000/- | 03.05.2018 upto10:30AM | 03.05.2018at 11:00 AM |
| Computer Revolving Chairs | 130 |
| Special Tablet Chairs | 120 |

i) For Printing the Bid is open to all bidders:

* 1. Own Printing Press/Valid Government Press Declaration
  2. Documented evidence of printing Prospectus/Answer Books of a Public/Private University (copies of Prospectus/Answer books printed earlier shall be brought at the time of bid opening without which bid would not be considered)

ii) For Supply of Furniture Items bid is open to all bidders having minimum three years’ experience in the similar work in Govt./Semi Govt./Private companies/departments.

1. The bidding documents including Contract Conditions and Item Specification can be obtained from Store Purchase Section, University of Peshawar, free of cost, during office hours (8:00 AM to 4:00PM) on any working day (Monday-Friday).
2. The bidders shall clearly and boldly mark the Tender number, its description and date/time of opening at the face of sealed bid/envelope.
3. The Sealed bids, complete in all respects, must reach the office of Treasurer, University of Peshawar as per schedule above.
4. The bid shall invariably be accompanied with separate CDRs of prescribed Tender Fee (No-Refundable) and earnest Money @ 2% of bid cost (Refundable), both drawn in the name of The Treasurer, University of Peshawar.
5. Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee and Earnest money shall be submitted separately alongwith each Tender.
6. The bidders shall present sample unit/piece at the time of bid opening.
7. Tenders will be opened in the Committee Room No.2, Main Administration Block, University of Peshawar in the presence of the bidders.
8. The University of Peshawar reserves the right to reject any or all bids in accordance with rules in vogue.

Treasurer

University of Peshawar

**UNIVERSITY OF PESHAWAR**

**STORE PURCHASE SECTION**

## BIDDING DOCUMENTS FOR COMPOSING, DESIGNING AND PRINTING OF UNIVERSITY PROSPECTUS FOR THE ACADEMIC SESSION 2017-18 & Envelopes (TENDER NO. 23&24/2016-17)

**[ALL PAGES OF THESE CONDITIONS, PRODUCT SPECIFICATION AND PRICE SCHEDULE ARE MANDATORY TO BE SIGNED AND STAMPED BY THE BIDDER AND SUBMITTED ALONGWITH THE BID, FAILING WHICH THE BID MAY BE REJECTED]**

These documents comprise following Parts:

1. Part-I: Conditions of Contract
2. Part-II: Specification of the Product
3. Part-III: Schedule of Price

**Part –I: Conditions of Contract:**

1. Any addition, deletion or modification of any clause of these conditions is not acceptable and may lead to rejection of the bid. By submitting the bid, the bidder/vendor declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned hereunder:
2. The firm / bidder shall clearly provide the proof of Registration for GST / NTN on their printed letterheads.
3. Tender number/title and date/time of its opening shall be clearly marked at the face of envelope.
4. Bid for each tender shall be submitted in separate sealed envelope.
5. Tender received after the closing date / time will not be entertained.
6. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
7. Certificate must be attached showing that the firm has not be blacklisted or debarred by any Government Department.
8. The product specifications of the items to be supplied is attached **as Part-II**.
9. The material must be according to specifications.
10. The Bids/Offers shall remain valid for 90 days from the date of opening. The bidders shall quote their prices inclusive of all duties / Taxes / Packing / Petrol / Transportation / Installation / Demonstration etc. and all other expenses on delivery to consignee at Store Purchase Section, University of Peshawar, Jamrod Road, Peshawar.
11. Advance payment is not allowed and shall not be asked for.
12. The sealed bids complete in all respect must reach the office of the Treasurer, University of Peshawar alongwith earnest money 2% in shape of CDR to be attached with the financial proposal. The earnest money will be released after 3 months of supply subject to the satisfactory report. No bid will be accepted with earnest money.
13. The sealed tenders, complete in all respects, must reach the undersigned at the time and date notified in the advertisement. Late receipts shall not be entertained, whatsoever the reason may be.

**Signature and Stamp of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The tenders shall be opened in accordance with the schedule given in the advertisement. The bidders or their representatives can be present if they so desire.
2. Only those tenders will be entertained which are absolutely clear/unambiguous, unconditional and legible. Any unavoidable cutting/overwriting must be signed and initial.
3. The offered items must be brand new and free from any defect.
4. The University reserves the rights to inspect the working facilities and equipment of the supplier at any stage.
5. The items shall be delivered to the Store Purchase Section, University of Peshawar, within 30-days of issuance of the Supply Orders.
6. A penalty of 0.5% of the total cost of order can be imposed per day upto 10 days for delay on the part of the bidder. A penalty of 1.0% of the total cost of order will be imposed for delay beyond 10 days.
7. In case of failure in the supply, the University Purchase Committee will have the right to cancel the supply order and forfeit the earnest money and black list the firm.
8. The University has the right to increase or decrease the quantum of work according to its requirement/available budget. No additional cost will be paid for such increase or decrease.
9. Payment will be made under university rules after receipt of the supply and satisfactory inspection report.
10. 10% of the total billed amount shall be retained by the University as Security for a Period of Not less than Three Months. The security amount will be released after 3 months of supply subject to non-receipt of complaint for the concerned quarter.
11. Bids will be evaluated on least cost basis.
12. The following documents must be attached with the bid:
    1. Valid NTN and STRN Certificates
    2. Duly signed and stamped copy of conditions, product specification and price schedule issued by the University
    3. Declaration on Stamp Paper that the firm has never been Black Listed
13. The successful bidder shall have to sign a prescribed agreement on the Stamp Paper of Rs. 100/- duly attested from notary public.
14. The bidders shall present **Samples Paper** at the time of bid opening.
15. The University Purchase Committee may reject, in part or as a whole, any one or all the bids in accordance with the rules in vogue.

Superintendent Stores

Stores Purchase Section

**Signature and Stamp of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART-II: Product Specification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S#** | **Title** | **Quantity** | **No. of pages (Approximate)** | **Specifications** |
| **1.** | **University of Peshawar Prospectus**  Five Colour Printing | **18000** | **240** | **Designing:** Designing of title cover and text pages, composing, designing, layout, complete dummy in black & white minimum 2 and 1 final colour dummy will be provided.  **Photography:** Photography by a Professional Photographer of 48 Departments (approximately 10 photographs in each department).   1. **Size:** 7. 176 x 9. ½ 2. **Title:** five colors printing with **Spot UV (with Emboss)** and matt lamination on 310gm Art Card. 3. **Text pages:** five colors printing on 128gm High quality Matt Imported paper).   **Hard Glue Binding:** Fine quality hard glue binding with Matt Lamination. |
| **2.** | **Admission Forms**  Three Colour Printing   1. Postgraduate 2. B.Ed & M.Ed 3. Undergraduate 4. J.C.W. 5. M.Phil/PhD | 4000  200  10000  1000  3000 | **One leaf (One sided printing)** | **Size:** (Legal)  **Paper:**100gm Imported Offset paper |
| **3.** | **Admission Forms**  One Color Printing   1. Postgraduate 2. Undergraduate | 3000  3000 | **One leaf (Both sided printing)** | **Size:** (Legal)  **Paper:** 100gm Imported |
|  | **Envelopes** | 100000 |  | 25cm×13.6 cm 70 gm offset paper |
|  | **Envelopes** | 100000 |  | 25cm×14 cm 70 gm offset paper |
|  | **Envelopes** | 100000 |  | size 29cm×17cm (Cloth Lined)  Al-Quraish 80 gm 72 peak malmal |
|  | **Envelopes** | 100000 |  | size 23cm×21.7cm (Cloth Lined)  Al-Quraish 80 gm 72 peak malmal |

**Note for Bidders:**

* 1. Successful bidders would be responsible to compose and design entire work (title cover and text pages) by Professional Graphic Designer.
  2. The bidders shall quote their rate per entire job as well as per page. The bid, if otherwise valid, would be selected on the basis of lowest total price. However, in case of increased/decreased number of pages adjustment in rate would be made on the basis of per page rate.
  3. The successful bidder will provide minimum 02 dummy copies, complete in all respects, in Black and White and 01 dummy copy in color for proof reading before final printing.

Superintendent Stores Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(All prices in Pak Rupees)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (**A**)  S.No. | (2)  Particular | (3)  Unit Price without GST | (4)  GST/ Unit | (5) = (3) + (4)  Unit Price with GST | (6)  No. of Units | (7) = (5) x (6)  Cost |
| 1 | University Prospectus for the Session 2016-17 |  |  |  | 18000 |  |
| 2 | Total Cost |  |  |  | - |  |
| 3 | Per Page Rate  (for additional pages only) |  |  |  | 1 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (**B**)  S.No. | (2)  Particular | (3)  Unit Price without GST | (4)  GST/ Unit | (5) = (3) + (4)  Unit Price with GST | (6)  No. of Units | (7) = (5) x (6)  Cost |
| 1 | Admission Forms   1. Postgraduate 2. B.Ed & M.Ed 3. Undergraduate 4. J.C.W.   M.Phil/PhD |  |  |  | 18200 |  |
| 2 | Admission Forms  i. Postgraduate  ii. Undergraduate |  |  |  | 6000 |  |
| 3 | Total Cost |  |  |  | - |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (**C**)  S.No. | (2)  Particular | (3)  Unit Price without GST | (4)  GST/ Unit | (5) = (3) + (4)  Unit Price with GST | (6)  No. of Units | (7) = (5) x (6)  Cost |
| 1 | **Envelopes**  25cm×13.6 cm |  |  |  | 100,000 |  |
| 2 | **Envelopes**  25cm×14 cm |  |  |  | 100,000 |  |
| 3 | **Envelopes**  29cm×17cm |  |  |  | 100,000 |  |
| 4 | **Envelopes**  23cm×21.7cm |  |  |  | 100,000 |  |
| 5 | Total Cost |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Total A+B+C) Rs. | Bid Security (2% of Total Cost)- |

Superintendent Stores

Stores Purchase Section

**Signature and Stamp of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: In case of discrepancy between unit price and total price, the unit price shall prevail.