

# **HAZARA UNIVERSITY, MANSEHRA**



**PROVIDING, INSTALLATION, FIXING AND FITTING OF CARPET  
FOR BOYES HOSTEL OF HAZARA UNIVERSITY, MANSEHRA**

**(TENDER DOCUMENTS 2017-2018)**



**HAZARA UNIVERSITY, MANSEHRA**  
**OFFICE OF THE PROCUREMENT OFFICER**  
*Phone No. 0997-414178, Fax No. 0997-414111*

**1. GENERAL**

- i. Any bid without 2% earnest money of the total amount will not be entertained. The bidders are required to provide the earnest money of highest option only.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender.
- iv. The successful bidders will be required to supply the items up-to the end of financial year 2017-2018. The bid can be extended for further period as per KPPRA rules, if both the parties agree.
- v. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
  - a. Firm Registration Certificate with the Federal/Provincial Government.
  - b. National Tax Number
  - c. Sales Tax Registration Certificate Number.
  - d. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
  - e. Dealership Certificate from original manufacturer for Pakistan (where required)
  - f. All bids must be properly sealed and delivered through mail.
  - g. The provision of quoted rate in soft form is also required.

**2. SCOPE OF SUPPLY**

The bidder shall supply the items according to the prescribed specifications. Any deviation will cause rejection of the supply order.

**3. BID PRICE**

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules.

#### **4. CURRENCY OF BID**

The Price should be quoted in Pakistani Rupees.

#### **5. BID VALIDITY**

The bid should remain valid and open for acceptance of purchase for CFY 2017-18 from the date of opening of bids

#### **6. BIDS PROPOSAL**

The bid should comprise single stage one envelope. The specimen of carpets and underlay should be provided on tender opening day for final decision of the Purchase Committee.

#### **8. DEADLINE FOR SUBMISSION OF BIDS**

All bids must reach and be received by the University on or before the prescribed deadline at 1300 hours. The bids will be opened at 1400 hours on the same day in the conference room, Hazara University in presence of the bidders or their authorized representatives, who wish to be present.

#### **9. LATE BIDS**

Any bid received in the University after the prescribed deadline shall not be entertained.

#### **10. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The University reserves the right to accept or reject any or all tenders fully or partially without assigning any reason whatsoever.

#### **11. CANVASSING**

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

#### **12. DELIVERY**

The bidders shall make delivery of the items within 15 days from date of issuance of supply order. A penalty of 2% of the item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items. The delivery of carpet and underlay, their installation, fixing and fitting shall be made at Boys Hostel of Hazara University Mansehra by the suppliers, at their own expense, and transportation arrangements.

### **13. MODE OF PAYMENT**

No advance payment will be made as per Government rules. 90% of gross bill payment will be made to the supplier after inspection of supplied items by a committee of experts constituted by the University after the successful and complete supply, installation and fixing and fitting of the items. The remaining 10% will be kept as performance guarantee where applicable for one year and will be released after one year from the date of satisfactory supply of items.

### **14. PRICE**

The price of items will be inclusive of transportation, supply, installation, fixing and fitting of carpet with underlay and inclusive of all taxes etc. No separate payment will be made by the University on this account.

The quantity of carpet and underlay will be measured and finalized for payment after fitting in the Boys hostel. Any damage in the process of fixing and fitting of carpet will be responsibility of the supplier.

### **15. TAXES**

All Government taxes shall be deducted at source according to the relevant rules.

### **16. ARBITRATION**

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

## **SPECIAL CONDITIONS OF THE CONTRACT**

### **1. Inspection of Carpet.**

The Carpet shall be subject to inspection and shall be approved by Hazara University Purchase committee before the same are fabricated or installed in position. The committee may reject such materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labour at his own expense for handling during inspection. Any materials rejected by the committee shall not be used and shall be removed from site by the Contractor.

### **2. Work to be opened for inspection.**

All supply/works under or during the course of execution in pursuance of the Contractor, whether at site or at Contractor's workshop shall, all times, be opened for inspection and

supervision of the Hazara University Purchase committee at all times during the usual working hours, the contractor should either himself be present to receive the instructions or any responsible agent duly accredited in writing, present for this purpose. Instructions given to the Contractor's agent should be considered to have the same force as if these had been given to the Contractor himself.

**3. Responsibility against damages**

Before and up to the whole of the Supply/works are completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed works/equipments thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same and compensate the University against all such losses.

**4. Specifications**

The work shall comply to the requirement/ specification laid down in the B.O.Q of the tender. Quality of each item should be supreme quality. The University Purchase Committee reserve the right to accept or reject specimen of carpets and underlay provided by the bidders on tender opening day.

5 For supply, installation, fixing and fitting of Carpet for Boys hostel of Hazara University authorization letter will be provided by the bidder regarding sole / official partner for sales and support services in Pakistan, which may be verified by the committee.

6. Smuggled, grey channel, refurbished and non-warranty carpet will not be accepted in any case.

**7. SUPPLY, INSTALLATION AND FIXING OF CARPET WITH UNDERLAY**

<b>S. No</b>	<b>Description</b>	<b>Qty</b>	<b>Total Price (inclusive of all taxes)</b>
01	Carpet with underlay (supply, installation, fixing and fitting are inclusive)	15503 sq. ft	
Total price in words:			

**This information Must be kept in Financial proposal Envelop**

To be filled by the bidders.

1. Name of bidders: -----

2. Address: -----  
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3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NIC Tax No. ----- Sales Tax No.: -----

6. Branches (if any):

i. -----

ii. -----

7. Type of Business:

i. -----

ii. -----

8. Facilities:

i. Authorization of distribution / dealership (if any)-----

ii. Any other: -----

9. Previous Experience (name of organization where carpets are supplied/installed/fixe/fitted):

i.----- ii.-----

iii.----- iv.-----

v. ----- vi. -----

Please enclose any supporting document

Name and signature: - ----- Date: -----

Seal:

**Note: (Each page of the tender documents should be signed and stamped by the bidders.)**