



**TENDER DOCUMENTS  
(2018-19)**

**(SUPPLY AND INSTALLATION OF SPORTS ITEMS, UNIFORM AND GYM ITEMS)**

**HAZARA UNIVERSITY, MANSEHRA**



# **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.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. KPPRA rules will be followed strictly in all procurement process.
- iv. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender. The quoted prices once approved will remain valid for one year from the date of opening of financial bid. 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 (Total bid price must include labour and transportation charges and Government taxes etc). 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 90 days from the date of opening of bids. The quoted prices once approved will remain valid for one year.

### **6. PERFORMANCE GUARANTEE**

The Winner of the bid shall submit a performance guarantee at the rate of 10% of the total bid amount in the form of draft/pay order/bank guarantee in favor of Treasurer Hazara University, Mansehra.

### **7. BIDS PROPOSAL**

The bid should comprise a single package containing two separate envelopes. Each envelop should contain separately the financial proposal and technical proposal. The envelopes shall be

marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold letters. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

The committee will evaluate the technical proposals. The Technical proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive bids will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The above stated standard evaluation criteria will be binding upon the bidders and will have no liability, on the University.

## **8. BID SECURITY**

Bid security shall be kept sealed in the financial proposal. The bidder(s) are also required to keep an affidavit in the technical proposal stating that a bid security amounting to 2 percent of total amount, without indicating the figure in the letter, has been placed in the financial proposal. Otherwise the technical proposal will be considered non-responsive and will be returned to the bidder(s) after being examined by the University Purchase Committee.

The Bid Securities of the successful Bidders/Suppliers (i-e **only two percent** of quoted bid amount) have a minimum validity period of ninety days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

The Bid Security may be forfeited;

- (a) If the Bidder/Supplier withdraws his bid; or
- (b) In the case of successful Bidder/Supplier, if he fails within the specified time limit to Sign the Contract Agreement or if he fails to made supply within stipulated time period.

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

All bids must reach and be received by the University on or before **Tuesday, February 26, 2019 at 1330 hours**. The bids will be opened at 1430 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. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidder/Suppliers shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

## **10. LATE BIDS**

Any bid received by the Employer/ after the deadline for submission of bids will be returned unopened to such Bidder/Supplier. Delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the Bidder/Supplier’s responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger.

## **11. CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of bids, the Employer/ may, at his discretion, ask any Bidder/Supplier for clarification of his bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the in the evaluation of the bids.

## **12. 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 as per provision available under Rule-47 of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 and invoke Rule-48 of the said Rules for re-bidding. The University reserve the right to cancel all the bids were quoted price exceed estimated cost / or market value as per provision available under Rule-47.

## **13. NOTIFICATION OF AWARD**

Prior to expiration of the period of bid validity prescribed by the Employer/, the Employer/ will notify the successful Bidder/Supplier in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Employer/ will pay the Contractor in consideration of the execution of the contract and completion of the Supplies by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the "Contract Price").

No Negotiation with the Bidder/Supplier having evaluated as lowest responsive or any other Bidder/Supplier Shall be permitted, however, Employer/ may have clarification meetings to get clarify any item in the bid evaluation report.

The notification of award and its acceptance by the Bidders/Suppliers will constitute the formation of the Contract, binding the Employer/ and the Bidder/Supplier till signing of the formal Contract Agreement. Upon notification of award and its acceptance by the Bidders/Suppliers, the Employer/ will promptly notify the other Bidder/Suppliers that their Bids have been unsuccessful and return their bid securities.

## **14. SIGNING OF CONTRACT AGREEMENT**

The formal Agreement between the Employer and the successful Bidders/Suppliers shall be executed as per instructions of tender documents within 14 days of the receipt of the Contract Agreement by the successful Bidder/Supplier from the Employer.

## **15. CANVASSING**

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

## **16. DELIVERY**

The bidders shall make delivery of the items within 30 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 items, their installation, testing and

functioning, shall be made at Hazara University Mansehra by the suppliers, at their own expense, and transportation arrangements.

## **17. MODE OF PAYMENT**

No advance payment will be made as per Government rules. The payment will be made to the supplier after inspection of supplied items by a committee of experts constituted by the University. If found in order in all respects after the successful and complete supply, installation and functioning of the items, the retention money will be released after successfully laps of warranty / defective period.

## **18. 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 (Total price must include transportation, insurance, fixing, placing, demonstration, testing, commissioning and all Government taxes etc). Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. The Price should be quoted in Pakistani Rupees.

## **19. TAXES**

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

## **20. ARBITRATION**

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

## **21. SPECIAL CONDITIONS OF THE CONTRACT**

### **1. Inspection of Equipments/materials.**

All Equipments/Glassware shall be subject to inspection and shall be approved by Hazara University Purchase committee/Technical 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/Technical 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.

**5. Laboratory Test**

The Hazara University Purchase committee/Technical Committee has the power to order for conducting Equipments/material quality assurance test which he deems necessary and cost of such tests will be borne by the contractor. No claim in this regard will be entertained for payment.

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

To be filled by the bidders.

- 1. Name of bidders: -----
- 2. Address: -----  
-----
- 3. Phone: ----- Mobile -----
- 4. Fax No. ----- E-mail: -----
- 5. NIC Tax No. ----- Sales Tax No.: -----
- 6. Branches (if any):
  - i. -----
  - ii. -----
  - iii. -----
- 7. Type of Business:
  - i. -----
  - ii. -----
  - iii. -----
- 8. Facilities:
  - i. List of technical staff with qualification and experience
  - ii. Authorization of distribution / dealership -----
  - iii. Any other: -----
- 9. Previous Experience (name of organization where said or like equipment supplied/installed/ commissioned):
  - i.----- ii.-----
  - iii.----- iv.-----
  - v.----- vi.-----
  - vii.----- viii.-----

Please enclose any supporting document

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

Seal:

## (BILL OF QUANTITIES)

22. The bidder(s) are required to quote the prices of below mentioned items or at least their equivalent and provide the samples / clear pictures for onward analysis of the committee;

S. No	Name of the Equipment	Specification	Quantity	Unit Price	Total Price
<b><u>BASKETBALL</u></b>					
1.	Basketball Poles with fiber glass boards	1:-1 <sup>1</sup> / <sub>2</sub> pipe frame tighten with imported bolts,18mm HDF waterproof 2:ABS waterproof lifetime guarantee (repairing) Basketball boards	03 Pairs		
2.	Basketballs	Official MOLTEN Thailand import	10 Nos		
3.	Basketball Net	1:Parachute,cotton 2:Glowing net	05 Pairs		
4.	Basketball Ring	NBA spring Rings	04 Pairs		
<b><u>VOLLEYBALL</u></b>					
5.	Volleyball		15 Nos		
6.	Volleyball Nets With antenna strip	Steel wires inside,3mm parachute, pati parchute	08 Nos		
7.	Volleyball Fiber Antennas	Fiberglass molded,5mm thick solid rod	05 Pairs		
<b><u>HOCKEY</u></b>					
8.	Goal Posts	Fiberglass boards,58x72 <sup>1</sup> / <sub>2</sub> steel tube International size	01 Pair		
9.	Hockey Stick	Graphite pure export quality, best grip	4 Dozen		
10	Hockey ball	PVC ball cock inside(GT UK)	20 Nos		
11	Hockey Shin guard		L- 03 Dozen M-01 Dozen		
12	Hockey goal Net	Parachute 2.5mm thick official size	04 Pair		
13	Hockey Goal Keeper Kit	Eva made	01 set		
14	Corner flag	Rubber parachute	06 Nos		
15	Bibs		30 Nos		
16	Hockey Kit bag		02 Nos		
<b><u>BADMINTON</u></b>					
17	Badminton Poles	2 <sup>1</sup> / <sub>2</sub> tube pipe, pulley, Imported Ratchet system, heavy bases Imported types	06 Pairs		
18	Badminton shuttle cock( Feather)		40 Dozen		
19	Badminton shuttle cock for Practices synthetic		10 Dozen		
20	Badminton Net	Parachute net, nylon wire	10 Nos		

21	Rackets for competition	Carbon Handle, light weight, single T	10 Pairs		
22	Rackets for practice	Aluminium T flexible	10 Pairs		
<b><u>FOOTBALL</u></b>					
23	Football match ball	Best quality bladder	24 Nos		
24	Football practice ball		10 Nos		
25	Goal post for football	126.5mm tube FIFA approved front, 14g all bended tubes	01 Pair		
26	Bib's three different colors		04 Dozen		
27	Goal net	Parachute FIFA design box style worldcup	04 Pair		
28	Stockings		04 Dozen		
29	Goal keeping kit		02 sets		
30	Marking tray		01 Nos		
31	Pump	Imported steel pin	02 Nos		
32	Corner flag pole		08 Nos		
33	Corner flag		08 Nos		
34	Knee cap		20 pair		
<b><u>HANDBALL</u></b>					
35.	Handball Balls	Synthetic leather	10 Nos		
36.	Handball posts	75.9mm pipe, hooks, bended pipes moveable	02 pair		
37.	Handball net	Parachute net, official size	02 pair		

<b><u>TABLE TENNIS</u></b>					
38.	Tables	0.91mm thick pipe all, 18mm thick sheet, best bounce quality both sides prepared	10 Nos		
39.	Table tennis net with stand	Imported net post, with net best quality	10 Nos		
40.	Table tennis score board	Imported quality competition model	02 Pair		
41.	Table tennis ball	Seamless ball JAPAN	10 Dozen		
42.	Table tennis Rackets	Imported bats, professional use	10 Pair		
<b><u>ATHLETICS</u></b>					
43.	Shot Put for men	Cast iron 16.005 lbs unturned	02 Nos		
44.	Shot Put for women	Cast iron 8.81lbs unturned	02 Nos		
45.	Javelin bamboo for men	Bamboo, steel head and cotton grip	10 Nos		
46.	Javelin bamboo for women	Straighten, varnished, steel head, cotton grip	10 Nos		
47.	Javelin steel for men	Imported Alu alloy training 800g	03 Nos		
48.	Javelin steel for women	Imported Alu alloy training 600g	03 Nos		
49.	Discus for men	One piece wood, steel rim fumigated 4.4lbs	02 Nos		
50.	Discus for women	One piece wood, steel rim fumigated 2.2lbs	02 Nos		



51.	Relay batons different color	1:Imported ABS batons 2:Alu alloy IAAF Anodized	16 Nos		
52.	Hammer with grip for men	Imported Handle, wire Cast iron unturned, perfect spindle	01 Nos		
53.	Hammer Gloves	Leather best grip	02 Pair		
54.	Hurdles	IAAF approved alu alloy, ABS planks POLANIK	80 Nos		
55.	High Jump cross bar	Carbon fiber IAAF approved 4M	02 Nos		
56.	High Jump uprights	Imported IAAF STD	02 Pairs		
57.	High Jump Mattress	6`x6`x12` high density mattress ,with zeon cover and leather corners	02 Nos		
58.	Long jump/Triple Jump take off board	Official size with rubber foul sheet and plasticize Board	04 Nos		
59.	Cones		04 Dozen		
60.	Medicine ball (various weights)	Imported anti burst, air compressing too, best grip Hongkong	05 Nos		
61.	Stop watch	Imported 30memory	06 Nos		
62.	Starting Blocks	Aluminum blocks, IAAF approved handle for carrying	10 Nos		
63.	Measuring Tape 30M	Fiber tape	02 Nos		
64.	Measuring Tape 100M	Fiber tape	02 Nos		
65.	Hornes belt		06 Nos		
	<b><u>KARATE/BOXING</u></b>				
66.	Chest Guard		08 Pair		
67.	Shin Paid		08 Pair		
68.	Head Guard		08 Pair		
69.	Boxing Gloves		08 Pair		
70.	Boxing Head Guard		08 Pair		
71.	Boxing Punching Bag solid		01 Nos		
72.	Gum shed		08 Nos		
73.	Safety guard		08 Nos		
74.	Boxing Shirts		20 Nos		
75.	Boxing shorts		20 Nos		
76.	Speed Ball		03 Nos		
77.	Boxing Ring (complete set)	7315.2mm official size, with ropes, covers, imported sheets, imported planks, heavy duty guage, stairs, bell	01 Nos		

### **SQUASH**

78	Racket	As per specification of International Squash Fedration	04 Pair		
79	Squash Ball		01 Dozen		

**CRICKET**

80	Cricket Ball	Imported rubber ball	50 Nos		
81	Cricket Bat English Willow	5-7 grains willow	05 Nos		
82	Cricket Bat for practice	Stoke bat	05 Nos		
83	Cricket Thigh Pad		03 left handed 03 Right handed		
84	Cricket Chest Guard		02 Pair		
85	Cricket Helmet		06 Pair		
86	Cricket Kit Bag		03 Nos		
87	Cricket Batting Gloves		10 Pair		
88	Cricket Elbow Guard		03 Pair		
89	Cricket Wicket Keeping Gloves		03 Pair		
90	Cricket bat protection tap		12 Nos		
91	Cricket bat grip		12 Nos		
92	Cricket Wicket Keeping Inner Gloves		04 Pair		
93	Cricket Wicket Keeping Leg Guard		02 Pair		
94	Cricket Batting Pad		04 Pair		
95	Tennis Ball		10 Dozen		
96	Tennis Bat		20 Nos		
97	Solution Tap		20 Dozen		
98	Cricket Score Book		04 Nos		
99	Cricket Inner Batting		08 Pair		
100	Cricket Stumps		08 Pair		
101	Safe guard		16 Nos		
102	Cricket ground boundary rope		eces 20 yards each)		
103.	Boundary runners		04 Pair		

**TCHOUKBALL**

		Specification	Quantity		
104.	Frame with net	Imported official size with net 1000mmx1000mm	04 Pair		
105.	Tchoukball Balls	Gripy leather balls	10 Nos		
106.	Knee Pad		02 Dozen		

**GYM ITEMS**

107.	Bench Press	75.9mm pipe leather seats	04 Nos		
108.	Dumbles replaceable	Imported 13`` rods Cast iron plates turned	16 to 50kg		
109.	Butterfly machine	75.9mm pipe h/D pulleys, leather seats	01 Nos		
110.	Preacher	75.9mm pipe h/D pulleys, leather seats	01 Nos		
111.	T-bar	Chrome handles, grips	02 Nos		
112.	Pulls over		02 Nos		
113.	Inclined bench	75.9mm pipe leather seats	02 Nos		
114.	Rod large (Steel)	Hard chrome,25.4mm thick	04 Nos		
115.	Rod Zigzag for biceps (Steel)	Silver hard chrome,	02 Nos		
116.	Weight plates (Steel)	Cast iron plain/rubber plates	5 to 50 kg		
117.	Four station machine	4 side exercise, hardened pulleys,	01 Nos		

	(Steel)	imported handles			
118.	Leg press	3mm thick chanel, alteron pulleys ,leather padded seats	01 Nos		
119.	Exercise cycle	4kg Magnetic resistance fly wheel	01 Nos		
120.	Treadmill machine	3.00hp A/C motor Commercial	01 Nos		
121.	Exercise mat Yoga mat	Imported 8mm thick grain	04 Nos		

	TRACK SUIT	SPECIFICATION	QUANTITY	Unit PRICE	Total Price
122.	Track Suit Boys	Safini material, easy fit, slim fit with University logo and University name printing	300 Nos		
123.	Track Suit Girls (only Uppers)	Safini material, easy fit, slim fit with University logo and University name printing	200 Nos		
124.	T-Shirt with four different colors	Free size with printing	400 Nos		

**NET BALL**

125.	Net ball poles	50.8mm thick poles with heavy duty base	02 Pairs		
126.	Balls of net ball	Parachute, Cotton	10 Nos		
127.	bibs		20 Nos		
128.	Net for Net Ball	Parachute, Cotton	02 Pairs		

**SCOREBOARD**

129.	Scoreboard for various games	Multiscore board imported basketball, tennis, table tennis, volleyball, netball, handball, badminton	01 set		
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**23.Special / Mandatory Conditions**

- Refurbished, Grey smuggled or international warranty products will not be accepted in any case.
- Hazara University will verify the serial numbers of the supplied items with its manufacturer. If found ambiguous, will be returned at supplier own cost.
- Manufacturer's Authorization Letter will be provided by the bidder in the name of Hazara University. The same shall be verified with the Manufacturer / issuing authority.
- Quoted product must have at least one manufacture's parts depot in Pakistan, for rapid warranty claims.
- Any product inferior to the given specification / University requirement shall be disqualified straight away.
- Compliance sheet must be provided by the bidder along with the quotation
- The successful bidders will be required to supply the items as per maximum required quantity of University up-to the end of one year from the date of opening of financial bid(s).
- Hazara University shall only accept the branded equipment imported through proper channel.

**Bidder's Sign and Stamp**