



m+Procurement Cell

Shaheed Benazir Bhutto University, Sheringal

Tender Document

1. Printing of Answer & Continuation Sheets
2. Equipment for AI Lab Work
3. Degree Folders





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TENDER NOTICE

1. Shaheed Benazir Bhutto University, Sheringal (hereinafter “Procuring Entity” or “SBBU”), invites sealed bids through e-PAD (Electronic Procurement & Auctioning System) from **06-05-2026 to 21-05-2026** on **Single-Stage Single-Envelope** procedure from income tax and sales tax registered firms/companies on the Active Taxpayer List (ATL) of FBR, for the procurement of:
 1. **Schedule A:** Printing of Answer Sheets and Continuation Sheets
 2. **Schedule B:** Equipment for AI Lab Work (as detailed in specifications)
 3. **Schedule C:** Degree Folders
2. Bids must comply with Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 (as amended).
3. Tender documents are available on the University website (www.sbbu.edu.pk) and KPPRA website (www.kppra.gov.pk).
4. **Bid Security:** 2% of bid price (call deposit/pay order in favor of “SBBU Receipt Account (HBL): 18787100000103”).
5. **Submission Deadline/Last Date of Submission:** 21-05-2026 at 11:00 AM (PKT).
6. **Opening:** 30 minutes after closing time, online via e-PAD, in the presence of bidders' representatives at Convener Purchase Committee office, SBBU, Sheringal.
7. SBBU reserves the right to reject any or all bids prior to acceptance, per Rule 47 of KPPRA Rules, 2014.

Contact:

Assistant Director Procurement,
Tel: 0944-885405
AD_Procurement@sbbu.edu.pk.



INSTRUCTION TO BIDDERS

1. All bidders are required to submit their bids online through e-PAD. The hard copy along with **Original Bid Security** must reach to the office of AD Procurement, Shaheed BB University, Sheringal before closing time. Those who failed to submit their original bid security to the office of AD Procurement before closing time shall be rejected.
2. The bid shall contain income and sales tax registration certificate along with a proof on ATL.
3. The bid should be in accordance with enclosed specifications.
4. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions.
5. All payments in the proposal shall be quoted in Pakistani Rupees (PKR).
6. All tenders are invited to be present for the opening of the tender. The name of each tenderer and his total bid price only, will be read aloud and recorded
7. Original Bid Security shall be submitted through registered courier on below address.
Assistant Director Procurement
SBBU, Sheringal, Dir (Upper)
Cell # 0944-885405
8. Bids will be opened online through e-PAD on time and date mentioned in **Tender Notice** in the office of Convener Purchase committee, SBBU.
9. Tenders shall be prepared in the forms supplied with all items and blanks properly filled in. All data and figures and the signature of persons signing the tender shall be in ink. The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.
10. The competent authority reserves the right to accept or reject any offer/bid or part thereof without assigning any reason.
11. In case of dispute (controversy), the decisions of the competent authority of this University shall be final.
12. In case of any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be opened on the next working day at the same time & venue

GENERAL TERMS AND CONDITIONS

Following are the General Terms and Conditions

1. Bidder must be registered with Income Tax and Sales Tax Departments and must appear on the Active Tax Payers List of FBR.



2. Period of warranty of goods shall be provided along with the quoted price against each item.
3. The bid must be accompanied with a bid security.
4. NTN certificate shall be enclosed.
5. Each supplier can only submit one offer / quote.
6. The quotation must carry the authorized signatures of the representative of the supplier.
7. Bidder shall be responsible for payment of any Duties/Taxes imposed by Govt. Of Pakistan during the payment. The bid price **MUST be inclusive** of all the taxes along with installation cost if any.
8. Bidder will not propose and deliver any kind of Refurbished/Used/End of Life/Near End of Life equipment and components.
9. No subletting of all or any part of work will be allowed at any cost / reasons
10. All KPPRA Rules are applicable.
11. No tender/bid shall be considered if: -
 - a) Received without required documentation or deficiency in required documentation.
 - b) Received without bid security.
 - c) In contradiction with the specification given by the SBBU, Sheringal.
 - d) Received with any condition.
 - e) The bidder is in litigation with SBBU, Sheringal or is blacklisted by any organization or is notified as blacklisted on PPRA/KPPRA website.

Clarification of Bidding Document:

During evaluation of the bid(s), SBBU, Sheringal may, at its discretion, ask the Bidder for a clarification of its bid and such information imperative for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond within given deadline, the bidder shall be considered as non-responsive and shall be disqualified from the bidding process.

Opening of Bids:

SBBU, Sheringal shall open all bids at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

Influencing the evaluation process:

- i. No Bidder shall contact SBBU, Sheringal on any matter relating to evaluation of its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through proper channel.



- ii. Any effort by a Bidder to influence SBBU, Sheringal during bid evaluation may result in disqualification of the bid.

Qualification & Evaluation of Bids:

- i. SBBU, Sheringal shall determine whether the Bidder is qualified to perform the Contract satisfactorily, in accordance with the criteria & qualification specified in the tender document.
- ii. The qualification shall be based upon an examination of the documentary evidence submitted by the Bidder, as well as such other information as SBBU, Sheringal deem necessary and appropriate.
- iii. SBBU, Sheringal shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.
- iv. The bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. SBBU, Sheringal shall examine the bids as whether:
 - a. They are complete in all respect;
 - b. Any computational errors have been made;
 - c. Required financial sureties have been furnished;
 - d. The documents have been properly signed.
- vi. Arithmetical errors shall be rectified on the following basis:
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (inclusive of tax) shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, the bid shall be rejected, and the bid security shall be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- vii. SBBU, Sheringal may waive any minor non-conformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
 - a. *Explanation: A minor non-conformity is one that is merely a matter of form and not of substance. It also pertains to some immaterial deficiency in a Bid or variation of a bid from the exact requirements of the tender document that can be corrected or waived without being prejudicial to other bidders. The deficiency is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total*



cost or scope of the supplies or services being acquired. SBBU, Sheringal shall either give the bidder an opportunity to correct any deficiency in a bid or waive the deficiency, whichever is advantageous to SBBU, Sheringal.

- viii. Prior to the detailed evaluation, SBBU, Sheringal shall determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- ix. Deficiency in bid security, Applicable Law and Taxes and Duties shall be deemed to be a material deviation. The SBBU, Sheringal determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- x. If a bid is not substantially responsive, it shall be rejected and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Corrupt or Fraudulent Practices & Blacklisting:

- i. The bidders shall be required to observe the highest standard of ethics during the procurement and execution of contracts. For the purpose of this provision, the terms set forth below are defined as under:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of SBBU, Sheringal;
 - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive SBBU, Sheringal of the benefits of free and open competition.
- ii. SBBU, Sheringal shall have the right to reject a proposal for award if it determines that the bidder had been engaged in corrupt or fraudulent practices in the past with any organization.
- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA/KPPRA shall be considered disqualified from the bidding process unless and until it is de-notified on PPRA/KPPRA website.
- iv. If it at any time, SBBU, Sheringal determines that the firm has engaged in corrupt, fraudulent, or collusive practices in competing for, or in executing the contract, it shall sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules.



Evaluation Criteria:

The Purchase Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. The committee will evaluate and compare the bids which have been determined to be substantially responsive. If a bid is not substantially responsive, it will be rejected by the committee and may not subsequently be made responsive by the Bidder by correction of the nonconformity. First of all, Qualification of the Bidder will be determined on the parameters listed below.

Table # 2: Mandatory Requirements:

Detail		Criteria
i	The bidder must be a registered legal entity (e.g., Sole Proprietorship, Partnership Firm, and Company) under relevant laws (e.g., Registration of Firms Act, Companies Act 2017). Proof: Valid Registration Certificate / NTN Registration / SECP Certificate (as applicable)	Mandatory
ii	The bidder must submit original Bid Security of 2% of bid price in shape of CDR/Pay Order/Bank Guarantee from scheduled bank before closing time. Failure to submit original bid security on or before the closing date and time will result in automatic rejection (Rule 25).	Mandatory
iii	Declaration Form	Mandatory
iv	The bidder must be an active taxpayer with valid NTN/KNTN and Sales Tax Registration. Proof: Active NTN Certificate (verifiable via FBR IRIS/ATL) and Sales Tax Registration Certificate. Undertaking on stamp paper that bidder is not blacklisted and taxes are up-to-date.	Mandatory
v	The bidder must not be blacklisted or ineligible by any public sector organization in Pakistan (including KPPRA, PPRA, or federal/provincial entities). Proof: Affidavit/Undertaking on Rs. 100+ stamp paper declaring non-blacklisting.	Mandatory
vi	Financial Capability 1. Average Net Working Capital of at least 3 million in the last 3 financial years for Answer and Continuation Sheet 2. Average Net Working Capital of at least 1 million in the last 3 financial years for equipment for AI Lab work 3. Average Net Working Capital of at least 1 million in the last 3 financial years for degree folders	Mandatory
vii	Professional Experience a. For AI Lab Equipment: Minimum 3 similar contracts each of minimum value of Rs. 500,000/- (supply of computers, servers, GPUs, or IT/AI lab equipment) successfully completed in the last 4 years	Mandatory



	<p>b. For Answer/Continuation Sheets: Minimum 3 contracts of similar nature in last 4 years each of value greater than Rs. 3,000,000</p> <p>c. For Degree Folders: Minimum 3 contracts of similar nature in last 4 years each of value greater than Rs. 1,000,000</p> <p>Proof: Copies of Purchase Orders/Contracts + Satisfactory Completion Certificates from clients (government/semi-government preferred).</p>	
viii	Original Bidding Documents Duly Signed/Stamped	Mandatory
ix	<p>Sample</p> <p>a. Bidders who fail to provide one complete sample each of the answer sheet & continuation sheet and degree folder on or before the specified closing date and time will be considered as non-responsive.</p> <p>b. Bidders must submit the samples in finished/ready-to-use condition (fully printed and assembled as per the tender specifications). The sample(s) will be evaluated by the University on the bid opening for compliance with the required specifications.</p> <p>c. The bid of any bidder whose submitted sample is not approved by the University's Purchase/Technical Committee will be rejected.</p> <p>d. All samples submitted by bidders shall become the property of the University and will not be returned, irrespective of whether the bid is successful or unsuccessful.</p> <p>e. (Sample of answer & continuation sheet and degree folder can be seen in Procurement Office till closing date in the office hours)</p>	Mandatory

- i. Bids will be evaluated for **substantial responsiveness** first (compliance with mandatory requirements above). Failure to meet any of the above mandatory eligibility/qualification requirements shall render the bid non-responsive and liable to rejection without further evaluation.
- ii. Only responsive bids proceed to financial evaluation.
- iii. Award to the lowest evaluated substantially responsive bid

Key Points

Table # 1

S.N	Detail	Specification
1.	Validity of Bid	180 Days from the date of Closing of Bids
2.	Supply/work completion	45 Days from the date of issuance of W.O
3.	Method	Single-Stage Single-Envelope
4.	Closing Date & Time	As mentioned in the NIT
5.	Opening Date & Time	As mentioned in the NIT
6.	Bid Security Amount	2%
7.	Performance Guarantee	10%



8.	Delivery Location (Arrangement of Labor included in the cost)	1. Store of the Examination Section, SBBU, Sheringal. 2. Main Store, SBBU, Sheringal
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FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Schedule A: Printing of Answer and Continuation Sheets

SN	Specification	Qty	Unit Price (Including all applicable taxes)	Total Amount (Including all applicable taxes)
<i>i</i>	Printing of Answer Sheets 20 pages	55000		
<i>ii</i>	Printing of Answer Sheets 16 pages	60000		
<i>iii</i>	Continuation Sheets 4 pages	20000		

Schedule B: Equipment for AI Lab work

SN	Specification	Qty	Unit Price (Including all applicable taxes)	Total Amount (Including all applicable taxes)
1.	1. Arduino UNO Complete Starter kit	10 units		
2.	2. Smart Tank Robot Car Kit for Arduino UNO	10 units		
3.	3. Raspberry Pi 4 Model	05 units		

Schedule C: Degree Folders

SN	Specification	Qty	Unit Price (Including all applicable taxes)	Total Amount (Including all applicable taxes)
1.	Degree Folders	2000		

- The bid is submitted without any conditions.



- All the terms and conditions set forth by SBBU, Sheringal in this tender are acceptable unconditionally, including **bid validity, delivery time.**

Name of Authorized Person: _____

Date: _____

Signature _____

Official Company Seal: _____

Detail Specifications

5.1 Schedule A: Printing of Answer and Continuation Sheets

S.No	Items	Specification
1.	Printing of Answer Sheets	<ul style="list-style-type: none"> • Size: A-4 size • 70 gsm Local fine quality paper • 20 Pages • Side sewing with fine thread • One color Printed Black • Start from Sr no 00001 (serial No in red color) • Sample can be seen in Procurement Office)
2.	Printing of Answer Sheets	<ul style="list-style-type: none"> • Size: A-4 size • 70 gsm Local fine quality paper • 16 Pages • Side sewing with fine thread • One color Printed Black • Start from Sr no 111001 (serial No in red color) • Sample can be seen in Procurement Office)
3.	Continuation Sheets	<ul style="list-style-type: none"> • Size: A-4 size • One sheet consists of 04 Pages for all academic departments • 70 gsm Local fine quality paper • Start from Sr no 82401 (serial No in red color) • Sample can be seen in Procurement Office)

5.2 Schedule B: Equipment for AI Lab Work

Specification of Item #1 Arduino Starter Kit (One Kit specification)			
S.No	Items	Specifications	Quantity
1	Arduino UNO Board Original DIP	The main microcontroller board used for coding and prototyping.	10
2	USB Cable (for programming and power)	Connects the Arduino to a computer for programming and power supply.	10



3	Breadboard (400–830 points)	A reusable platform for building electronic circuits without soldering.	2 each per set
4	Jumper Wires (Male-to-Male, Male-to-Female, Female-to-Female)	Wires used to connect components on a breadboard.	3 packets
5	Resistors (various values: 220Ω, 1kΩ, 10kΩ, etc.)	Used to control current flow in circuits.	3 packets of each
6	LEDs (Red, Green, Blue, Yellow, White)	Light-emitting diodes for indicator lights in projects.	1 packet of each
7	Push Buttons (Momentary switches)	Used for user input, such as switching on/off a function.	1
8	Potentiometer (Variable Resistor)	Adjusts voltage levels, often used for controlling brightness or volume.	1
9	Buzzer	Produces sound, often used for alarms and notifications.	1
10	Photo resistor (LDR – Light Dependent Resistor)	Changes resistance based on light levels, used for light sensors.	1
11	IR Sensor Module	Detects infrared signals, commonly used for obstacle detection.	1
12	PIR Motion Sensor	Used to detect motion	1
13	MQ2 Sensor	Using for gase detection	3
14	Temperature and Humidity Sensor (DHT11 or DHT22)	Measures temperature and humidity for environmental monitoring.	1
15	Ultrasonic Sensor (HC-SR04 for distance measurement)	Measures distance using ultrasonic waves, useful for robotics.	1
16	Motor Driver Module (L298N or L293D)	Controls DC and stepper motors, necessary for motorized projects.	1
17	DC Motors	Used to drive wheels, fans, or other moving parts in projects.	1
18	Servo Motor (SG90 or MG995)	A precision-controlled motor used in robotics and automation.	1
19	7-Segment Display (Single & Four-digit)	Numeric display used for timers and counters.	1
20	LCD Display (16x2 with I2C module)	A screen for displaying text and simple graphics in projects.	1
21	Relay Module (Single or Dual-channel)	Used to control high-power electrical devices with Arduino.	1
22	Tilt Sensor	Detects changes in orientation, useful for motion-based applications.	1
23	Rotary Encoder	Measures rotation and position, often used in robotic applications.	1
24	Joystick Module	A thumbstick control used in gaming and robotic projects.	1
25	RFID Module (with Tags)	Used for reading RFID cards for access control and security applications.	1
26	Bluetooth Module (HC-06 or HC-12)	Enables wireless communication between Arduino and other devices.	1
27	Esp8266 Ch340 Lolin Nodemcu V3 Wifi Development Board Iot Development Board In Pakistan	Provides WiFi connectivity for IoT applications.	1
28	Micro SD Card Module	Allows Arduino to read and write data to a micro SD card.	1
29	Diodes	Electrical components that allow current to flow in only one direction.	10



30	Transistors (200-840PCS TO-92 Transistor Kit BC547 BC327 BC337 2N2222 3904 3906 C945 PNP/NPN Transistors with Box)	Amplifies or switches electronic signals in circuits.	1 packet
31	Capacitors (Various values)	Stores and releases electrical energy, used for filtering and power stability.	1
32	Battery Connector (for external power supply)	Used to connect battery power to Arduino projects.	1
33	Piezoelectric Sensor	Converts mechanical stress into electrical energy, used in vibration sensing.	1
34	RGB LED Module	A multi-color LED that can display different colors by mixing red, green, and blue.	1
35	IR Remote and Receiver Module	Used for remote control of Arduino projects.	3
36	Stepper Motor and Driver (ULN2003)	Controls precise motor movements, used in robotics and automation.	1
37	Power Supply Module	Regulates voltage supply for Arduino and sensors.	1
38	Prototype Shield for Arduino	A board that allows easy connections and testing of circuits.	1
39	Screwdriver & Small Tools for Assembly	Basic tools required for assembling electronic components.	1
40	9V battery	used for sensors etc.	3
41	GSM Module (GSM 800/GSM 900 / GSM 900a)	Using for telecommunication The Module must be PTA approved	1
Item # 2 Smart Tank Robot Car Kit for Arduino UNO			
1	LAFVIN Option 1	Robot Car Starter Kit for Arduino DIY Project with ESP32 Wifi Camera Programming Codes for Learning and Educational Complete Set	1
2	LAFVIN Option 2	LAFVIN Mechanical 4WD Robot Arm Car Kit for Arduino Robot Car Robot Kit STEM Toys/Support Android	1
3	LAFVIN Option 3	ESP 32 Smart Robot Kits for Arduino Programmable with Codes ESP32 Camera Best Selling Educational Robotic Complete Automation Kit	1
Item # 3 Raspberry Pi 4 4GB Ram (Per Set specs)			
1	Raspberry Pi 4 4gb Ram	For advanced projects in IoT	1
2	Power Supply	5V 3A /4A/5A Power Supply For Raspberry Pi 4 Model B 1GB 2GB 4GB Raspberry Pi 4 + Type C Cable	1
3	Cabel	Raspberry Pi 4 Hdmi Cable	1
4	Display	7 Inch Hdmi Capacitive Touch Lcd Screen For Raspberry	1
<p>Detail Specifications 4GB Variant Quad-Core 64-bit Broadcom 2711, Cortex A72 Processor WLAN 802.11 b/g/n/ac (2,4 + 5,0 GHz) LAN RJ45 10/100/1000 Mbit (Gigabit LAN over USB 3.0) Operating Power 5V@3A via USB Type-C port Dual-Display Micro HDMI Ports which supports H 265 Decode for 4K Video @60p</p>			



5.3 Schedule C: Degree Folders

S.No	Items	Specification
1.	Degree Folder	<ul style="list-style-type: none">As per sampleSample can be seen in Procurement Office)

Packaging

Each item should be packed suitably in appropriate wooden/metallic boxes/containers/pallets in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.

Each pack or container should clearly indicate the following information:

- i Purchase Order Number and date.
- ii Name of Product/Deliverable.
- iii Quantity
- iv Serial Number
- v Gross and net weights
- vi Name of Manufacturers/service providers

Manufacturer's instructions regarding the maximum storage life of the product and the storage conditions must be followed.

Material/works/service should be delivered at the stores of procuring entity in original packing of the manufacturer.

Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item should be provided in English. If required by Procuring entity, technical experts should be sent by the manufacturer for application of the item at site.

INSPECTION OF GOODS ON DELIVERY

A) Equipment for AI Lab Work

- a) The goods shall be inspected by the inspecting team of the Procuring entity for quality/quantity etc. at the agreed location of the Procuring entity and will be checked against the specifications given in the bidding documents.
- b) Inspection of goods shall be conducted without prejudice to the buyer's right to lodge quantity and quality claims. In case the goods are not found in conformity with the contracted quality/specifications, procuring entity shall have the right to lodge claims within 30 days from the date of inspection of the goods.
- c) In case of dispute by the supplier, joint re-inspection of the supplied material shall be carried out, at the cost of the supplier, in his presence or his authorized representative either at a laboratory designated by the procuring entity or by a neutral independent entity as jointly agreed.

B) Answer Sheet & Continuation Sheets and Degree Folders



- a) The Bidder shall provide **one set of sample** of the Answer Sheets & Continuation Sheets and one sample of degree folder (including paper quality, size, ruling, printing, perforation if any, and overall finish) on or before closing date and time of the tender, free of cost as per the required specifications.
- b) The samples provided by the Bidder before or at the time of bid/tender opening shall be duly marked, sealed, signed by the bidder's representative and the Procuring Entity's representative(s)/committee members present at the opening, and shall serve as the **reference standard/sample** for quality and conformity assessment.
- c) The final delivered goods shall be **strictly checked and compared** against the sample provided and approved at the time of bid/tender opening. The goods shall only be accepted if they are found to be **fully matching** in all respects, including but not limited to:
- i Paper quality (GSM, whiteness, opacity, acid-free/non-fading properties)
 - ii Size and dimensions
 - iii Ruling, printing quality, alignment, and legibility
 - iv Perforation (if applicable), binding/folding, and packaging
 - v Overall finish, durability, and absence of defects (e.g., no tearing, smudging, or printing errors)
 - vi Quality
- d) Any deviation, variation, or non-conformity from the approved sample (even minor) shall render the entire supplied lot **non-conforming** and unacceptable. In such case:
- a. The Procuring Entity shall have the right to **reject the entire consignment** without any liability.
 - b. The Supplier shall be required to replace the rejected goods with fully conforming goods (matching the sample) at no additional cost within the stipulated time.
 - c. Persistent non-conformity or failure to replace may lead to **forfeiture of performance security**, blacklisting, and/or other remedies available under the Contract and KPPRA Rules.
- e) The decision of the Procuring Entity's inspection committee regarding matching with the sample shall be **final and binding** on the Supplier. The Procuring Entity may, at its discretion, involve third-party testing/laboratory analysis (at Supplier's cost if non-conformity is confirmed) to verify compliance.
- f) Acceptance of goods shall only be issued in writing after successful matching verification and satisfactory inspection. Partial acceptance is not permitted unless explicitly agreed in writing.



- g) The cost of providing samples at bid opening and any subsequent testing shall be borne by the Bidder/Supplier.

PERFORMANCE BANK GUARANTEE

Successful bidders shall furnish a Performance Bank Guarantee of 10% of value of Purchase Order/Tender price/Contract provided that the guarantee is issued by any of the approved Banks within 10 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of purchase order/contract and shall be returned within 10 days after the expiry of warranty period and satisfactory performance

If such Guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.

APPLICABLE LAWS

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPPRA Rules 2014.

Contact person and Submission of Bids:

Contact Person for all inquiries, clarifications and bid submission shall be:

Assistant Director Procurement
Shaheed BB University, Sheringal
Tel: 0944-885435
Email: AD_Procurement@sbbu.edu.pk

Validity of Bids:

- i. The Bid shall remain valid as mentioned in **Table 1** of the tender document.
- ii. Any bidder/firm/ company which refuses to accept the Work Order based on market price escalation shall result in forfeiting the bid security. SBBU, Sheringal may also impose a ban from business with it and may blacklist the list the firm.

Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account.
- ii. Applicable Income tax and GST shall be deducted at source and as per rules. In case of exemption, please mention and attach proper documentation duly verified from the concerned tax authorities. However, SBBU, Sheringal may accept the exemption certificate. In case of non-acceptance, SBBU, Sheringal shall deduct all applicable taxes as per tax rate. SBBU,



Sheringal shall provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.

- iii. Unit price shall be taken up to 1 decimal point.
- iv. In case of any conflict in the price/cost quoted by the bidder, the unit cost (including all applicable taxes) quoted by the bidder shall be considered for calculation.

Bid Currencies & Bid Security:

- i. Bid prices shall be quoted in Pak Rupees.
- ii. The currency of the bid security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, bid security as specified in **Table 1** of the tender document. The bid security is required to protect SBBU, Sheringal against the risk of Bidder's default which would warrant the security's forfeiture.
- iv. The bid security shall be in favor of SBBU Receipt Account (HBL) in any of the following form:
 - a. Bank Draft
 - b. Pay Order
- v. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.
- vi. The bid security found deficient of the required amount shall not be considered.
- vii. Unsuccessful bidders' bid security shall be released and returned promptly as the successful bidder gives consent to the work order or signs the contract agreement, whichever is applicable.
- viii. The successful supplier, within Ten days of signing the contract, shall provide to the purchaser a performance guarantee as specified in **Table 1**.
- ix. Successful supplier's security already submitted with the bid shall only be released upon satisfactory submission of a performance guarantee.
- x. Failure to submit a performance guarantee shall result into the forfeiture of bid security and cancellation of contract.
- xi. The bid security of the bidder shall be forfeited if the bidder:
 - a. Requests for withdrawal of his bid during the evaluation process.
 - b. Does not accept the correction of arithmetic errors in its bid.
- xii. The bid security of the successful bidder shall be forfeited if the bidder:
 - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.



- b. Fails to comply with the requirement of the bid and contract.

Award of Contract:

- i. After scrutiny of all bidding documents, the work order/purchase order shall be issued on the basis of most advantageous bid as mentioned in **Table 1** of the tender document.
- ii. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

Notification of Award:

- i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, SBBU, Sheringal will promptly notify the unsuccessful bidder(s) and will release its bids security.
- iii. Quantity may increase/Decrease as per SBBU, Sheringal requirements subject of availability of funds.

Delivery Information:

- i. The supply shall be made to SBBU, Sheringal as mentioned in **Table 1** of the tender document.
- ii. In case of delay in delivery and installation the vendor may submit a written request for extension in delivery time, giving valid justification with proof.
- iii. SBBU, Sheringal may extend the delivery time and installation according to the reason of delay with the condition of deductions in percentage (0% to 10%) from the total bill as penalty. The decision shall be communicated to the vendor for extension along with [percentage of deduction, if any]. In case of non-responsiveness/non-acceptance by the vendor, the work order shall automatically be cancelled, the bid security shall be forfeited. SBBU, Sheringal may also impose a ban and may black list the firm.
- iv. SBBU, Sheringal may reject the request for extension, in which case, the work order shall be cancelled, the bid security shall be forfeited.
- v. The bills along with delivery challan (duly signed by authorized official of SBBU, Sheringal) shall be submitted to the Procurement Office for further necessary payment process. Any deficiency in bill/supporting documentation shall be removed by the vendor.



- vi. Any defective item(s) shall be replaced by the vendor during the warranty period, free of cost, within one-week time. In case of failure to supply the specific item, SBBU, Sheringal shall purchase the item on risk and cost of the supplier, to be deducted from the bidder's bid security or performance guarantee or final bill.
- vii. Payment shall be made as per actual quantity delivered & accepted to SBBU, Sheringal.
- viii. Samples are mandatory where specifically demanded and bid without samples shall be considered non-responsive. No sample(s) shall be accepted after the closing date of the tender. Sample(s) other than the demanded item(s) shall not be considered..
- ix. **In** cases lowest evaluated bidder refuses or fails to supply the item(s)/execute the work within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.

Legal Document

- i. The Tender document and Contract agreement/Work Order/Purchase Order altogether shall have legal binding on all bidders.



Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of SBBU, Sheringal in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, SBBU, Sheringal is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with SBBU, Sheringal.

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	



PERFORMANCE BANK GUARANTEE FORM IN RESPECT OF PURCHASE ORDER / CONTRACT AGREEMENT (to be furnished on non-judicial stamp paper of appropriate value)

WHEREAS <name of procuring entity> having its registered office at _____, by an Agreement made between _____ (hereinafter called the supplier/service provider) has awarded the contract (hereinafter called the contract) vide agreement / letter / P.O. No. dated for the supply of goods / works / services specified in the said Purchase Order / contract agreement.

AND WHEREAS in accordance with the provisions of clause of the Contract/Purchase Order the supplier is required to furnish a bank guarantee for the due performance and observance of all the terms provisions and stipulations of the Contract/Purchase Order by the service provider and the service provider has requested Bank Limited to issue the said guarantee for an amount of Rupees _____ (Rs. _____) equivalent to <specify %> of the total value shown in the purchase order.

In consideration of the premises we _____ Bank Limited _____ hereby guarantee irrevocably and unconditionally forthwith to pay to the procuring entity without reference to the service provider on the first demand of the procuring entity in writing stating that the service provider has committed a default under the Contract/Purchase order without any further statement of the particulars of such default and notwithstanding any contestation by the supplier an amount not exceeding Rupees _____

And we _____ Bank Limited hereby further declare that no alteration in the terms of the Contract/Purchase Order or in the scope extent or nature of supplies therein and no allowances of time by the procuring entity under the Contract /Purchase Order nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Contract/Purchase order on the part of procuring entity shall in any way release this Bank from any liability under this guarantee.

The validity of this guarantee shall expire after ____ days on _____ of the completion of delivery of supplies to the procuring entity by the supplier in conformity with the provisions of the Contract/Purchase Order. After its expiry the procuring entity shall return this guarantee to the Supplier for cancellation by this bank.

NAME OF BANK

WITH ADDRESS

AUTHORISED OFFICER OF THE BANK