



**SHAHEED BENAZIR BHUTTO UNIVERSITY
SHAHEED BENAZIRABAD**

TENDER DOCUMENTS

FOR

**Designing, Production and supply of University
Hand Book**

WILL BE

OPENED ON

02-12-2015

INSTRUCTIONS TO BIDDERS

1. The Contract resulting from this invitation to tender shall be governed by the SPP Rule 2010.
2. In the event of Tender being submitted by the firm, it must be signed by the contractor/vendor /Manufacturer / Dealer / Supplier thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so.
3. The amount of earnest money deposited shall be Rs. 2% of the maximum quoted value of all items, earnest money should be paid by the contractor/vendors through Pay Order / Demand Draft of the scheduled banks in favor of Director Finance, Shaheed Benazir Bhutto University Shaheed Benazirabad **(No other payment will be accepted)**.
4. The procuring Agency reserves the right to call any or all the bidder (s) to give presentation / demonstration for their items/works.
5. The proposal of bid shall be opened publicly at the time, date and venue announced and communicated to the bidders in advance.
6. The bidder has to quote the total value of bids in the financial proposal including all taxes.
7. The income tax shall be deducted at a source on total value of bid.
8. The bidder has to provide the GST registration certificate. The Department while making payments to any supplier shall deduct according to rule.
9. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010.
10. The bidders will supply a sample of the material (if any) for approval (if applicable).

BIDDING DATA

- (a). Name of Procuring Agency Shaheed Benazir Bhutto University, SBA
- (b). Brief Description of Works Designing, Production & Supply of Hand Book
- (c). Procuring Agency's address: - SBBU, Civil Lines SBA
- (d). Estimated Cost:- _
- (e). Earnest Money: - 3% of Work _
- (f). Period of Bid Validity (days):- 30 DAYS
- (g) Security Deposit :-(including bid security):- 3%
- (h). Percentage, if any, to be deducted from bills: - Income Tax & GST (as per rule)
- (j). Venue, Time, and Date of Bid Opening: - SBBU, SBA – 12:00 noon @ 02-12-2015
- (k). Time for Completion from written order of commence: - 30 Days
- (m). Deposit Receipt No: Date: Amount: -----

----- (in words and figures)

(C) In the event of any of the above courses being adopted by the Procuring Agency, the contractor/vendor shall have:-

- (i) no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
- (ii) However, the contractor/vendor can claim for the work done at site duly certified by the Procuring Agency in writing regarding the performance of such work and has not been paid.

Procuring Agency/Engineer may invite fresh bids for remaining work.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the **contractor/vendor**. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause -5: Extension of Intended Completion Date. The Procuring Agency either at its own initiatives before the date of completion or on desire of the contractor/vendor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Procuring Agency in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause -6: Specifications. The contractor/vendor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Procuring Agency and initialed by the parties, the said specification being a part of the contract. The contractor/vendor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer/representative-in-charge and lodge in his office and to which the contractor/vendor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor/vendor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

Clause - 7:
Payments.

(A) **Interim/Running Bill.** Deleted

(B) **The Final Bill.** A bill shall be submitted by the contractor/vendor within ten days of the date fixed for the completion of the work otherwise Engineer/representative-in-charge's certificate of the measurements and of the total amount payable for the works shall be final and binding on all parties.

Clause - 8: Reduced Rates. In cases where the items of work are not accepted as so completed, the Engineer/representative -in-charge may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause - 9: Issuance of Variation and Repeat Orders.

(A) Procuring Agency may issue a Variation Order for procurement of works, physical services from the original contractor/vendor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.

(B) Contractor/vendor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 25% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor/vendor has no right to claim for compensation by reason of alterations or curtailment of the work.

(C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities/list, the quotation by the contractor/vendor is to be in the form of new rates for the relevant items of work, and if the Engineer-in-charge is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.

(D) The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contact work.

- (E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Engineer/representative can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer/Authority.
- (F) **Repeat Order: (if any)** any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

- (A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/vendor/during defect liability period mentioned in bid data, the Engineer/representative -in- charge or his subordinate-in-charge of the work may instruct the contractor/vendor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor/vendor has to carry out a test at his own cost irrespective of work already approved or paid.
- (B) **Correction of Defects:** The contractor/vendor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor/vendor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- (C) **Uncorrected Defects:**
 - (i) In the case of any such failure, the Engineer/representative-in-charge shall give the contractor/vendor at least 14 days' notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor/vendor.
 - (ii) If the Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause – 11: Inspection

- (A) **Inspection of Operations.** The Engineer/representative and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor/vendor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer/representative shall give the contractor/vendor reasonable notice of the intention of the Engineer/representative -in-charge or his subordinate to visit the work shall have been given to the contractor/vendor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor/vendor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor/vendor himself.

Clause – 12: Examination of work before covering up.

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor/vendor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor/vendor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

Clause – 13: Risks. The contractor/vendor shall be responsible for all risks of **loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract.** if any damage is caused while the work is in progress or become apparent within **three months** of the grant of the certificate of completion, final or otherwise, the contractor/vendor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

Clause-14: Deleted

Clause – 15: Disputes. All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer/representative of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

Clause –16: Site Clearance. Deleted.

Clause –17: Financial Assistance /Advance Payment.

(A) **Mobilization advance:** Deleted

Clause –18: Refund of Security Deposit/Retention Money. On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor/vendor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Engineer has certified that all defects notified to the contractor/vendor before the end of this period have been corrected, the security deposit lodged by a contractor/vendor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.

Accountant

Contractor/vendor

Procuring Agency

Summary of Bill of Quantities

Hand Book					
S. No	Description & Page No.	Qty.	Unit	Rate	Amount (Rs.)
1	<p align="center">Hand Book</p> Title : 310 gm Art Card, 4 Colour Printing Matt Lamination, UV Coated Cover Separator: 190 gm art card, 4 color Printing, shine lamination. Inner: 128 gm Matt paper 4+4 Color Printing with gum binding	1000			
2					
3					
4					
5					
6					
7					
8					

Contractor/vendor

Procuring Agency