



STANDARD FORM OF BIDDING DOCUMENTS
FOR
SUPPLY AND PRINTING OF STAINLESS STEEL SIGN BOARDS

PROC REF NO: KPITB/18/IFB/019

Last Date/Time for Submission: November 13, 2018 at 10:30 AM

Bid Opening Date/Time: November 13, 2018 at 11:00 AM

**KHYBER PAKHTUNKHWA INFORMATION
TECHNOLOGY BOARD (KPITB)**

TABLE OF CONTENTS

INVITATION FOR BIDS	3
INSTRUCTIONS TO BIDDERS.....	4
BID FORM AND PRICE SCHEDULES.....	6
BID DATA SHEET.....	7
GENERAL TERMS AND CONDITIONS	10
GENERAL AND SPECIAL CONDITIONS OF CONTRACT/PURCHASE ORDER.....	9
BANK GUARANTEE FORM IN RESPECT OF BID SECURITY	16

INVITATION FOR BIDS

IFB No. KPITB/18/IFB/019

Date: October 26, 2018

1. The KPITB has received an allocation from the Public Fund in Pak rupees towards the cost of accelerating growth in the ICT and ICT enabled services sector. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for supply and printing of stainless steel sign boards with laser engraved printing.
2. The KPITB now invites sealed bids from eligible bidders for the supply and printing of stainless steel sign boards with laser engraved printing.
3. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office 134-136, Industrial Estate, Jamrud Road, Hayatabad Peshawar, Khyber Pakhtunkhwa.
4. A complete set of bidding documents can be downloaded by interested from the website www.kpitb.gov.pk/rps
5. The provisions in the Instructions to Bidders and in the General Conditions of Contract/PO are in strict compliance with the provisions of the Khyber Pakhtunkhwa Public Procurement Act and its rules made there under which also conform to the requirements of the World Bank *Standard Bidding Documents: Procurement of Goods for National Competitive Bidding, Pakistan*.
6. Bids must be delivered to the above office on or before 10:30 AM on November 13, 2018 and must be accompanied by bid security of two (02 %) percent in the form of Demand Draft/Banker Cheque/ CDR.
7. Bids will be opened in the presence of bidders' representatives who choose to attend at November 13, 2018 at 11:00 AM at the offices of 134-136, Industrial Estate, Jamrud Road, Hayatabad Peshawar, Khyber Pakhtunkhwa.
8. The bidders are requested to give their best and final prices as no negotiations are expected.

Assistant Director (Procurement)

Industrial Estate, Jamrud Road, Hayatabad
Peshawar, Khyber Pakhtunkhwa, 091-5891516

INSTRUCTIONS TO BIDDERS

- A. The bidder must submit the bid in sealed envelopes and as per specified procurement method of single stages one envelope.
- B. The bid shall be clearly marked on the outer side “Bid for School Sign Boards”
- C. The proposals must contain a transmittal letter on the bidder’s letterhead, duly stamped by authorized representative (BID FORM AND PRICE SCHEDULES).
- D. The envelopes should have the name, address and contact details of the addresses and the addressors.
- E. The proposal shall contain the copy of legislation with one of the mandated authorities of Government of Pakistan along with the national tax number certificate.
- F. The proposal shall contain sales tax registration certificate.
- G. The bidder shall specify validity in days, the submitted bid KPITB may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
- H. Bidders may associate with other organizations to enhance their capacity. However, such associations may only take place before the bidding. Once firms are short listed, no such association will be allowed.
- I. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
- J. The proposals should be in accordance with enclosed specifications and technical design.
- K. Response time: all bidders shall submit their bids latest by November 13, 2018 at 10:30 AM at 134-136, Industrial Estate, Jamrud Road, Hayatabad Peshawar, Khyber Pakhtunkhwa. These will be opened half an hour after the deadline. No proposal in any case shall be accepted after the deadline.
- L. The bidder shall submit an affidavit that it has never been blacklisted.
- M. Submit statement of any history of litigation or ongoing.
- N. The bidder will deposit bid security money with procuring entity equal to 2% of the total value of the bid. The bid security money so deposited shall be returned to the depositor after signing the contract/issuance of purchase order (PO).
- O. The procuring entity will retain the bid security of 2% as a performance guarantee for a period of six (06) months (warranty period) from the selected bidder. The performance guarantee may be forfeited if the supplier fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order or commits any breach of the Contract / Purchase Order.
- P. The procuring entity may reject one or all such bids, which are vague (In terms of financial proposal) or does not adhere to these instructions.
- Q. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.

- R. Purchase Order (PO) will be signed with the successful bidders and its terms and conditions will govern.
- S. The procuring entity may increase or decrease the quantity of items if deems necessary.
- T. Arbitration as per law will be in case of disagreement arising out of contract/PO execution, which cannot be settled, between the two parties (KPITB and supplier/vendor/bidder).

U. **QUALIFICATION CRITERIA**

Following is the qualification criteria.

1. Bidders should be registered entities with the Government authority. However bidders are not required to be locally registered with the procuring entity
2. Bidder must be income tax and sales tax registered and must be on active tax payers list of FBR.
3. The local representative should have office and after sale services in Peshawar.
4. Can provide the item within 30 days after awarding the Purchase Order (PO).
5. The bidder must have minimum of three (3) years of experience in supplies and must have a documented track of completing at least three (3) similar assignments, during last three (3) years, involving the supply of comparable scale.
6. The bidder should provide warranty of the quoted items for a period of six (06) months.
7. Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted by any government/semi-government organizations (procuring entity) under the administrative control of the federal / provincial governments and that no litigation is under way against them.

BID FORM AND PRICE SCHEDULES

Date: _____
IFB No: _____

To:

Khyber Pakhtunkhwa Information Technology Board
Industrial Estate, Jamrud Road Hayatabad
Peshawar, Khyber Pakhtunkhwa.

Dear Sir,

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, we will deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening under relevant Clause of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or Gratuity

(if none, state “none”)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

signature]

[in the capacity of]

BID DATA SHEET

Name of Bidder_____ IFB Number_____

Financial Bid Sheet							
Subject: Printing of School Boards					Date:		
Supplier Name, Address & Contact Details:					Closing Date:		
					NTN:		
					STRN		
					Tel:		
					Fax:		
					Email:		
Delivery and completion days from the issuance date of Purchase Order :							
Quotation validity (in days):							
Mentioned warranty and quoted brand against each line item:							
Delivery and installation Locations:						KPITB Head Office	
S.#	Description	Unit	Qty	Unit Price	GST	Unit Price Including GST	Total Price including GST
1	Stainless Steel Sign Board, Size-10x14 inches, Steel Sheet-18 gauge thickness with laser engraved color printing. (Design Attached)	No	300				

Signature of Bidder _____

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

GENERAL TERMS AND CONDITIONS

1. **General Terms and Conditions:** Following are the General Terms and Conditions
- (a) The above details shall be submitted in a sealed envelope
 - (b) “OPTIONAL” Sample must be submitted separately. In case samples are not provided, quote will be considered non-responsive.
 - (c) The Supplier (s) must be registered with the Sales Tax authorities.
 - (d) Warranty of Goods shall be provided along with quote. The warranty period shall be six (06) months”
 - (e) The quote (s) must remain valid for ninety (90) days
 - (f) All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.
 - (g) The request for quotation is non-transferable.
 - (h) Quotations must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever will be considered.
 - (i) The quote(s) must be accompanied with a bid security valuing 2 % of the total quoted price on the name of “Khyber Pakhtunkhwa Information Technology Board (KPITB).
 - (j) NTN & STRN certificate shall be enclosed.
 - (k) Each supplier can only submit one offer / quote.
 - (l) The quotation must carry the authorized signatures of the representative of the supplier.
 - (m) KPITB has the right to accept or reject any or all offers without assigning any reason thereof.

Thanking you.

Assistant Director (Procurement)
KPITB

Industrial Estate, Jamrud Road, Hayatabad
Peshawar, Khyber Pakhtunkhwa
091-5891516

GENERAL AND SPECIAL CONDITIONS OF CONTRACT/PURCHASE ORDER

A. LANGUAGE

All communications and documentations related to procurements shall be in English.

B. BID SECURITY DEPOSIT

Unless otherwise agreed between the Procuring entity and the Supplier, the later shall deposit with the Procuring Entity a sum equal to 2 % of the total value of the goods detailed in the said Schedule at 'C'.

C. PLACE AND TIME OF DELIVERY

The Supplier/Vendor/bidder shall as may be required by the Procuring entity either deliver free at, places detailed in the said Schedule, the list and Quantities of the goods detailed herein and the goods shall be delivered out not later than the dates specified.

(i) Delivery Schedule

Ser. #	Item /	Date of	Place of	Verification	Acceptance
	Deliverable	Delivery	delivery		

D. VARIATIONS / REPEAT ORDERS

The Procuring entity may during the execution of the Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KPP Rules 2014.

E. INSPECTION OF GOODS ON DELIVERY (WHOLE APPLICABLE)

The goods shall be inspected by the inspecting team of the Procuring entity for quality/quantity etc at the agreed location/warehouse of the Procuring entity before the goods are provided/supplied at their final destination.

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.

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 presence his or his authorized representative either at a laboratory designated by the procuring entity or by a neutral independent entity as jointly agreed.

F. PACKAGING

Material/works/service 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:

- Purchase Order Number and date.
- Name of Product/Deliverable.
- Quantity
- Gross and net weights
- 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.

G. PAYMENT CLAUSE: Payment shall be made on production of the following documents: -

- a. The Supplier/Vendor submits manually signed invoice in triplicate certifying that merchandise supplied is in accordance with the contract. The invoice must show the Purchase Order No.____, Material Receiving Report No.____, and Acceptance Note No.____, with date, price/rate of each item.
- b. Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
- c. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
- d. Valid Income Tax Exemption Certificate (otherwise Income Tax at current applicable rates shall be deducted from the invoice).
- e. National Tax Number.
- f. Sales Tax Registration Number.
- g. Certificate in original issued by any one of the Independent Inception (where applicable).
- h. Bank Account Number and Branch.

- i. Recovery of all applicable taxes at source should be made as per rules
- j. Certificate from procuring entity stating Goods as per standard / professional requirement (format given below)

DETAIL OF STANDARDS (if applicable)

S. #	Meets best quality standards (5)	Meets acceptable quality standards (4)	Meets un acceptable quality standards (3)	Does not meet acceptable quality standards (2)
1.				
2.				
3.				
4.				

Delivery / Deliverable accepted since it meets acceptable / best quality standards (5/4)

(Assessment /Evaluation Officers)

Name and Designation

K. OBLIGATIONS AND OPTIONS IN CASE OF NON-ULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER

The supplier shall perform services in accordance with recognized standards, applicable laws and regulations.

The suppliers shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing consultant firm /organization). The Project Coordinator shall have the qualifications as may be agreed between the client and the consultant.

The supplier shall carry out the services with due diligence and efficiency and in conformity with sound practices.

The supplier shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and other practices. The supplier shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.

Except with the prior written approval of the Client, the supplier shall not assign or transfer the Agreement for Goods or any part thereof nor engage any other independent supplier or sub-contractor to perform any part of the services without prior consent of the service providers

The supplier agrees that no proprietary and confidential information received by the supplier from the Client shall be disclosed to a third party unless the supplier receives a written permission from the Client to do so.

Procuring entity may take any of the following actions if after the placement of the

Purchase Order the supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the Purchase Order/Contract agreement:-

Recover from the supplier as stipulated in the relevant purchase order/contract agreement, equivalent to 0.067% per day (2% per month) of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum of 10% of the total contract value.

Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specifications, without canceling the Purchase Order/contract agreement;

Cancel the Purchase Order/contract agreement at supplier's risk and cost. In such case, Procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or

Recover any consequential losses/damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other Purchase Order/Contract.

L. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPP Rules 2014.

If a bidder is not satisfied with the decision of the Committee he may take recourse to the KPPRA.

The mere fact of lodging a complaint shall not warrant suspension of procurement process.

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by KPPRA whose decision will final and binding on both the parties

M. INDEMNITY

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his own expense to conduct negotiations for settlements of any litigation that may arise there from.

N. SUB-LETTING CONTRACT

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

O. BRIBES COMMISSION ETC.

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with the procuring entity, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation to the like extent as is provided in cases cancellation under clause 8 hereof; and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the procuring entity in such manner as it shall think fit and sufficient, and its decision shall be final and conclusive.

P. TERMINATION

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and full and final payment has been made.

Termination by the Client

The Client may, by a written notice of thirty (30) days to the supplier, terminate this Agreement. All accounts between the Client and the Service provider shall be settled not later than sixty (60) days of the date of such termination.

Termination by the Supplier

The supplier may suspend the Agreement by a written notice of thirty (30) days only if the supplier does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the supplier after thirty(30) days of notice of suspension, the Supplier/Vendor may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the supplier under such circumstances, the Procuring entity shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the supplier.

Q. FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances,

explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

R. 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.

S. CONTRACT AMENDMENT

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

T. NOTICES

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client

To: The Supplier -----

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

BANK GUARANTEE FORM IN RESPECT OF BID SECURITY

(to be furnished on non-judicial stamp paper of appropriate value)

Procuring Officer

Procuring entity and its address

1. M/s: _____ through their agent _____ (hereinafter called the supplier) are submitting their offer against your tender enquiry No. _____ for due on and have requested us to issue a bank guarantee for _____ in your favor as bid security to ensure their compliance with conditions of the tender.

2. The Guarantor waiving all objections and defenses and under the aforesaid contract, hereby unconditionally, irrevocably and independently guarantees to pay to procuring entity without delay upon procuring entity's first written demand any amount claimed by procuring entity up to the sum named herein, on procuring entity written declaration that the bidder has refused or failed to fulfill any of the terms of the tender / bid or committed any breach of the tender / bid.

3. Notices in writing of any such breach, of which the Buyer shall be the sole Judge, as aforesaid, on the part of the bidder shall be given by the Buyer to the Guarantor and on each first demand, payment shall be made by the Guarantor of all sums then due under this guarantee unconditionally and without any reference to the bidder or any other person and without any objection.

4. This guarantee is valid up to three months from date of opening of tender. In case the tenderers / bidders are awarded a contract for supply of goods / works / services as per tender enquiry / letter / RFP quoted above, the guarantee will remain valid up to the date of furnishing of an acceptable performance bond on Procuring entity's format.

5. Claim if any must reach us in writing on or before the expiry date after which we will no longer be liable to make payment to you.

NAME OF THE BANK

WITH ADDRESS

AUTHORISED OFFICER OF THE BANK



A4 Sized Metallic Sheet with Laser Engraved Logos, to be placed outside each school