

DIRECTORATE OF HIGHER EDUCATION KHYBER
PAKHTUNKHWA PESHAWAR

BID SOLICITATION DOCUMENTS
FOR
PROCUREMENT OF SPORTS ITEMS FOR Prize
Distribution Ceremony of Directorate of Higher Education
Inter-Zonal Sports Tournament

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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INTRODUCTION:-

Directorate of Higher Education Khyber Pakhtunkhwa, invites separate Item wise sealed bids from the eligible bidders (Manufacturers / Importers /Authorized Dealers and General Order Supplier) for procurement of Sports Items through Open Competitive Bidding under rule 6(2) (a) “*Single Stage One Envelope*” bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

• INSTRUCTIONS TO BIDDERS:-

- This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
- Bids complete in all respect must reach the undersigned by 11:00 am on 30-11-2018 which will be opened at 11:30 am on the same day in Deputy Director Sports Office in the presence of the procurement committee and the bidders / representatives who choose to be present.
- Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.

- **All the bidders are required to provide annexure wise complete requisite documents with page marking.**
- The bid should be complete in all respect and must be signed by the bidder.
- All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
- **If any of the bidder is not clear about the specification, Size, quality, or any other query regarding the item. He may visit this Office during working hrs till deadline for submission of the bids.**
- **The bidders will have to provide the samples of their quoted items before the opening of Bid on the same day at 11:00 am and the same will be inspected by the procurement and technical committees for the selection / rejection. Financial Bids of ONLY those bidders shall be opened whom sample have been accepted/qualified by the procurement/technical committee.**
- **The bidders are required to provide the samples along with their respective brochures / catalogues.**
- Bidders should be financially sound have proper office, telephone number and fax number etc.
- Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
- For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
- The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
- The bidder must attach the original receipt along with the bidding document submitted to this Office. In case of photocopy, bank draft of equal amount must be attached.
- Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc;
 - f. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt.

g. Hand written bids shall NOT be accepted, it must be typed.

- Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
- Joint venture / consortium are not eligible for this tender.
- The Bidders are required to submit their bids for the whole of items.
- Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
- Any bidder feeling aggrieved by any act of this department after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- Any bidder not satisfied with the decision of the procuring entity may lodge an appeal to KPPRA under section 35 of KPPRA ACT 2012.
- Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
- In case of Bid Tie, the decision will be taken by making toss/draw in front of the bidders.
- Bidders are required to clearly mark on the envelope as Bid for “Sports Items.”
- Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Higher Education Department future bids.

2. ELIGIBILITY CRITERIA:-

Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached. (Failure to enclose these documents would result in rejection of Bid).

- Manufacturers / Importers /Authorized Dealers and General Order Supplier for procurement of Sports Items.
- The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.
- The bidders shall be registered with KP Revenue authority.
- The bidder should have experience in the relevant field with at least five contracts / supply orders as (proof of experience) / completion certificates must be attached, providing similar equipments to Government departments, Autonomous / Semi Autonomous bodies, organizations of comparable scale and stature.

- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- *Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPPRA Rules 2014.*

3. GENERAL CONDITIONS:-

- **Directorate of Higher Education Khyber Pakhtunkhwa, shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.**
- Alternative bid shall not be considered and shall be rejected by the Competent Authority.
- Directorate of Higher Education Khyber Pakhtunkhwa, will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
- Directorate of Higher Education Khyber Pakhtunkhwa, may increase or decrease the quantity of the items required, as per KPPRA rules.
- At any time prior to the deadline for submission of bids, Directorate of Higher Education Khyber Pakhtunkhwa, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
- If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- **The successful bidders shall be required to deliver items to the office of Directorate of Higher Education Khyber Pakhtunkhwa,, within ten (10) days after issuance of supply order without any damage, otherwise call deposit shall be forfeited and penalty shall be imposed as per procurement rules.**
- **Directorate of Higher Education Khyber Pakhtunkhwa, may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.**

**DIRECTORATE OF HIGHER EDUCATION
KHYBER PAKHTUNKHWA
KHYBER ROAD, PESHAWAR**

Tel # 091-9210242 / 9211025 Fax # 091-9211803 E-mail:- dhekpesh@gmail.com
Facebook.com/dhekpeshawar Twitter.com/dhekpeshawar1

INVITATION FOR BIDS

The Director, Higher Education, Khyber Pakhtunkhwa (Peshawar) invites seal bids for the procurement of sports items, under rule 6(2) (a) "Single Stage One Envelope Procedure" of KPPRA Rules 2014 from the Manufacturers / Importers / Authorized Dealers and General Order Supplier Registered with the income / sales tax, reflected on Active Taxpayer List of FBR.

Bid solicitation document can be obtained from the office of the undersigned till closing date 30/11/2018 the same can be downloaded from the official websites that www.kppra.gov.kp
HYPERLINK "<http://www.kppra.gov.kp/>" HYPERLINK "<http://www.kppra.gov.kp/>"
HYPERLINK "<http://www.kppra.gov.kp/>"HYPERLINK "<http://www.kppra.gov.kp/>"
HYPERLINK "<http://www.kppra.gov.kp/>" HYPERLINK "<http://www.kppra.gov.kp/>"
HYPERLINK "<http://www.kppra.gov.kp/>".com and www.mis.hed.gkp.pk.com.

Bids complete in all respect must reach to the office of the Director Higher Education, Khyber Pakhtunkhwa by 11:00 AM on 30/11/2018 which will be opened on the same day at 11:30 AM in the office of Deputy Director Sports, Directorate of Higher Education in presence of the procurement committee and the bidders/representatives who may choose to attend.

Bid security for the tune of 2% of each bid shall be enclosed with the bid failing which the bid shall be considered non responsive.

Competent authority reserves the right to reject any or all the bids as per provision contained in Rule 47 of KPPRA Rules 2014.

Chairman Purchase Committee

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4. BID SECURITY:-

- The bidders are required to submit the Bid security @ 2% in shape of Call Deposit / Bank Draft / Pay Order (refundable) drawn in favor of “Director Higher Education Khyber Pakhtunkhwa”.
- The successful Bidder shall be required to submit 8% performance guarantee at the time of issuance of supply order.
- The bid security may be forfeited:-
 - If a Bidder withdraws its bid during the period of bid validity i.e 90 days.
 - In the case of a successful Bidder, if the Bidder fails to sign the contract.

5. BID VALIDITY:-

- The bids should be valid for a period of Ninety (90) Days from the date of opening.
- In exceptional circumstances, the Director of Higher Education Khyber Pakhtunkhwa, may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

6. SPECIAL CONDITIONS OF THE CONTRACT:-

- The items offered must have at least one year warranty period.
- The financial proposal shall not have any over writings or cutting. Competent Authority reserves the right not to consider the proposal having aforementioned deficiencies.
- If any of the given specifications /parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by the Director Higher Education Khyber Pakhtunkhwa,.
- The bidders will have to provide the samples of their quoted items on the same day at 11:00 am and the same will be inspected by the procurement and technical committees.
- Directorate of Higher Education Khyber Pakhtunkhwa, shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply period. However, samples of un-successful bidders shall be returned to them within seven (07) days of completion of process.
- Bidders are advised in their best interest to maintain the required quality and not to quote for counterfeited or sub-standard items, as the inspection committee will ensure the quality of products at the time of supply of items.

- If any of the given specifications / parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by the Director Higher Education Khyber Pakhtunkhwa.
 - Each Items supplied shall strictly conform to the Schedule of Requirements and to the Technical Specifications prescribed by the Director Higher Education Khyber Pakhtunkhwa, against each item.
 - The Unit Cost agreed in the Price Schedule (Rate Form), is inclusive of all taxation and costs associated with transportation and other agreed incidental costs.
 - If the successful firm fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the institution may without prejudice to any other right of action / remedy it may have, blacklist the bidder, either indefinitely or for a stated period, for future tenders in public sector, as per provision of KP Procurement Rules, 2014.
13. In case of a successful bidder, who repudiates the contract or fails to furnish performance and as the case may be shall proceed for blacklisting and the purchased order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.
14. If the successful firm delays in performance of any of the obligations under the Contract / Letter of Acceptance, the Director Higher Education Khyber Pakhtunkhwa, may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.25% of the total Contract Price which is attributable to such part of the Goods / Items, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with a extension of time thereof granted by the institution, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.
15. The procurement entity may during the execution of the contract, by notice in writing may direct the supplier to alter, omit, add to otherwise very 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 condition.

7. Evaluation and Comparison of Bids:-

- The Procuring Entity will evaluate and compare the bids which have been determined to be substantially responsive.
- Subject to preliminary examination of the bidders / bids to determine their responsiveness to the eligibility criteria specified in this bidding document the

Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and Commercial requirements subject to Lowest item-wise Evaluated Cost. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the Lowest Evaluated Bid of every item, subject to mandatory compliance of the commercial specification requirements.

- After preliminary examination, the responsive bidder(s) will be asked to provide the samples of their quoted item and the same will be inspected /approved by the procurement and technical committee.
- Bids shall be evaluated against the given specifications and other terms & conditions mentioned in the Bid Solicitation Documents.
- The procurement committees while inspecting the items / samples shall also consider the previous experience of the bidder with Director Higher Education Khyber Pakhtunkhwa.
- If any of the given specifications / parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by the Committee.
- The procurement committee will only recommended the best quality

8. Award of Contract:-

- Contracts shall be confirmed through a written agreement signed between successful bidder and the Director Higher Education Khyber Pakhtunkhwa.

9. Payment:-

- No advance payment will be permissible.
- The payment will be made after successful supply, installation and inspection of all requisite items.
- Payment of the bills will be subject to the deduction of government taxes.

Chairman Purchase Committee

FINANCIAL PROPOSAL (RATE FORM)
LIST OF SPORTS ITEMS ALONG WITH SPECIFICATION

S#	Item Description	Specifications	Quantity as per unit	Quoted Rate including applicable taxes	Remarks
1	Set of 3 Trophies	Brass General trophy with base and printed plate size 21" 23" & 25" inches	06		
2	Set of 3 Trophies	Brass trophy with base and printed plate. size 21" , 18" , 15" inches	20 sets each size. i.e. 60+2(15") pieces		
3	Souvenir	Lassani with metallic printed plate/Beach wood size 10" x 8" and 6" x 8" inches	40 pieces		
4	set of 3 Medals	Gold, Silver and Bronze Medals printed engraved or embossed with printed Ribbon, Diameter: 2" inches	256 pieces of each colour.		
5	Blazer	Best Quality coat cloth alongwith embroidery pocket.	30		

Chairman Purchase Committee