

TENDER DOCUMENT

For

"Purchase of Heavy Duty UPS, Batteries & Split ACs "



Khyber Pakhtunkhwa Right to Information Commission
7th Floor, Tasneem Plaza, Near Benevolent Fund Building, 6-Saddar Road, Peshawar Cantt. Peshawar
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Khyber Pakhtunkhwa Right to Information Commission

Tender Form for purchase of UPS, Batteries & Split ACs

Tender No. 6-4(1)/2015

Form Issue Date: _____

1. Particulars of Firm / Company

Company Profile	Company Name:	Tel No.	
		Mobile:	
		Fax No.	
	City:	Email:	
Website (if any)			
Registration Detail	GST _____ NTN _____		
	Account Details: _____		

2. Details of Security Deposited

Pay Order / Call Deposit No.		Dated	
Drawn on (Bank & Branch)		Amount	

3. Particulars of Contact Persons

S.No	Name & Designation	Address	STD Code	Numbers
1.			Landline	
			Fax No.	
			Mobile	
		City:	Email	

4. Items to be provided (as per specification given below)

S.No	Item (Detail & Specification may please be annexed on company / firm letterhead pad for each item)	Quantity	Unit Cost Including all Taxes & Charges	Total Cost Including all Taxes & Charges
1.	Heavy Duty UPS of 5 KVA	01		
2.	Batteries of 220 AMP	04		
3.	Split Air Conditioner (1.5 Ton)	02		

Expected Delivery within _____

Installation within _____
after delivery

TERMS OF REFERENCES

Material / Product / Specification

The required specification / configuration & other details, available with Tender Document can be filled in the attached schedule and details on company's letter head.

Delivery

The successful tenderer will be required to deliver the specified goods according to the terms and conditions of purchase / supply order, which will be issued separately. In case the tenderer withdraws his tender, the earnest money shall be liable for forfeited and supply order shall be issued to the 2nd successful bidder.

Price

The prices quoted would be inclusive of all charges / taxes levied by the local authority / provincial / federal governments including loading / un-loading, lifting & transportation charges to the place of work.

Inspection

The goods shall be subjected to inspection by or representatives of the Procurement Committee and the decision of the committee shall be final and binding on the contractor / supplier. In the event of rejection of the material, the rejected material shall be removed from the office premises at the cost of the contractor / supplier.

Earnest Money

No tender shall be considered as valid unless it is accompanied by the Earnest money equal to 2% of the total value of quoted amount in the form of a Bank Pay Order in favor of Chief Information Commissioner. No other form of payment of earnest money shall be acceptable. The earnest money shall be liable for forfeiture, in case the tenderer withdraws his tender during the period the tenders are opened for acceptance. The earnest money of unsuccessful tenderers will be returned to them after expiry of the validity of the tender / offer.

Payment

Payment of the goods supplied will be subject to Paragraph/Sr.No. – 3 of the tender on production of bill(s) alongwith relevant satisfactory certificates from the Procurement Committee of the RTIC.

Income Tax / GST

The amount of the Income Tax & General Sales Tax shall be deducted / levied from the total amount of bill(s) at source, if applicable as per standing instructions of the Government.

Signature of the tenderer

The person signing the quotation / offer on behalf Of the tenderer must specify the capacity like proprietor, Manager, Partner in which he is signing the quotation / offer and the authority to do so.

Rejection or Acceptance of Tenders


RTIC reserves the right to accept or reject any or all tenders wholly or partially in accordance with the relevant clause of KPPRA Rules. It shall also have full authority to split the tender and distribute the supply among various tenderers and the tenderer shall supply the item(s) quantity for which his tender has been accepted.

Defective Items(s)

If the material / goods supplied or any portion thereof is declared defective by the Procurement Committee, or found defective / substandard at the time of ultimate use, the same will stand rejected under the terms & conditions of the contract and the Tenderer shall replace with new one or according to warranty of such goods within seven (7) days at their risk and cost.

OTHER TECHNICAL CLARIFICATION

- a. The tender form should be signed in token of acceptance of the terms & conditions of the tender.
- b. The schedule of the tender attached should be dully filled in and signed by the tenderer.
- c. All the bidders should submit/deposit separate tender/proposal for each item mentioned above in the name of "Chairman Procurement Committee" up to 8th June, 2015.
- d. Separate form alongwith the quotation will be used for each items.
- e. Single stage / two envelops bidding procedure shall be adopted.
- f. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters. Whereas, tender document alongwith company profile be attached with the Technical Proposal.
- g. The bidders are required to submit the Sales Tax Registration Certificate alongwith Technical Bids, otherwise Sales Tax will be deducted as per approved rates.
- h. The Bidder must have professional staff with relevant work experience for installation and after sale service.
- i. The bidder should have regular business & local office in Peshawar having Landline telephone Numbers as proof of their existence in the particular business.
- j. Tender will be opened on 9th June 2015 at 11:00 am as per scheduled before the Procurement Committee in the presence of all the bidders.
- k. For any technical clarification please contact Administrative Officer, RTI Commission on **Phone No 091-9212644**.


(Chairman Procurement Committee)
For. Machinery & Equipment

UNDERTAKING

1. It is hereby clarified that I/we have thoroughly examined and understood specifications and are thoroughly aware of the nature of material & services required and our offer is to supply materials/services strictly in accordance with the requirement and terms and conditions of the tender and conditions of the tender.
2. I/we agree to abide by the terms and conditions of the tender if the contract is awarded to me/us.
3. We hereby offer to supply the services detailed above or such portion thereof as you specify in the purchase order at the price quoted and agree to hold this offer open for acceptance till 30th June 2015, from the date of opening of bid.
4. Call deposit/earnest money for an amount equal to Rs _____/- is enclosed in the form of Bank Draft/Pay Order.
5. It is further certified that the information furnished in the tender is true and correct.

(Signature and seal of Manufacturer/Bidder)

Dated _____ / _____ / 2015