

BID SOLICITATION DOCUMENTS
FOR
HIRING SERVICES OF GRAPHIC DESIGNING AND VIDEO
ANIMATION UNDER RESEARCH PROJECT

OCTOBER, 2023

ORIC

KHYBER MEDICAL UNIVERSITY


PESHAWAR,

(KHYBER PAKHTUNKHWA)

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Section – I Invitation of Bid

 **KHYBER MEDICAL UNIVERSITY** 
Committed to Excellence in Academics & Research

TENDER NOTICE

The Khyber Medical University, Peshawar invites sealed tenders for hiring of following services from service provider duly registered with Sales Tax, Income Tax (who are on ACTIVE TAXPAYERS LIST of FBR) Khyber Pakhtunkhwa Revenue Authority-KPRA, Excise & Taxation Department of Khyber Pakhtunkhwa.

S#	Description of Items
1.	Hiring Services of Graphic Designing and Video Animation Under Research Project

- The method of selection will be single stage two envelopes procedure.
- The bidding documents including quantity, specification and detailed terms and conditions are available from the office of the undersigned (free of cost) from **12/10/2023 to 30/10/2023 (0800 Hours to 1530 Hours)**.
- The Bid may be dropped in the tender box placed in the KMU Administration Block, Peshawar positively by **30/10/2023 (1100 hours)**.
- The Bids/Technical Proposals will be opened in the KMU Committee Room on **30/10/2023 at 1130 hours** by the KMU Purchase Committee in the presence of the bidders or their representatives who choose to attend.
- Taxes will be deducted as per Govt: Rules.

Director ORIC
Khyber Medical University, Peshawar
OFFICE OF RESEARCH INNOVATION AND COMMERCIALIZATION
PHASE-V, HAYATABAD, KHYBER PAKHTUNKHWA

 **091-9217258, 091-9217703**  **091-9217704, 091-9217258**

Adv # 44/2023

KMU Media

10x2

Section – II **TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS**

- **Bidding Process:**

The Khyber Medical University, Peshawar invites sealed tenders for hiring of following services from service provider duly registered with Sales Tax, Income Tax (who are on ACTIVE TAX PAYERS LIST of FBR) Khyber Pakhtunkhwa Revenue Authority-KPRA, Excise & Taxation Department of Khyber Pakhtunkhwa.

- **Eligibility Criteria:**

Bidders must give compliance to the below mentioned clauses as these are mandatory to be eligible for the bidding process.

- The authorized service provider duly registered/ suppliers must be registered with Income Tax, Sales Tax, having NTN and being reflected as active taxpayer on the list of FBR. Relevant certificates must be attached.
- The Service Provider shall provide an undertaking that the organization has not been declared as a black listed authorized dealers / manufacturers / suppliers by any Governmental / Semi-Governmental institutions.
- Bid evaluation criteria mention in section VII.

- **General Conditions:**

- Sealed Envelope containing two envelopes clearly marked “**Technical Proposal**” and the other “**Financial Proposal**” must reach the Tender Box before the due date and time mentioned in tender. The tender should be in sealed cover envelop clearly written thereon “**Quotations for**” the name of the Firm/Service provider with full address and telephone/ fax number must be written on the back of the quotation. If the envelop is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid.
- Sealed **Technical Proposal envelope** should comprise of the following documents/proof.
 - Copy of registration with FBR, Sales Tax, KP Excise & Taxation Deptt:
 - Bidding Documents without mentioning rates (each page signed and stamped by authorized person of the bidder with designation after detaching pages of Section –IV of Bidding Document) .
 - Undertaking of call deposit 2 % of the total quoted value.

- Undertaking of non-black Listing.
 - Bidders Profile
- Sealed **Financial Proposal envelope** should comprise of the following documents/proof.
 - Unit Rate (inclusive of all taxes) both in figures and words on bidder's letter head.
 - Unit Rate(inclusive of all taxes) both in figures and words on pages of Section –IV of Bidding Document issued by Procurement Section of Khyber Medical University.
 - 2% call deposit.
- Sealed Envelope containing two envelope clearly marked "Technical Proposal" and the other "Financial Proposal "must reach the Tender Box before the due date and time mentioned in tender. The tender should be in sealed cover envelop clearly written thereon "**quotations for -----**" the name of the supplier with full address and telephone/ fax number must be written on the back of the quotation. If the envelop is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid
- All prices quoted must be mentioned in Pak Rupees (PKR) and must be inclusive of all applicable taxes. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as nonresponsive. No tender with conditional, ambiguous and alternate price will be considered. Only one rate should be submitted for one item. If firm desires to offer more than one rates, he should purchase separate bidding documents.
- KMU may increase or decrease quantities of items as per KPPRA rules.
- If the successful bidder fails to supply the specified items within the stipulated period, KMU reserves the right to award supply order to the 2nd (second) lowest bidder and forfeit bid security of the first lowest bidder.
- The payment will be released after inspection by KMU Inspection Committee and satisfactory report submitted by the end user. If any item is rejected by KMU Technical/Inspection Committee, the supplier will be bound to replace it within 03 days at his own risk and cost.
- A Call Deposit/Banker's Cheque /Pay Order equal to 2 % of the quoted value must accompany the bid otherwise bid will be considered as nonresponsive. The Call Deposit /Banker's cheque/pay order should be in favor of the Director ORIC, Khyber Medical University, and Peshawar. The Call Deposit amount should be deposited on formula as $\text{Unit price} \times \text{qty required} = b * 2 \%$. Cheques and

insurance guarantees will not be accepted. The call deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules. Each page of the bidding documents must be signed and stamped before submission to Khyber Medical University.

- Bid Security of bidders who do not technically qualify shall be returned without opening of their financial bid.
- Copies of registration with income tax, sales tax and clearance of Excise & Taxation department of Khyber Pakhtunkhwa. Income Tax, General Sales Tax and stamp duty will be deducted from the supplier as per government rules.
- Security @10% of the total bill of each will be deducted from the supplier at the time of payment. The retained security amount will be release after 01 year of supplies after receipt of satisfactory report from end user.
- The approved suppliers will be responsible for the replacement of spare parts free of cost during the guarantee period, which should be mentioned in the quotation and should be at least two years. In this regard a contract / agreement will have to be signed between the supplier and KMU.
- In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of security and call deposit amount and penalty.
- No partial payment will be made against partial supply/ delivery.
- The successful supplier will have to make an agreement on stamp papers for the supply of the items according to the Contract.

Section – III**Specifications**

S. No	Graphic Designing	Specification	Quantity
1.	Copyrighted animations related to stigma regarding TB patients and their mental health for posters, flyers, leaflets, manuals and handbooks, along with educational animations	<ul style="list-style-type: none">• Seven in number• Approximately 02-2.5 min each Urdu and English language both	10

Note: Also attach the technical bids/Specifications in MS Word format in Flash Drive.

Section – IV BID SUBMISSION FORM (Should also be submitted on company letter head too)

The Director ORIC
Khyber Medical University
Peshawar

Enclosed please find the offer to execute the contract of hiring for Service Provider accordance with the conditions of agreement accompanying this bid for the price of. We accept to supply the items within time mentioned in the supply order on the rate approved by the purchase committee. . This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We hereby confirm that this bid complies with the validity of the bid required by the proposal documents. We are bound to make supply of items to Khyber Medical University during the stipulated time of supply order at the rate approved.

1. Name of Service provider: _____
2. Address of Service provider: _____
3. Phone Number of Service provider: _____
4. Fax No. _____
5. Name of the authorized person: _____
6. Signature: _____
7. Designation of authorized person: _____
8. Stamp of the Supplying Agency: _____
9. Dated: _____

BID Form

S. No	Graphic Designing	Specification	rate (inclusive of all taxes)
1.	Copyrighted Animations related to stigma regarding TB patients and their mental health for posters, flyers, leaflets, manuals and handbooks, along with educational animations	Seven in number Approximately 02-2.5 min each Urdu and English language both	

Note: Also attach the technical bids/Specifications in MS Word format in Flash Drive.

Section – V

FORM OF CONTRACT AGREEMENT

This agreement made on this day _____ of _____ 2023 between the Khyber Medical University, Peshawar (herein after called the Purchaser) of the one part and _____

_____ (herein after called the Service provider) of the other part.

Whereas the Purchaser invited bids for certain supply of Service Provider and has accepted a Bid by the Service provider/Supplier for the supply of those equipment's/Machinery /Furniture/ Goods. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- The following documents shall be deemed to form and be read as construed as part of this agreement viz:
 - The purchasers Notification to the Supplier of Award of Contract (Supply Order)
 - The form of Bid and the price schedule submitted by the Service provider/Supplier;
 - APPENDICES to BID.
- The successful supplier shall be bound to supply the required items/services at approved rates within 30 days for Local Items and 90 days for Imported Items of the receipt of supply order. In case of delay in supply within stipulated time the penalty @ 1% per 15 days for first 30 days and thereafter @ 2% per 15 days in the subsequent period.
- The item if found sub-standard or if not according to specification shall be replaced free of cost by the Supplier.
- The Service provider /supplier shall be bound to deliver and install the approved medical equipment's at the Site of installation at their own cost. However, the pre-requisite for the installation will be provided by the University.
- Strict action will be taken against the supplier in case of any fraudulent practice by the supplier.
- The Service provider /Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate the equipment / machinery deliver upon full fill recent of all the obligations stipulated in the Contract. The payment to the supplier will be made from the by Purchaser after installation and inspection by technical committee and satisfactory report by end-users.
- The Service provider/Supplier is responsible for all taxes according to the laws of the Islamic Republic of Pakistan and Khyber Pakhtunkhwa Province.
- The Service provider /Supplier shall be responsible for deduction of 1% stamp duty while executing the contract as per Provincial Assembly Notification No. PA/NWFP/legis-1/2001/13723 dated 7/07/2007 regarding finance bill article No.22 (A) (B).

Warranty:

- The Service provider /Supplier warrants that all the good are new, unused and of the most recent or current models and that they incorporate all recent improvements in design and materials.
- The Service provider /Supplier further warrants that the goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the condition prevailing in Khyber Pakhtunkhwa.
- The warranty shall remain valid for twelve (12) months after the goods have been delivered to and accepted by the Purchaser.
- The KMU shall give Notice to the supplier stating the nature of any such defects together with all available evidence thereof; promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- Upon receipt of such Notice, the supplier shall, within fifteen (15) days expedition replace the defective goods or parts thereof, at no cost to the Purchaser.
- If having been notified the Supplier fails to remedy the defects within the stipulated period, the purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the suppliers risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- The KMU Technical / Inspection Committee of University shall have the right to inspect / test the goods to confirm their conformity to the contract specification. The inspection and test may be conducted in the premises of KMU. The supplier shall provide all reasonable assistance, including access to drawings and production data, at no change to the Purchaser.
- The purchaser may reject any equipment / machinery that fail to pass any test and / or inspection on do not conform to the specifications. The supplier shall replace the rejected equipment at no cost to the Purchaser and shall repeat the test or Inspection.
- **Termination:** Termination for default:

The Purchaser, without prejudice to any other remedy for breach of contract by notice of default sent to the supplier, may terminate the contract in whole or in part.

- If the supplier fails to deliver any or all of the goods within the period specified in the contractor.
- If the Service provider /supplier fails to perform any other obligation under the contract.

In the event the purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate Goods or related services similar to those undelivered or not performed, and the Supplier shall be liable to the purchaser to any additional costs for such similar goods.

- If the supplier, in the judgment of the purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the contract.
- **Assignment:** The supplier shall not assign, in whole or in part its obligation under the contract.

Party – 1

(Director ORIC)

Party – 2 (The Supplier)

Name of Supplier: _____

Address of Supplier: _____

Phone Number of Supplier: _____

Fax No. _____

Name of the authorized person: _____

Signature: _____

Designation of authorized person: _____

Stamp of the Firm: _____

Dated: _____

Witness No. 1

Name: _____

Signature: _____

CNIC No: _____

Witness No. 2

Name: _____

Signature: _____

CNIC No: _____

Section – VI

DELIVERY TIME

The successful Service provider /supplier / firm will be bound to supply the required items within 30 days the receipt of supply order for local items and 90 days for imported items. In case of delay in supply within stipulated time of period @1% per 15 days for first 30 days and thereafter @2% per 15 days in the subsequent period.

Section – VII QUALIFICATION CRITERIA

As per section-II(term & conditions)

Section – VIII

BID VALIDITY

The price bid will remain valid up to 30-06-2024.