

**Khyber Pakhtunkhwa Right to Information Commission**

**TENDER DOCUMENT**

**For**

**“Printing of Bill Boards “**



**Khyber Pakhtunkhwa Right to Information Commission**  
**7<sup>th</sup> Floor, Tasneem Plaza, Near Benevolent Fund Building, 6-Saddar Road, Peshawar Cantt. Peshawar**  
**Ph: 091-9212644, Fax: 091-9211163**



# Khyber Pakhtunkhwa Right to Information Commission

## Tender Form for Printing of Bill Boards

Tender No. 6-4(4)/2016

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	Name of District (Area)	Available Size (per square foot)	Availability Period	Quoted Rate with taxes & Panaflex (per square foot)	Total Amount for the bill boards	Additional Remarks
1	Distt:					
	Area					
2	Distt:					
	Area					
3	Distt:					
	Area					
4	Distt:					
	Area					
5	Distt:					
	Area					
6	Distt:					
	Area					
7	Distt:					
	Area					
8	Distt:					
	Area					
9	Distt:					
	Area					
10	Distt:					
	Area					

# TERMS OF REFERENCES

## 1. Material / Product / Specification

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

Text (printing material) for Bill Boards may be seen at the office of Right to Information Commission, 7<sup>th</sup> Floor, Tasneem Plaza, near Benevolent Fund Building, 6 Saddar road, Peshawar Cantt. Peshawar.

## 2. Provision of Sample (Proof)

After issuance of work order, the qualified bidder shall be bound to provide Proof of advertising text within three (03) days to this office for necessary checking / clearance before pasting. The contract shall be treated as cancelled if the product is not according to the specifications. In that case, the call deposit will also be forfeited.

## 3. Delivery

After approving the sample (Proof), the successful bidder will be responsible to install the bill board at allocated places within 10 days and inform RTI Commission in writing after installation. In case the successful bidder withdraws his tender after opening of bids or fails to deliver / install the bill boards as per schedule specified, the earnest money shall be forfeited and work order shall be issued to the 2<sup>nd</sup> bidder on merit.

## 4. 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 allocated places. The quoted rates must be valid upto 3 months from the date of issuance of work order.

## 5. Earnest Money

Tender must be accompanied by the earnest money refundable equal to 2% of the total value of quoted amount for the Bill Board in the form of a Bank Draft / 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 after opening the bids. The earnest money of unsuccessful tenderers will be returned to them after completion of tendering process.

## 6. Payment

Payment of the goods supplied will be made subject to Paragraph/Sr.No. – 3 of the tender on production of bill(s) alongwith Sales Tax Certificates, NTN and satisfactory certificates duly signed by the Chairman Procurement Committee for Bill Boards. 30% advance payment can be provided on request after installation of bill boards. The remaining amount will be paid after completion of the required period.

## 7. Income Tax / GST

All the bidders should clearly indicate their Bank Account and GST in the Tender Form, otherwise, their bids will be rejected. The proof of Income Tax Registration and GST numbers should also be enclosed with the Tender. In case of non-registered firms, tax will be deducted as per rules.

## 8. 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 shall submit authority letter duly signed by the owner of the firm.

## 9. Rejection or Acceptance of Tenders

- i. The RTIC reserves the right to accept or reject any or all tenders wholly or partially in accordance with the relevant clause of KPPRA Rules.
- ii. The RTIC will have the right to accept the rates from different firms for different areas.

## 10. Security

The successful bidder after receipt of work order will deposit equal to 5% of the approved amount as security. It will be refunded after completion of the task or forfeited in case of violation of any terms & conditions.

## 11. 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 duly filled and signed by the tenderer.
- c. The bidder should have local office in Peshawar having Landline telephone Numbers as proof of their existence in the particular business.
- d. All the bidders should submit/deposit tender/proposal as per specifications mentioned in the "tender form" and to ensure the availability of sign boards for the areas mentioned in the advertisement.
- e. Tender document must be submit /deposit in the name of "**Chairman Procurement Committee**" up to 21<sup>st</sup> March 2016.
- f. During the contract period, if any of the sign boards get damaged, the successful bidder shall hold the responsibility to replace / repair it.
- g. The tenders with over-writing / cutting will not be accepted.
- h. No conditional tender will be accepted.
- i. The tenders will be opened on 21<sup>st</sup> March 2016 at 02:00 PM as per scheduled by the Procurement Committee in the presence of all the bidders.
- j. For any clarification please contact Administrative Officer, RTI Commission on **Phone No. 091-9212644**.



(Chairman Procurement Committee)  
For. Bill Boards

### 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.
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 work order at the price quoted and agreed to hold this offer open for acceptance till 30<sup>th</sup> June 2015, from the date of opening of bids.
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 Bidder)

Dated \_\_\_\_\_ / \_\_\_\_\_ / 2016