



HAZARA UNIVERSITY

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PROSPECTUS

TENDER DOCUMENT

2017-18



# **HAZARA UNIVERSITY, MANSEHRA**

## **OFFICE OF THE PROCUREMENT OFFICER**

*Phone No. 0997-414178, Fax No. 0997-414111*

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### **1. GENERAL**

- i. Any bid without 2% earnest money of the total amount will not be entertained.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender.
- iv. The successful bidders will be required to supply the items up-to the end of financial year 2017-2018. The bid can be extended for further period as per KPPRA rules, if both the parties agree.
- v. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
  - a. Firm Registration Certificate with the Federal/Provincial Government.
  - b. National Tax Number
  - c. Sales Tax Registration Certificate Number.
  - d. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
  - e. Dealership Certificate from original manufacturer for Pakistan (where required)
  - f. All bids must be properly sealed.
  - g. The provision of quoted rate in soft form is also required.

### **2. SCOPE OF SUPPLY**

The bidder shall supply the items according to the prescribed specifications. Any deviation will cause rejection of the supply order.

### **3. BID PRICE**

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. Specimen bid form is attached herewith.

### **4. CURRENCY OF BID**

The Price should be quoted in Pakistani Rupees.

### **5. BID VALIDITY**

The bid should remain valid and open for acceptance of purchase for 90 days from the date of opening of bids

**6. PERFORMANCE GUARANTEE**

The winner of bid shall submit a performance guarantee @10% of the total bid amount in form of demand draft/pay order/Bank Guarantee in favor of Treasurer Hazara University Mansehra.

**7. SIGNING OF BIDS**

The person signing the bid shall sign and stamp all the pages of the bid, where entries are made.

**8. DEADLINE FOR SUBMISSION OF BIDS**

All bids must reach and be received by the University on or before the prescribed deadline at 1100 hours. The bids will be opened at 1200 hours on the same day in the conference room, Hazara University in presence of the bidders or their authorized representatives, who wish to be present.

**9. LATE BIDS**

Any bid received in the university after the prescribed deadline shall not be entertained.

**10. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The University reserves the right to accept or reject any or all tenders fully or partially on the recommendation of technical committee/ purchase committee.

**11. CANVASSING**

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

**12. DELIVERY**

The bidders shall make delivery of the items within 30 days from the date of issuance of supply order. A penalty of 1% of the item price per day subject to the maximum of 10% of the total amount would be charged after expiry of the delivery time till the supply of the items.

**13. MODE OF PAYMENT**

No advance payment will be made as per Government rules. The payment will be made to the supplier after inspection of supplied items by a committee of experts constituted by the University. If found in order in all respects after the successful and complete supply, installation and functioning of the items the performance guarantee will be released after 08 months from the date of satisfactory supply of the items.

## **14. PRICE**

The price of items will be inclusive of transportation and all taxes etc. No separate payment will be made by the University on this account.

## **15. TAXES**

All Government taxes shall be deducted at source according to the relevant rules.

## **16. ARBITRATION**

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

### **SPECIAL CONDITIONS OF THE CONTRACT**

#### **1. Inspection of Equipments/materials.**

All Equipments/materials shall be subject to inspection and shall be approved by Hazara University Purchase committee/Technical Committee before the same are fabricated or installed in position. The committee may reject such materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labour at his own expense for handling during inspection. Any materials rejected by the committee shall not be used and shall be removed from site by the Contractor.

#### **2. Work to be opened for inspection.**

All supply/works under or during the course of execution in pursuance of the Contractor, whether at site or at Contractor's workshop shall, all times, be opened for inspection and supervision of the Hazara University Purchase committee/Technical Committee at all times during the usual working hours, the contractor should either himself be present to receive the instructions or any responsible agent duly accredited in writing, present for this purpose. Instructions given to the Contractor's agent should be considered to have the same force as if these had been given to the Contractor himself.

#### **3. Responsibility against damages**

Before and up to the whole of the Supply/works are completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed works/equipments thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same and compensate the University against all such losses.

#### **4. Specifications**

- a. 6000 copies of Prospectus A4 size paper, 115 gram art paper, 310 gram art card title with dull lamination and gum binding
  - i. along with 4000 Admission Form each 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Options (legal size 80 gram paper printing) for master / Bachelor
  - ii. 2000 Admission Form (legal size, 80 gram paper printing) for M. Phil and PhD.
  - iii. Total Pages after composing should be 150 with two column double side of the page.
  - iv. Composer and designer may also be consulted for formatting and size of the picture of the prospectus.



# HAZARA UNIVERSITY

(Mansehra, Pakistan)

## ADMISSION FORM

(M.Phil/PhD)

Attach Four  
Passport Size  
Photographs

Sr # **4701**

Tick Your Option:

M. Phil   PhD   Semester   Spring   Autumn   Year 201\_\_

Department

FOR OFFICE USE

Batch Number

PERSONAL

Surname   Middle Name   First/Last Name

Full Name

DATE OF BIRTH	DAY	MONTH	YEAR	Male	Female
				Candidate's NIC #	
FATHER'S NAME				Father's NIC #	
DOMICILE					
NATIONALITY		RELIGION			
PH #				Email	

### 2. ACADEMIC QUALIFICATIONS

QUALIFICATION	BOARD/UNIV.	YEAR	ROLL NO.	MARKS OBTAINED	TOTAL MARKS	CGPA	% AGE
Matric / SSC							
Inter / HSSC							
BA / BSc.							
MA/MSc							
DVM							
MBBS							
MPhil							
Any Other							

### 3 ADDRESSES

ADDRESS	MOHALLAH, STREET ETC	POST OFFICE	VILLAGE/TOWN	TEHSIL	DISTRICCT
MAILING					
PERMANENT					

### 4. EMPLOYMENT RECORD

UNIVERISTY/ORGANIAZION	Post held	Designation	Nature of Work	BPS	Period
					From To

5. Field of Research :-

### 6. RESEARCH PUBLICATIONS:-

No. of Publications	National	International

7.

Recommendations of the Admission Committee: Signature of Members of Admission Committee:  1) _____ 2) _____ 3) _____  4) _____ 5) _____ 6) _____	Signature of the Chairman (Admission Committee)   Signature of Dean Signature of the Vice Chancellor
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Sr #

**4701**

Admissin form for M.Phil/ PhD received

Receipt

From Mr/Mrs

Date:

Department

Dealing Assistant

## CERTIFICATE

I hereby certify that I have separately submitted the undertaking as required in the section of documents below. I further certify that all entries made in this application form are correct and that I shall abide by the Rules & Regulations of Hazara University in vogue and to be framed subsequently. If admitted, I shall also comply with the order of the University Authorities during my studentship. I understand that my admission in the University is provisional and liable to cancellation if any irregularity is found in my admission form/documents/ eligibility etc.

- i- I have read and understood the MPhil/PhD Prospectus of Hazara University
- ii- The Particulars given in the Application form are correct
- iii- I am applying for admission with the consent of my parents/guardians/organization
- iv- I will not join any union or political party during my studentship in Hazara University
- v- I will devote myself to my studies and maintain the dignity and prestige of the University within and outside the University and will be liable to any penalty including rustication/expulsion in case of any violation on my part
- vi- I will have no objection, if detained either before or at the time of University Examinations due to shortage of attendance, misconduct or fee default

SIGNATURE OF THE APPLICANT: \_\_\_\_\_

SIGNATURE OF THE APPLICANT'S FATHER/GUARDIAN: \_\_\_\_\_

Date: \_\_\_\_\_

DOCUMENTS/CERTIFICATES REQUIRED (ATTESTED COPIES OF ACADEMIC CERTIFICATES/DEGREE ARE ATTACHED):-

- 1- Attested copies of all Certificates & Degree
- 2- Character Certificate
- 3- NOC in case if employed
- 4- Undertaking (complete in all respects)
- 5- Migration Certificate
- 6- Reprints of publications/reports
- 7- 04 passport size photographs (attested)

CONDITIONS FOR ADMISSION:

A: For admission to MPhil & PhD programs, the applicant must fulfill the minimum eligibility criteria as per H.E.C/ Hazara University approved policy.

B: Judicial appeals can only be filed in the Courts at Mansehra

ADMISSION FORM WILL NOT BE ACCEPTABLE, IN CASE THE:

- a. Form is incomplete
- b. Fee amount is less
- c. Form is received after due date
- d. Attested copies of the Academic Certificates are not attached





# HAZARA UNIVERSITY

(Mansehra, Pakistan)

1" Option

Sr. # **3924**

Department of \_\_\_\_\_

Attach Four  
Passport Size  
Photographs

## ADMISSION FORM (BACHLEOR/MASTER)

1. Program of Study \_\_\_\_\_

FOR OFFICE USE

Roll Number \_\_\_\_\_

2. (i) Open Merit \_\_\_\_\_

(ii) Quota \_\_\_\_\_

2(a) On Surety Basis

2(b) Registration No. \_\_\_\_\_

3. Name \_\_\_\_\_

4. Father's Name \_\_\_\_\_

5. DATE OF BIRTH

DAY

MONTH

YEAR

MALE

FEMALE

6. Candidate's CNIC

DOMICILE

7. Father's CNIC

FATHER'S

8. Tel: No.

NATIONALITY

OCCUPATION

RELIGION

9. ADDRESS

MOHALLAH, STREET etc.

POST OFFICE

VILLAGE/TOWN

TEHSIL

DISTRICT

MAILING

PERMANENT

EMAIL

10.

### ACADEMIC QUALIFICATIONS

CERTIFICATE/DEGREE	BOARD/UNIV.	YEAR	ANNUAL/SUPPL.	ROLL NO.	MARKS OBTAINED	TOTAL MARKS	CGPA	% AGE
10.1 Matric / SSC								
10.2 Inter / HSSC								
10.3 BA / BSc.								
10.4 Any Other								

11. 2<sup>nd</sup> Option: Discipline \_\_\_\_\_ Campus \_\_\_\_\_, 3<sup>rd</sup> Option: Discipline \_\_\_\_\_ Campus \_\_\_\_\_

12. SIGNATURE OF MEMBERS OF ADMISSION COMMITTEE:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

Recommended of Not Recommended (Remarks if any)

Chairman  
Admission Committee

Continue on P-2

13.

### HAZARA UNIVERSITY

Receipt

Sr # **3924**

Option: \_\_\_\_\_

Received Form \_\_\_\_\_

Dated \_\_\_\_\_

From Mr. / Mrs. \_\_\_\_\_

Program \_\_\_\_\_

Campus \_\_\_\_\_

Provost: \_\_\_\_\_

NOTE: Please read the instruction overleaf carefully.

## CERTIFICATE

14 (A) I hereby certify, that in addition to the Hazara University undertaking, which I will submit separately, it is admitted that all entries made in this Application Form are correct and that I shall abide by the Rules & Regulations of Hazara University in vogue and which may be framed subsequently, I shall also comply with the orders of the University Authorities during my studentship. I understand, that my admission in the University is provisional and liable to cancellation, if any irregularity is found in my Admission Form / eligibility or in any of the documents enclosed hereunder at - 14 (E).

14 (B) I affirm that:

- i. I have read and understand the Prospectus of Hazara University
- ii. The particulars given in my application form are correct to the best of my knowledge and faith.
- iii. I am applying for admission with the consent of my parents / guardian / organization.
- iv. I will devote myself wholeheartedly to my studies and maintain the dignity and prestige of the University within and outside the University and will be liable to any penalty including rustication, expulsion in case of any violation on my part.
- v. I will have no objection, if detained, either before or at the time of the University Examination due to shortage of Attendance, Fee Default, Misconduct or any other Disciplinary Irregularity
- vi. Judicial appeals can only be filed in the Courts of Mansehra

14 (C) Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_

14 (D) Applicant's Father / Guardian's Name \_\_\_\_\_ Signature \_\_\_\_\_

14 (E) Attested Documents / Certificates required:

1. Copy of Secondary School Certificate	2. Copy of DMC (Intermediate / Degree)
3. Provisional Certificate	4. Character Certificate
5. Undertaking (complete in all respect)	6. Migration Certificate
7. 4-Passport Size Photographs (attested)	8. Domicile Certificate

15. CONDITIONS FOR ADMISSION:

- a. Applying for admission to Honors Programs the applicant must have passed the Intermediate (FA/FSc. / HSSC or equivalent) examinations at least in 2nd division (minimum 45% marks) or equivalent to 50% marks in semester system and holds its certificate
- b. For Admission to Master Programs, the applicant must have passed the Intermediate (FA / FSc. / HSSC) and Graduation (BA / BSc.) examination in 2nd division, with minimum 50% marks in semester system and holds their certificates

16. ADMISSION FORM WILL NOT BE ACCEPTABLE, IN CASE THE:

- a. Form is incomplete;
- b. Fee amount is less;
- c. Form is received after the due date;
- d. Attested copies of the Certificates are not attached;

17. *you have been given 03 forms for option 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. In case you apply for only 1<sup>st</sup> option at any campus of your choice you are required to submit the other two blank crossed forms along with form for the 1<sup>st</sup> option or the receipt of option 2<sup>nd</sup>, 3<sup>rd</sup> if applied for other discipline in different campuses.*

18. I have read and understood all the information given in this form and responded by me to the best of my knowledge and faith

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_

Date : \_\_\_\_\_