

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-117

Supply of Stationery Items for Office of the Registrar

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-117

Supply of Stationery Items for Office of the Registrar

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Supply of Stationery Items for Office of the Registrar**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery, commissioning of all specified items, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal** and **Financial Proposal** before **11:00 AM** on **09-01-2019**. Technical Proposals will be opened on same day at **11:30 AM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Procurement Department

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Mr. Zahoor Illahi, Assistant Registrar, Office of the Registrar

Tel. # 068-5882432

2.4. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.5. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Previous/Current customers of related designing, composing and printing of prospectus, with contact person and telephone/fax numbers.
- iv. Detailed product design information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank letter of financial standing
- viii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- xi. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- xii. Signed and stamped Tender document
- xiii. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Suppliers in Pakistan for Supply.
- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after decision of award of contract along with judicial stamp paper of the value 0.25 % of total cost which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report by the Head of Marketing & Communication Department and inspection committee which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. Delivery period will be as per terms and conditions of purchase order/supply order.

- 5.11.** Delivery shall be completed according to the agreed upon schedule.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.14.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** In case any supplies/material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19.** Delivery of the items will be free of charge at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20.** Items being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote. Brochures mentioned and product details must be attached.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item

b. Company Profile

- I. Age of the company
- II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No

Fax No

Supply of Stationery Items for Office of the Registrar

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
01	Paper Ream (70g)	Paper Ream having following equivalent or better specification is required <ul style="list-style-type: none"> • 70 grams • A4 Size • 500 sheets/Ream • Good Quality 	Each	600
02	Paper Ream (80g)	Paper Ream having following equivalent or better specification is required <ul style="list-style-type: none"> • 80 grams • A4 Size • 500 sheets/Ream • Good Quality 	Each	200
03	Cut Box	Cut Box having following equivalent or better specification is required <ul style="list-style-type: none"> • Cut Box for File/Document Placement • Black Color • Good Quality 	Each	500
04	Staplers	Staplers having following equivalent or better specification is required <ul style="list-style-type: none"> • Stapler machine with Side Hook • Size 24/6 • Good Quality 	Each	24
05	Stapler Pin	Stapler pin having following equivalent or better specification is required <ul style="list-style-type: none"> • Stapler Pins dollar/equivalent better • Size 24/6 	Pkt.	120
06	File Separator Plastic	File Separator Plastic having following equivalent or better specification is required <ul style="list-style-type: none"> • Plastic Separator Sheet Multicolor • Material: Plastic • 10 sheet Per set 	Set	500
07	Permanent Markers	Permanent Marker having following equivalent or better specification is required <ul style="list-style-type: none"> • 5mm • Black Color • 10 Marker /Pkt • Dollar/Equivalent Better 	Pkt	02

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
08	Tape Transparent (2 inch)	Tape Transparent having following equivalent or better specification is required <ul style="list-style-type: none"> • 2 in • (L) 50 Y • 10 Marker /Box • Excel/Opal/Seven Star or Equivalent Better 	Rolls	10
09	Tape Transparent (4 inch)	Tape Transparent having following equivalent or better specification is required <ul style="list-style-type: none"> • 4 in • (L) 50 Y • 10 Marker /Box • Excel/Opal/Seven Star or Equivalent Better 	Rolls	10
10	Tape Dispenser	Tape Dispenser having following equivalent or better specification is required <ul style="list-style-type: none"> • 2 in • Good Quality 	Each	05
11	Flags	Flag File Reference having following equivalent or better specification is required <ul style="list-style-type: none"> • Multicolor • Good Quality 	Each	20
12	Sticky Notes	Sticky Notes having following equivalent or better specification is required <ul style="list-style-type: none"> • Rectangle/Square Colored • 3x3 in • Good Quality 	Each	20
13	Ball Point (Blue)	Ball Point having following equivalent or better specification is required <ul style="list-style-type: none"> • Blue Color • Piano Click • 10 per pkt. 	Pkt	10
14	Ball Point (Black)	Ball Point having following equivalent or better specification is required <ul style="list-style-type: none"> • Black Color • Piano Click • 10 per pkt. 	Pkt	10
15	Gum Stick (35 g)	Gum Stick having following equivalent or better specification is required <ul style="list-style-type: none"> • 35 gm • (UHU/Dollar/3M) 	Each	25
16	Ink Pad	Ink Pad having following equivalent or better specification is required <ul style="list-style-type: none"> • Ink Stamp Pad • Blue/Black color • Good Quality 	Each	10

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
17	Stock Register	Stock Register having following equivalent or better specification is required <ul style="list-style-type: none"> • 300 Leaf Printed • Good Quality 	Each	03
18	Register Simple Line	Register Simple Line having following equivalent or better specification is required <ul style="list-style-type: none"> • 300 Leaf • Good Quality 	Each	10
19	Dispatch Register In/Out	Dispatch Register having following equivalent or better specification is required <ul style="list-style-type: none"> • 300 Leaf • Good Quality 	Each	05

Supply of Stationery Items for Office of the Registrar (Bid Form)

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
01	Paper Ream (70g)	Each	600		
02	Paper Ream (80g)	Each	200		
03	Cut Box	Each	500		
04	Staplers	Each	24		
05	Stapler Pin	Pkt.	120		
06	File Separator Plastic	Set	500		
07	Permanent Markers	Pkt	02		
08	Tape Transparent (2 inch)	Rolls	10		
09	Tape Transparent (4 inch)	Rolls	10		
10	Tape Dispenser	Each	05		
11	Flags	Each	20		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
12	Sticky Notes	Each	20		
13	Ball Point (Blue)	Pkt	10		
14	Ball Point (Black)	Pkt	10		
15	Gum Stick (35 g)	Each	25		
16	Ink Pad	Each	10		
17	Stock Register	Each	03		
18	Register Simple Line	Each	10		
19	Dispatch Register In/Out	Each	05		
TOTAL: _____					
Total in Words: _____					

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company complete in all respect
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing /Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications or Services matched corresponding to the BOQ as given at **Annex 'A'**
- viii. Proposed delivery, response time, plan for rendering service
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money