

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



**KHWAJA FAREED  
UEIT  
RAHIM YAR KHAN**

## **Tender Document**

**Tender No. Misc-201**

**Supply of Main Answer Sheets for Examination  
Department**

**at**

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

**TENDER DOCUMENT**

**TENDER No. Misc-201**

**Supply of Main Answer Sheets for Examination Department**

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2,000/-

Last date of submission: 30-06-2021

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 "Supply of Main Answer Sheets for Examination Department" as provided at **Annex 'A'**. The supplier will be responsible for Supply of Main Answer Sheets 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 **11:30 AM** on **30-06-2021**. Technical Proposals will be opened on same day at **12:00 PM** 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. Proposals shall be delivered at the address given below.

**Muhammad Anwar Farooq, Director Procurement**

**Procurement Department**

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

**Tel. # 068-5882460**

- 2.3. 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.
- 2.4. 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. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of related Supplies.
- 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 along with 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 Main Answer Sheets specifications provided by supplier corresponding to the specification as given at **Annex 'A'**
- viii. Proposed schedule for delivery
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

### 4. Financial Proposal Format

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

- i. Prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price

### 5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Suppliers in Pakistan.
- 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 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 after issuance of Purchase Order along with judicial stamp paper of the value 0.25 % of total cost of Purchase order for the purpose of signing of contract which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period. Non-submission of performance guarantee will result in deduction from payment payable to supplier on successful completion of supply, delivery and installation.
- 5.6. The decision of the KFUEIT competent authority will be binding on all concerned and will in no case be challenged in any forum.
- 5.7. 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.
- 5.8. Delivery period will be as per contract agreement and terms & conditions of purchase order/supply order.
- 5.9. Delivery shall be completed according to the agreed upon schedule as per contract agreement and terms & conditions of purchase order/supply order.
- 5.10. 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.
- 5.11. The University will get the Answer Sheets inspected at KFUEIT Rahim Yar Khan and reject the Answer Sheets, if not found according to the stated specifications.
- 5.12. The University reserves the right to claim compensation for the losses caused by delay in the delivery of items.
- 5.13. It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.14. In case any supplies is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design,

or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.

5.15. All the proposals submitted will become the property of the University.

5.16. All prices should be valid for at least 120 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.

5.17. Delivery of the Main answer Sheets 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.

5.18. Main Answer Sheets 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.

## 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.

**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 .....

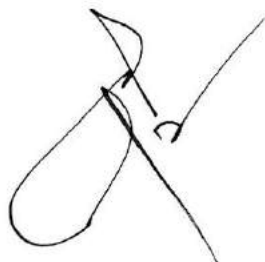
Fax No .....

## Supply of Main Answer Sheets for Examination Department

Sr. No.	Item Name with Specification	Quantity
01	<p><b>Main Answer Sheets</b></p> <ul style="list-style-type: none"> <li>• <b>08 leaves (16 pages)</b></li> <li>• <b>Printing Paper:</b> 70 grams, high quality finish with uniform shade</li> <li>• <b>Size:</b> around 8.3"x13.1"</li> <li>• <b>Lining:</b> 26 lines per page are printed</li> <li>• <b>Stitching:</b> Good Quality Machine Thread stitching with overlock (as per Sample)</li> <li>• <b>Printing:</b> Face sheet printed as per sample and Serial No. on the Face Sheet affixed with Machine the line on face sheet will be dotted tear able line for tearing the face sheet from top (as per sample)</li> <li>• <b>Packing:</b> Answer Sheets Packed in Plastic Sheet. Each Packet Contains 200 Sheets.</li> <li>• All specifications are in compliance with the sample available in KFUEIT, Rahim Yar Khan</li> </ul>	100,000

**Note:**

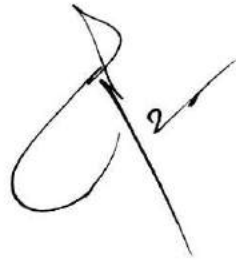

- Sample is available in KFUEIT, Rahim Yar Khan only for inspection purpose to bidders who intends to participate in subjected tender and No copy of sample will be provided to any intended bidder.
- KFUEIT, Rahim Yar Khan will provide sample copy to successful lowest evaluated bidder after uploading of evaluation report on PPRA website and successful bidder will provide his prepared samples for approval before issuance of Purchase Order.






**Supply of Main Answer Sheets for Examination Department  
(Bid Form)**

Sr. No.	Item Name	Quantity	Unit Rate with tax (Rs.)	Total Amount (Rs.) (with tax)
01	Main Answer Sheets 16 pages (08 leaves), 70 gm Paper high quality finish with uniform shade Size: around 8.3"x13.1"	100,000		
TOTAL (with tax): _____				
Total in Words with tax: _____				

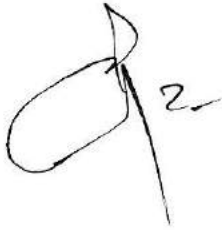



## Company Evaluation Criteria

### 1. Basic Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of Supplies.
- 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 along with 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 Main Answer Sheets specifications provided by supplier against items detailed as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of Main Answer Sheets
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

**Note:** Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.



## 2. Detailed Evaluation Criteria

(Minimum Passing Score Required is 60 Points for qualifying to Financial Opening)

### DETAILED EVALUATION CRITERIA FOR TENDER

Specifications are available at Annex-A

Sr. No	Item Name and Description	Marks	Max Marks
<b>1</b>	<b>Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents</b>	--	15
1.1	1 – 3 year experience	3	--
1.2	4 – 8 year experience	6	--
1.3	9 – 15 years' experience	9	--
1.4	Above 15	15	--
<b>2</b>	<b>Relevant Experience (Attach copy of all supporting documents)</b>	--	15
2.1	1 – 5 years' experience	6	--
2.2	6 – 10 years' experience	9	--
2.3	11 and above year experience	15	--
<b>3</b>	<b>Financial Position/ Status (Attach copy of all supporting documents)</b>	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	2	--
3.3	Statement Worth (Min 2 m) attach all supporting documents	4	--
<b>4</b>	<b>Technical Evaluation of quoted items (Attach copy of all supporting documents)</b>	--	60
4.1	Specification matched as per specifications provided in Annex-A	30	
4.2	Delivery schedule as per need	10	
4.3	List of clients / where Main Answer Sheets delivered	10	
4.4	Satisfactory letter from clients in favor of such Main Answer Sheets	5	
4.5	Guarantee / Warranty (as the case may be)	5	
<b>Total</b>		--	100

