

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



Tender Document

Tender No. Misc-166
Supply of Stationery Items
at
Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan

TENDER DOCUMENT

TENDER No. Misc-166

Supply of Stationery Items

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: 18/10/2019

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khawaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Supply of Stationery Items at KFUEIT, RYK**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery and commissioning of all specified items, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This R e - T e n d e r 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 **2:30 PM** on **18-10-2019**. Technical Proposals will be opened on same day at **3:00 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. 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.

Dr. Aamir Alaudin, Director Procurement

Procurement Department

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

Tel. # 068-5882460

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

Mr. Muhammad Ahsan. Contact No.0685882464

Email: m.ahsan@kfueit.edu.pk

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. 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

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

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 05% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 12 days after decision of award of contract along with judicial stamp paper of the value @0.25 % of total cost for signing of contract agreement. Performance Guarantee shall remain valid for 06 months beyond delivery period and will be released after the completion of warranty/guarantee period, along with the satisfactory completion report by the 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. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.7. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.8. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Re- Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.9. Delivery period will be as per terms and conditions of purchase order/supply order.
- 5.10. Delivery shall be completed according to the agreed upon schedule.
- 5.11. 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.
- 5.12. The University will inspect the items at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.

- 5.13.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of services.
- 5.14.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.15.** 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.
- 5.16.** All the proposals submitted will become the property of the University.
- 5.17.** 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.
- 5.18.** Delivery of the items will be free of charge at Site/Activity place/Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours or according to the schedule of end user with a copy of Delivery Challan.
- 5.19.** 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, at KFUEIT, RYK

Sr. No.	Specifications/Minimum Requirements	Unit of Measure	Qty.
01	Paper Ream A4 size Paper Ream 70 gm IK Tru Tone 70 gm A4 size, 500 sheet equivalent/better	Ream	3500
02	Board Marker White Board Marker Dollar/Equivalent Better Black 400 Blue 400	No	800
03	Board Marker Ink Board Marker Ink 15ml Dollar/Equivalent Better Black 400 Blue 400	No	800
04	Duster for White Board Duster for white board fine quality two Sides	No	600
05	Ball Points Ball Points Dollar/Equivalent Better Red 1000 Black 500 Blue 500	No	2000

**Supply of Stationery Items, at KFUEIT, RYK
(Bid Form)**

Sr. No.	Item Name	Unit of Measure	Qty.	Rate Per unit (inclusive of all taxes and Shipment charges)	Total Price (inclusive of all taxes and Shipment charges)
01	Paper Ream A4 size	Ream	3500		
02	Board Marker Black 400 Blue 400	No	800		
03	Board Marker Ink Board Marker Ink 15ml Black 400 Blue 400	No	800		
04	Duster for White Board	No	600		
05	Ball Points Red 1000 Black 500 Blue 1500	No	2000		
TOTAL: _____					
Total in Words:					

Company Evaluation Criteria

- 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. Authorization Letter from Manufacturers where Applicable
- x. Signed and Stamped Complete Tender document
- xi. Bank Draft of the Earnest Money

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

(Minimum Passing Score Required is 65 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
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience (Attach copy of all supporting documents)	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status (Attach copy of all supporting documents)	--	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	--
4	After Sale Services Available (Attach copy of all supporting documents)	--	10
5	Technical Evaluation of quoted items (Attach copy of all supporting documents)	--	60
5.1	Specification matched as provided in Annex-A	30	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients in favor of such equipment	5	
5.7	Guarantee / Warranty (as the case may be)	5	
5.8	Provision of Training to concerned user	2.5	
Total		--	100