

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



Tender Document

Tender No. Misc-197

Supply of Stationery for Examination Department

at

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

TENDER DOCUMENT

TENDER No. Misc-197

Supply of Stationery for Examination Department

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2,000/-

Last date of submission: 30-04-2021

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 Stationery for Examination Department at KFUEIT, Rahim Yar Khan” as provided at **Annex ‘A’**. The supplier will be responsible for Supply of 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 **10:30 AM** on **30-04-2021**. Technical Proposals will be opened on same day at **11:00 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. 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 item 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 items inspected at KFUEIT Rahim Yar Khan and reject the item, 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 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.

5.18. 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.

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 Stationery for Examination Department

Sr. No.	Item Name with Specification	Quantity
01	Main Answer Sheets Sample available at KFUEIT, Rahim Yar Khan	90,000
02	Envelops White A4 Size	7,000
03	Envelops Khaki (Medium Size) Sample available at KFUEIT, Rahim Yar Khan	2,000
04	Stapler 24/6	80
05	Scotch Tape Roll 2"	30
06	Gum Bottle 1 Kg	15
07	Staples 24/6	30



KHWAJA FAREED
UEIT
RAHIM YAR KHAN

EXAM ANSWER BOOK

Sr. No. _____

Semester: Fall Spring Summer
 Exam: Mid Semester End Semester
 Department _____ Date of Exam: _____
 Course Name _____ Year: _____

Registration Number

Invigilator Signature

***A Candidate must sign after undertaking on this sheet.
 A candidate who breaches any of the Examination Regulations will be liable to disciplinary action including (but not limited to) suspension or expulsion from the university.***

CANDIDATE MUST READ THE FOLLOWING INSTRUCTIONS:

- 1- The Answer Book contains 8 pages and no leaf is to be torn out.
- 2- Candidate must write his/her Registration number in the specific box on this page and nowhere else at any page of this sheet. Otherwise, candidate is liable to be disqualified.
- 3- Candidate found guilty of using **UNFAIR MEANS**, negligence, and creating disturbance in or around the Examination Hall during the examination or found involved in any matter which falls in the category of unfair means shall be liable to disciplinary action.
- 4- Candidate should answer each question only once, if any question is answered more than once, he/she runs the risk of losing credit for his best answers, as the examiner may see only those answers which have been first answered according to the specific numbers.
- 5- Candidate is not permitted to leave the Examination Hall until the expiry of half an hour after the distribution of the question paper.
- 6- The answer book must be returned to the Invigilator before leaving the examination hall.

Undertaking:

I hereby acknowledge that I have understood the unfair means guidelines/policy and I am fully aware of the consequences and penalties of using unfair means at KFUEIT examination.

Student Signature

Q. No	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	Total (in digits)
Marks Obtained											

Total Marks Obtained (in words): _____

Start Writing from below the line



KHWAJA FAREED
UEIT

Department: _____

Program _____

Session _____

Semester	Fall	Spring	Summer
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2018	2019	2020
Exam.	Mid Semester	End Semester	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Course Name: _____

Course Code: _____

Exam Date & Time: _____

Venue: _____

Course Instructor _____

FROM:
EXAMINATION OFFICE

Supply of Stationery for Examination Department
(Bid Form)

Sr. No.	Item Name	Quantity	Total Amount (Rs.) (inclusive of all taxes)
01	Main Answer Sheets	90,000	
02	Envelops White A4 Size	7,000	
03	Envelops Khaki Medium Size	2,000	
04	Stapler 24/6	80	
05	Scotch Tape Roll 2"	30	
06	Gum Bottle 1 Kg	15	
07	Staples 24/6	30	
			TOTAL: _____
Total in Words: _____			

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 item specifications provided by supplier against items detailed as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of items
- 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
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents	--	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	--
2	Relevant Experience (Attach copy of all supporting documents)	--	15
2.1	1 – 5 years' experience	6	--
2.2	6 – 10 years' experience	9	--
2.3	11 and above year experience	15	--
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	Technical Evaluation of quoted items (Attach copy of all supporting documents)	--	60
4.1	Specification matched as provided in Annex-A	30	
4.2	Delivery schedule as per need	10	
4.3	List of clients / where stationery delivered	10	
4.4	Satisfactory letter from clients in favor of such stationery items	5	
4.5	Guarantee / Warranty (as the case may be)	5	
Total		--	100