

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



Tender Document

Tender No. Misc-045

**Supply of Stationery, Binding Materials, Printed
Stationery, Computer Items, Lavatory & Kitchen items,
Miscellaneous & Electric Items**

(Framework Contract for Financial Year 2017-18)

at

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

TENDER DOCUMENT

TENDER No. Misc-045

Supply of Stationery, Binding Materials, Printed Stationery, Computer Items, Lavatory & Kitchen items, Miscellaneous & Electric Items

(Framework Contract for Financial Year 2017-18)

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, Binding Materials, Printed Stationery, Computer Items, Lavatory & Kitchen items, Miscellaneous & Electric Items**” as provided at Annex ‘A’. The supplier will be responsible for Supply, delivery, commissioning of all specified items through framework contract for the financial year 2017-18, 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 **01:00 PM** on **03-08-2017**. Technical Proposals will be opened on same day at **01:30 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.

Director Procurement

**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.

Dr. Zaheer Ahmed, Tel. # 068-5882420

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/Agents 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 signing of the contract on judicial stamp paper of the value PKR. 1200/-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 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 and order will be placed as per requirement time to time throughout financial year 2017-18.
- 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 45 days from the date of issuance 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, Binding Materials, Printed Stationery, Computer Items,
Lavatory & Kitchen items, Miscellaneous & Electric Items**

(Specifications & Bid Form)

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
1	Stapler machine with Side Hook	(24/6)	Nos.	165		
2	Stapler Pins dollar/equivalent better	(24/6)	Pkt.	800		
3	Stapler Pins Good Quality	23/8	Pkt.	50		
4	Stapler Pins Good Quality	23/10	Pkt.	50		
5	Stapler Pins Good Quality	23/13	Pkt.	100		
6	Stapler Pins Good Quality	23/15	Pkt.	50		
7	Stapler Pins Good Quality	23/17	Pkt.	100		
8	Paper Tray 2 tier good Quality Metal Body	Medium Size	Nos.	50		
9	Envelop White Colour Fine Quality	11"x6"	Nos.	7500		
10	Envelop White Colour Fine Quality	A4	Nos.	5000		
11	Envelop White Colour Fine Quality	A3	Nos.	2000		
12	White Board Marker Blue Dollar/Equivalent Better	5 mm	Nos.	500		
13	White Board Marker Green Dollar/Equivalent Better	5 mm	Nos.	200		
14	White Board Marker Black Dollar/Equivalent Better	5 mm	Nos.	500		
15	White Board Marker Red Dollar/Equivalent Better	5 mm	Nos.	250		
16	Pointer Blue Dollar/Equivalent Better	0.3 mm	Nos.	250		
17	Pointer Black Dollar/Equivalent Better	0.3 mm	Nos.	250		
18	Pointer Red Dollar/Equivalent Better	0.3 mm	Nos.	250		

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
19	Paper Ream 85 grm Double A, Legal size,500 sheet equivalent/better	Legal Size	Ream	100		
20	Paper Ream 85 grm Double A, A4 size,500 sheet equivalent/better	A4	Ream	400		
21	Paper Ream 80 grm Double A, A4 size,500 sheet equivalent/better	A4	Ream	500		
22	Paper Ream 70 grm IK Tru Tone 70 gm A4 size, 500 sheet equivalent/better	A4	Ream	3000		
23	Paper Ream 70 grm IK Tru Tone 70 gm A3 size, 500 sheet, equivalent/better	A3	Ream	100		
24	Paper IK Tru Tone 70 gm F4 (Legal) size, 500 sheet equivalent/better	F4	Ream	500		
25	Punch Machine Double Hole Opal, Equivalent/better	30 No.	Nos.	100		
26	Punch Machine Double Hole Opal, Equivalent/better	40 No.	Nos.	100		
27	Highlighter Pink, Master Flora, Equivalent/better	HL 90	Nos.	100		
28	Highlighter Orange, Master Flora, Equivalent/better	HL 90	Nos.	100		
29	Highlighter Green, Master Flora, Equivalent/better	HL 90	Nos.	150		
30	Highlighter Yellow, Master Flora, Equivalent/better	HL 90	Nos.	150		
31	Highlighter Blue, Master Flora, Equivalent/better	HL 90	Nos.	100		
32	Highlighter Markers, 1x4 pkt, (Mixed Colours)	(Mixed Colours)	Pkt.	100		
33	Heavy Duty Stapler Pins 23/24, Good Quality	23/24	Pkt.	70		
34	Paper Cutter with knife SDI (M) (0426) or equivalent/better	M 0426/3.33 "x2.22" (Inch)	Nos.	200		
35	Text Corrector Fine metal Tip, 0.8 mm, 7ml, Sensa, Equivalent/better	0.8 mm/7ml	Nos.	1200		
36	Led Pencil (Grade 2H), 1x12 pcs box, Pelikan, Gold Fish equivalent/better	2 1/2	Pkt/Dozen	250		

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
37	Thumb Pin Silver / Drawing Pins	Standard Size	Pkt. (Each of 50 No.)	50		
38	Thumb Pin MultiColor Fancy	Standard Size	Pkt. (Each of 50 No.)	150		
39	Stamp Pad Blue Colour, pelican or equivalent/better	70x110 mm	Nos.	80		
40	Duster for white board fine quality two Sides	6 Inch	Nos.	500		
41	Attendance Register for Staff printed 50 leaf	03 Nos.	Nos.	100		
42	Stock Register / Inventory Register 500 L printed, 75 gm paper	3 No.	Nos.	150		
43	Paper Clips (Multicolour), L/Size, 100pcs box	75 mm Jumbo	Pkt.	50		
44	Paper Clips (Multicolour), M/Size, 100pcs box	Medium Size	Pkt.	100		
45	Box Files. (Globe Lever Arch File - 280x340mmx1.8).	280x340m mx1.8	Nos.	1200		
46	Document file bag with handle plastic	Standard Size	Nos.	50		
47	Ball Point Signature Needle Tip Blue Colour, Equivalent/Better	(Each of 10 No.)	Pkt	500		
48	Ball Point Signature Needle Tip Red Colour, Equivalent/Better	(Each of 10 No.)	Pkt	300		
49	Common Pin /Paper Pin (Chrysanthemum) size No.2 china	21.0 cm x 14.3 cm	Pkt	100		
50	Paper Fastner/File Fasteners Multicolour-1x50, Nichico Equivalent/Better	80 mm Plastic	Pkt	100		
51	Flags File Reference Multicolour, Good Quality	76x76 mm	Nos.	500		
52	Steel Ruler (Scale), Good Quality	12 " (Inch)	Nos.	100		
53	Paper Cutting Sheet - Plastic, Good Quality	12x12 Inch	Pkt	10		
54	Register Simple / Plain Register 300 L , 75 gm paper	65 No.(300 Pages)	Nos.	100		
55	Pen Holder/Jar for Holding Pen, Steel black Colour, Good	Standard Size	Nos.	50		

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
	Quality					
56	Ink Bottle for pen Blue Dollar Equivalent/Better	60 ml	Nos.	400		
57	Postit Notes Rectangle/Square Coloured Good Quality	3x3	Pkt.	500		
58	Paper weight Marble (square/Rectangle shape) Good Quality	3"x3"x1-1/4"	Nos.	50		
59	Paper Separator Pad Multicolor (200 pages)	A4 size 8"x10"	Pkt.	100		
60	Stapler pins: 10x1000 staples, 23DX17R, Good Quality	23/17	Pkt.	200		
61	Pair of Scissors (Stainless Steel)	7" (Inch)	Nos.	50		
62	Note book diary ruled, 100 leaf, B-5 size	B-5 size	Nos.	100		
63	Letter Received Register / Diary Register	200 Pages	Nos.	80		
64	Gell Pen Uniball Red 1x12, Dollar Gel-1, Equivalent/Better	Dollar 0.7	Pkt.	150		
65	Gell Pen Uniball Blue 1x12, Dollar Gell-1, Equivalent/Better	Dollar 0.7	Pkt.	200		
66	Pin Opener, Good Quality Multicolour	SRL-45	Nos.	100		
67	Calculator Citizen 14 Digit, Equivalent or Better, CT-9814	CT-9814	Nos.	60		
68	CK Heavy Duty Punch Machine, Equivalent/Better	2 Hole KW-95	Nos.	10		
69	Punch Machine Double Hole Opal, Equivalent/better	15 No.	Nos.	20		
70	Heavy Duty Punch Machine good Quality	YT-95	Nos.	10		
71	Note Pads spiral binding 5"x8" without desiging	5"x8"	Nos.	150		
72	Pencil Sharpener (S.S) Good Quality Fine Blade	Good Quality	Nos.	200		
73	Board Marker refill Ink (Blue), Dollar Equivalent/Better	15 ml	Nos.	200		
74	Board Marker refill Ink (Black), Dollar Equivalent/Better	15 ml	Nos.	200		
75	Board Marker refill Ink (Red), Dollar Equivalent/Better	15 ml	Nos.	100		
76	Ball Point Signature Needle Tip Black Colour, Equivalent/Better	(Each of 10 No.)	Pkt	100		
77	Gell Pen Uniball Black 1x12, Dollar Gell-1,	Dollar 0.7	Pkt.	200		

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
	Equivalent/Better					
78	Earser Eraser/Rubber, Al-30 Pelikan, ORO, Dux	AL 30	Nos.	500		
79	Water Dumper Silver-X, Equivalent/Better	Standard Size	Nos.	50		
80	Ring File Good Quality	SD A4 (35mm)	Nos.	300		
81	Double Tape White Colour Good Quality	1" (Inch)	Nos.	15		
82	Ink for Stamp Pad (Violet + Black Color)	Size; 28.5 ml	Nos.	20		
83	Cut Box for File/Document Placement Black Colour, Good Quality	Standard Size	Nos.	500		
84	Register Dispatch printed 200 L, 68 gm paper high finished	Standard Size (68 gm)	Nos.	100		
85	Marker Permanent Blue Dollar/Equivalent Better	5mm	Nos.	100		
86	Marker Permanent Black Dollar/Equivalent Better	5mm	Nos.	100		
87	Marker Permanent Red Dollar/Equivalent Better	5mm	Nos.	50		
88	Dollar ink (fountain pen) black, equivalent/Better	60 ml	Nos.	10		
89	Masking Tape I inch, Good Quality	01 inch	Nos.	100		
90	Paper Clips (Silver), M/Size, 100pcs box	Standard Size	Box.	50		
91	Plastic Seprator Sheet Pad Multicolour (200 Pages)	Standard Size	Pkt.	200		
92	File Flapper (Rexion) 3"x24" white doori Fine Quality	Standard Size	Nos.	100		
93	Dok/Document Wallet Folders (Best Quality)	Standard Size Files	Nos.	100		
94	Visiting Card Book fine quality (L)	200 pages	Nos.	50		
95	Table Planner Good Quality	2018	Nos.	50		
96	Table Calender, Good Quality	2018	Nos.	50		
97	Scientific Calculator	fx-115 ES Plus	Nos.	10		
98	Pencil Colour (24 in Packet), Fine Quality	2 1/2	Pkt.	20		
99	Corbon Paper	Standard Size	Pkt.	20		

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
100	Drawing Sheets hard (Red)	30x24	Nos.	60		
101	Drawing Sheets hard (Blue)	30x24	Nos.	60		
102	Drawing Sheets hard (Yellow)	30x24	Nos.	60		
103	Drawing Sheets hard (Green)	30x24	Nos.	60		
104	Drawing Sheets hard (Pink)	30x24	Nos.	60		
105	Drawing Sheets Soft (Red)	30x24	Nos.	60		
106	Drawing Sheets Soft (Blue)	30x24	Nos.	60		
107	Drawing Sheets Soft (Yellow)	30x24	Nos.	60		
108	Drawing Sheets Soft (Green)	30x24	Nos.	60		
109	Drawing Sheets Soft (Pink)	30x24	Nos.	60		
110	Colour Marker (12 InPacket)	Standard Size	Pkt.	5		
111	Battery Cell Pencil Type, Toshiba equivalent/Better, Good Quality	AA Size	Nos.	100		
112	Battery Cell Pencil Type, Toshiba equivalent/Better, Good Quality	AAA Size	Nos.	200		
113	Ink Stamp Pad Black Colour, pelican or equivalent/better	70x110 mm	Nos.	30		
114	Cash Book Register Printed 75gm paper, 250 L (Sample available in University)	Standard Size	Nos.	40		
115	Supplier Register printed 75 gm paper, 250 Lf	20 Nos.	Nos.	40		
116	Clear Bag	F/S 36.5 x 24 cm	Nos.	20		
117	Heavy Duty Stapler Machine Fuji Kangro or equivalent Better	23S24	Nos.	25		
118	Quaid E Azam Picture Sample available at University	Office Standard Size	Nos.	50		
119	Globe Circular	Standard Size	Nos.	25		
120	Small Cells for Calculator	CT-9814	Nos.	50		
121	Small Cells for Calculator	fx-115 ES Plus	Nos.	20		
122	Electric Ring Bell for Office Wireless range 200 meter good quality	Electric Bell	Nos.	50		
123	Table Flag (Pakistan)	Standard Size	Nos.	50		

Stationery & Office Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
124	Extension Leads	5m Wire with 8 three pins sockets	Nos.	200		
125	Desk Organizer Set Good Quality Durable (Wooden)	wooden	Nos.	25		
126	Binder Clip Good Quality one inch width	19 mm	Nos.	60		
127	Binder Clip Good Quality one inch width	25 mm	Nos.	60		
128	Binder Clip Good Quality one inch width	32 mm	Nos.	60		
129	Binder Clip Good Quality one inch width	41 mm	Nos.	60		
130	Binder Clip Good Quality one inch width	51 mm	Nos.	60		
131	Stationery Stand Good Quality (Wooden)	wooden	Nos.	25		
Sub Total 1						

Binding Material

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
1	Glue Stick/Gum Stick (UHU/Dollar/3M)	35 grm	Nos.	300		
2	Glue Stick/Gum Stick (UHU/Dollar/3M)	20 grm	Pkt	100		
3	PVC Insulation Tape (L) 50 Y Excel/Opal/Seven Star	40 mm	Nos.	36		
4	Masking Tape (L) 36 yards	1 Inch	Nos.	36		
5	Transparent Tape (L) 50 Y Excel/Opal/Seven Star	1 " (Inch)	Nos.	150		

Binding Material

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
6	Transparent Sheet / Binding Sheet Different colours (100 pack sheets)	A4	Pkt.	150		
7	Cardeboard Sheet	2 1/2' * 2'	Nos.	100		
8	Green Cloth for Binding	Better Quality	Meters	20		
9	Black Cloth for Binding	Better Quality	Meters	20		
10	Card Amri Paper	Standard Size	Nos.	150		
11	Gum Bottle, Decent/Metro	Kilo Gram	Nos.	10		
12	Binding spiral	6 mm	Nos.	15		
13	Binding spiral	8 mm	Nos.	25		
14	Thread White	8 No	Roll	5		
15	Thread White	10 no	Roll	5		
16	Needle Thread	5 No	Dozen	1		
17	Painting Brush	2" Inch	Nos.	4		
18	Hard Board Cutter	18" Inch	Nos.	2		
19	Polythine Sheet	15 mm	Meter	100		
20	UHU Tube	60 ml	Nos.	48		
21	Elfi	1.5 grm	Nos.	48		
22	Book Binding Tape (Green) (L) 10 Yard, Sensa/Deer/Opal	2 Inch	Nos.	450		
23	Book Binding Tape (Blue)	2 Inch	Nos.	400		
24	Book Binding Tape (Black)	2 Inch	Nos.	400		
25	Plastic Rope / Doori	High thermal Stability	Rolls	100		
26	Masking Tape	2 Inch	Rolls	60		
27	Transparent Tape	2" Inch	Nos.	60		
28	Binding Tape (red)	2 Inch	Nos.	350		
29	Color Paper for Binding Multicolor 100/pkt	A4	Pkt.	5		
30	Binding Tape Green	3 Inch	Nos.	25		

Binding Material

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
31	Transparent Tape Nichico equivalent better	3 Inch	Nos.	12		
32	Packing Tape Brown	2" Inch	Roll	150		
33	Tape Dispenser Good Quality	3" Inch	Nos.	20		
34	Plain Cover Sheets for Register	8" x 10-1/2"	Nos.	75		
35	Plastic Plain Cover Sheers for Register	8" x 10-1/2"	Nos.	75		
36	Tape Dispenser Good Quality	1" (Inch)	Nos.	25		
Sub Total 2						

Printed Stationery

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
1	Office Files Cover With University Logo Printed (Sample available at University)	Standard Size	Nos.	5000		
2	Rubber Stamp (Assistant Professor & Lecturer) (Sample available at University)	Standard Size	Nos.	100		
3	Official Letter Head Pad KFUEIT (Sample available at University)	A4	Nos.	500		
4	Printed Pockets Cards (Sample available at University)	3"x5" Inch	Nos.	5000		
5	Printed Library Book Slips 100 pages (Sample available at University)	4"x5.5" Inch	Pad.	5000		
6	Library Pocket Envelop Printed (Sample available at University)	9.5"x9.5" Inch	Nos.	5000		
8	File Cover (KFUEIT Monogram) meeting (With Pocket) (Sample available at University)	Bleach Card 300Grm	Nos.	3000		

Printed Stationery

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
9	File Covers (KFUEIT Monogram) Standard (Cosmo Type) Personal file (HR) light blue Colour (Sample available at University)	Size; 300Grm	Nos.	3,500		
10	Outward Gate Pass Pad Sample Availble at University, Printed on 60 gm page, 3 copies per set, 50 set pad carbonized	21 cm x 15 cm	Pad	20		
11	Indent Book printed coloured rice paper (each set of 5 sheet)	Set (Each set of 5 sheet)	Pad	100		
13	Issue Request Pad Sample available at University, Printed on 60 gm page, 3 copies per set, 50 set pad carbonized	21 cm x 15 cm	Pad	200		
14	Ink Remover Suny/Fuji/ORO	Each	Nos.	100		
15	Log Book (Vehicle) Printed 100 L, 75 gm paper	Each	Nos.	100		
16	Peon Book printed 9"x5.5" 100 L	Each	Nos.	100		
17	Check Distribution Register, printed 75 gm paper, 200 leaf	Each	Nos.	15		
Sub Total 3						

Computer Consumable

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
1	USB	16 GB	Nos.	25		
2	Mouse Pad (Black)	Better Quality	Nos.	100		
3	DVD-R	10 pcs pack	Nos.	50		
4	External Hard Drive (Western Digital Portable)	1TB	Nos.	30		
5	Printer Toner	MF 127 Fw	Nos.	4		
6	Printer Toner	125a MFP	Nos.	12		

Computer Consumable

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
7	Printer Toner	M 750 dn	Nos.	2		
8	Printer Toner	HP 401 DN	Nos.	10		
09	Printer Toner	M 127 fn	Nos.	50		
10	Printer Toner	M 806 DN	Nos.	2		
11	HP Printer Toner Powder	1 Kg Pack	Nos.	100		
12	USB (Metal Body) 8GB	8 GB	Nos.	25		
13	USB Extension Hub (Plastic Made)	7 port 3.0 Port	Nos.	25		
14	Brush for Key Board Cleaning	Small	Nos.	50		
Sub Total 4						

Lavatory and Kitchen Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
1	Dusting Cloths good Quality (Cotton Rags)	13"x24" (Inch)	KGs	500		
2	Tissues Papers (100 Pairs), Rose Petal or equivalent/better	Medium Size Packet	Nos.	1000		
3	Air Freshner (Assorted Flavours) Aspire Collections, Good quality equivalent/better	300 ml	Nos.	500		
4	Dust Bin Plastic good Quality	Medium Size	Nos.	300		
5	Glint Streak-free shine 750 ml glass & household cleaner	750ml	Nos.	100		
6	Dust Bin Plastic good Quality	Large Size	Nos.	50		
7	Glass for Water, Kiran Toyo 275 ml, Petal TT 014 280 ml, Petal Fine TT 037 290 ml, Nova/Toyonic/Ocean Or equivalent	Pkt (Each of 06 Piece)	Set	75		
8	Scotch Brite Green Kitchen Scouring Pad 3 M with Foam	S-Shape 3M	Nos.	200		
9	Tea Cup with Saucer, Japan/Taiwan/China SQU 1621 auratic Or equivalent	Pkt (Each of 06 Piece)	Set	75		

Lavatory and Kitchen Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
10	Table Spoon (M) stainless steel	Medium Size	Dozen (Each of 12 No.)	25		
11	Party Pack Tissuse, Rose Petal or equivalent better	Medium Size Packet	Pkt.	100		
12	Electric Kettle Steel Made	1.7 Liter	Nos.	30		
13	Tea Spoon Stainless Stel	Steel	Dozen (Each of 12 No.)	75		
14	Rice Spoon Stainless Steel	Steel	Dozen (Each of 12 No.)	50		
15	Water Jug Luminarc/Toyonasic/Ocean or equivalent	Glas	Nos.	75		
16	Plates marble good fine quality	Medium Size	Nos.	50		
17	Cutlery Set with Stand good quality	Standard Size	Nos.	35		
18	Sugar Pot good quality	10x8 cm	Nos.	75		
19	Tray Plastic good Quality	(3 Piece set)	Set.	40		
20	Glass Pad Good Quality	Glass Size	Set	20		
21	Bowl Plastic good Quality	Medium Size	Nos.	10		
22	Bowl Plastic Good Quality	Large Size	Nos.	10		
23	Spoon Stand Good Quality	MADE S.S,CAN ACCOM ODATE 6 GLASS	Nos.	15		
24	Spoon Serving Good Quality	Stainless Steel	Nos.	25		
25	Mug Simple White Colour good Quality	Standard Size	Nos.	25		
26	Paraat S.S	Medium Size	Nos.	10		
27	Broom (Sarkanda)	Standard Size	KGs	100 kg		
28	Narial Broom Stick	Standard	KGs	75 kg		

Lavatory and Kitchen Supplies

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
		Size				
29	Flower Broom	Standard Size	KGs	100 kg		
30	Acid Cleaner	Standard Size	KGs	200 kg		
31	Wiper Large	Standard Size	Nos.	75		
32	Wiper Small	Standard Size	Nos.	75		
33	Mope Rope Type	Standard Size	Nos.	50		
34	Mope Wiper	Standard Size	Nos.	50		
35	Mope Stick Type	Standard Size	Nos.	75		
36	Stick Brush Plastic	Standard Size	Nos.	50		
37	Carpet Brush	Standard Size	Nos.	50		
38	Soap Safeguard, Dettol or equivalent better large size	Large Size	Nos.	300		
39	Surf 3 kg, Surf Excel or equivalent better	3 kg Packing	Nos.	15		
40	Web Cleaning Brush	Standard Size	Nos.	25		
41	Phenyle 2.7 L Bottles	2.7 L Bottles	Nos.	1000		
42	Bucket Plastic	Standard Size	Nos.	75		
43	Glass Cleaner Bottle Glint large size	Standard Size	Nos.	100		
44	Scrapper Steel	Standard Size	Nos.	50		
45	Vim Liquid 500 ml bottle	500 ml Bottle	Nos.	100		
46	Broom Handle/Chori Gola	Standard Size	Nos.	50		
47	Bucket Plastic Large	Standard Size	Nos.	25		
Sub Total 5						

Electrical & Miscellaneous Items

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
1	UPS Good Quality	1.2 KVA	Nos.	15		
2	Dry Battery 150 Amp good Quality	150 Amp	Nos.	15		
3	Electric Heater for Office	Best quality 3 rod with safty switch, coper wire installatio n	Nos.	35		
4	Auto Energy Saver (Emergency Light)	110 V	Nos.	10		
5	Hammer	Size 2942x196 1 Pixel 24.91x16.60 cm (1/2 kg)	Nos.	5		
6	Wall Clock	Medium Size	Nos.	50		
8	Window Blinder	4'x5.8"	Nos.	15		
9	Water Dispenser (PEL) Equivalent/Better	Glass Door	Nos.	30		
11	UPS & Battery	12 KVA	Nos.	1		
12	Table Setting Marbale	Standard Size	Nos.	30		
13	Office Table Glass	Large Table	Nos.	35		
14	Office Table green cloth	Large Table	Meters	35		
16	Name Plate	Standard Size	Nos.	30		
17	Notice Board with Lock	5'x4'	Nos.	25		
18	Microwave Oven (Medium) Dawlance, equivalent/Better	Best quality	Nos.	15		
19	Wooden Bench	6'x2'	Nos.	10		
20	Water Air Cooler (Made Plastic) with Installation	15 Liter	Nos.	20		
21	Desk Name Plate	Standard Size	Nos.	25		

Electrical & Miscellaneous Items

Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes	Total Rate inclusive all taxes
22	Refrigerator Small Dawlance, equivalent/Better	Small	Nos.	15		
23	White Board	4x3	Nos.	30		
24	Stationery Stand	Wooden	Nos.	10		
25	Book Rack	Wooden	Nos.	10		
26	Glass Pad	Glass Size	Set	15		
27	Utensils Rach	S.S, Three Steps, with four legs support and best quality	Nos.	5		
28	Towel Rod	S.S, golden colour	Nos.	20		
29	Towel	Medium Size	Nos.	50		
30	Head Caps for cleaning staff wearing	Standard Size	Nos.	25		
31	Electric Instant Water Geyser Cannon or equivalent better	DSZF20-LJ 25CF	Nos.	10		
Sub Total 6						
Grand Total (Sub Total 1+2+3+4+5+6): _____						
Grand Total In Words: _____						

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company (Including Financial Profile)
- ii. List of Previous/Current customers of related Supplies, with contact person and telephone/fax numbers.
- iii. Detailed product design information
- iv. Copy of National Tax Registration Certificate
- v. Copy of Sales Tax Registration Certificate
- vi. Bank letter of financial standing
- vii. 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.
- viii. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- ix. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- x. Signed and stamped Tender document

. Detailed Evaluation

(Minimum Passing Score Required is 65 Points)

TECHNICAL EVALUATION CRITERIA FOR TENDER NO#045			
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)	--	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	--	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	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	After sale Services Available	--	10
5	Technical Evaluation of quoted items	--	60
5.1	Specification matched as provided in Annex-A	30	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	2.5	
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 favour of such equipment	5	
5.7	Guarantee / Warranty (as the case may be)	5	
5.8	Provision of training to concerned user	2.5	
5.9	Free Installation (if required) as per requirement	2.5	
Total		--	100