

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



**Tender Document**

**Tender No. Misc-147**

**Supply of Stationery Items for Admission**

**at**

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

**TENDER DOCUMENT**

**TENDER No. Misc-147**

**Supply of Stationery Items for Admission**

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: 27/06/2019

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 Admission**” 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 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 **12:00 PM** on **27-06-2019**. Technical Proposals will be opened on same day at **12:30 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.

**Dr. Aamir Alaudin, Director Procurement**

**Procurement Department**

**Khwaja 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. Ali Gohar, Manager Admission Tel. # 03053255414**

**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 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 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 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 'D'** 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 Admission

Sr. No	Item Name	Specifications	Unit of Measure	Qty.
1	Paper Ream	Paper Ream A4 70g, 500 sheets per ream, PPC/HP/IK imported good quality	Ream	100
2	Admission Files	Sample Available at KFUEIT, RYK	Each	10,000
3	Box File	Box File, imported good Quality	Each	100
4	File Cover	File Cover KFUEIT Monogram (Sample available at University) 300 gram Bleach/Art Card	Each	200
5	Envelop A4 White	Envelop A4 White, VRG 80 Gram, Good Quality	Each	100
6	Envelop Legal	Envelop Lelag VRG 80 Gram (Cloth)	Each	100
7	Packing Tape	Packing Tape, 02-inch, three flower	Each	12
8	Packing Tape	Packing Tape, 03-inch, three flower	Each	12
9	Punch Machine	Punch Machine, 40 No, Deli/Three Flower 20 Sheet	Each	06
10	Stapler Machine	Stapler Machine, 24/6 with pin opener Deli/Three Flower	Each	20
11	Steel Scale	12 inches	Each	18
12	Cut Box	Cut Box, Fine Quality	Each	20
13	Stock Register	250 pages	Each	02
14	Cash Book	250 pages	Each	01
15	Table Setting	Leather	Each	02
16	Sticky Note	Sticky Note, Rectangle/Square Colored 3x3", Good Quality	Pkt	48
17	Flag for Reference	Fine Quality	Pkt	50
18	Meeting Files	Sample Available at KFUEIT, RYK	Each	200
19	Lead Pencil	Lead Pencil Box, (Grade 2H), 1x12 pcs box, Pelikan, Gold, Fish	Each	24
20	Sharpener	Fine Quality	Each	24
21	Eraser	Fine Quality	Each	24
22	Highlighter	Fine Quality	Each	12



23	Water Dumper	Fine Quality	Each	18
24	Stamp pad	Blue Ink	Each	24
24	Binding Sheet	100 Sheets per Pkt	Pkt	04
26	Paper weight	Fine Quality	Each	24
27	Pen Jar	Fine Quality	Each	18

**Supply of Stationery Items for Admission**  
**(Bid Form)**

<b>Sr. No.</b>	<b>Item Name</b>	<b>Unit of Measure</b>	<b>Qty.</b>	<b>Rate Per unit</b> (inclusive of all taxes and Shipment charges)	<b>Total Price</b> (inclusive of all taxes and Shipment charges)
01	Paper Ream	Ream	100		
02	Admission Files	Each	10,000		
03	Box File	Each	100		
04	File Cover	Each	200		
05	Envelop A4 White	Each	100		
06	Envelop Legal	Each	100		
07	Packing Tape	Each	12		
08	Packing Tape	Each	12		
09	Punch Machine	Each	06		
10	Stapler Machine	Each	20		
11	Steel Scale	Each	18		

<b>Sr. No.</b>	<b>Item Name</b>	<b>Unit of Measure</b>	<b>Qty.</b>	<b>Rate Per unit (inclusive of all taxes and Shipment charges)</b>	<b>Total Price (inclusive of all taxes and Shipment charges)</b>
12	Cut Box	Each	20		
13	Stock Register	Each	02		
14	Cash Book	Each	01		
15	Table Setting	Each	02		
16	Sticky Note	Pkt	48		
17	Flag for Reference	Pkt	50		
18	Meeting Files	Each	200		
19	Lead Pencil	Each	24		
20	Sharpener	Each	24		
21	Eraser	Each	24		
22	Highlighter	Each	12		
23	Water Dumper	Each	18		

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)
24	Stamp pad	Each	24		
25	Binding Sheet	Pkt	04		
26	Paper weight	Each	24		
27	Pen Jar	Each	18		
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