

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



Tender Document

Tender No. Misc-129

**Supply of Stationery for Teaching & Non-Teaching
Departments**

at

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

TENDER DOCUMENT

TENDER No. Misc-129

Supply of Stationery for Teaching & Non-Teaching Departments

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 for Teaching & Non-Teaching Departments**” 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 **02:00 PM** on **05-04-2019**. Technical Proposals will be opened on same day at **02:30 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.

Dr. Aamir Alaudin, Director Procurement

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
- iii. List of Previous/Current customers of related supply.
- iv. Detailed product 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/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 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 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. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals at any time prior to the acceptance and communicate the grounds for its rejection of all bids or proposals. KFUEIT Rahim Yar Khan also reserves the right to reject any or all proposals on the basis of evaluation criteria.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 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 as per terms and conditions 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 '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 for Teaching & Non-Teaching Departments

Sr. No.	Specifications/Minimum Requirements	Unit of Measure	Qty.
01	Paper Ream A4 70g, 500 sheets per ream, PPC/HP/IK imported good quality	Ream	1500
02	Paper Ream A4 85g, 500 sheets per ream, paper one, good quality	Ream	150
03	Ball Points Blue, Dollor/Piano Silk,	Each	500
04	Ball Point Black, Dollor/Piano Silk,	Each	500
05	Ball Point Red, Dollor/Piano Silk,	Each	500
06	Board Marker Blue 50 + Black 50, Dollar/Piano	Each	100
07	Board Marker Ink Blue 50 +Black 50, Dollar/Piano	Each	100
08	Duster, for white board fine quality two Sides, Local cloth	Each	100
09	Eraser, Rubber, ORO	Each	100
10	Sharpener, (S.S) Good Quality Fine Blade, Dux	Each	100
11	High Lighter Box, Mercury or Equivalent/better	Box	37
12	Glu Stick 35g, Gum Stick (UHU/Dollar/Bahadur)	Each	100
13	Correction Tape, refillable correction tape 5mm, Piano/ Three Flower, good quality	Each	100
14	Box File, imported good Quality	Each	200

15	Drafting Pad A4, Standard Size, Local 50 Sheet 68 gram, Good quality paper	Each	100
16	File Cover KFUEIT Monogram (Sample available at University) 300 gram Bleach/Art Card	Each	2000
17	Flag File Reference, Multicolor, 3x3", Good Quality	Pkt.	500
18	KFUEIT Letter PAD A4, KFUEIT (Sample available at University) 80 gram 100 sheets per pad	Pad	50
19	Lead Pencil Box, (Grade 2H), 1x12 pcs box, Pelikan, Gold Fish	Dozen/Pkt	50
20	Permanent Marker, Dollar/Piano	Each	10
21	Scotch Tape 1", Three Flower/Deer, good quality	Roll	100
22	Stapler Pin 24/6, dollar	Pkt	200
23	Sticky Note, Rectangle/Square Colored 3x3", Good Quality	Pkt	100
24	Tape Dispenser, Owner, Good Quality	Each	20
25	Envelop A4 White, VRG 80 Gram, Good Quality	Each	3000

Supply of Stationery for Teaching & Non-Teaching Departments

(Bid Form)

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes and Shipment charges)	Total Price (inclusive of all taxes and Shipment charges)
01	Paper Ream A4 70g, 500 sheets per ream, PPC/HP/IK imported good quality	Ream	1500		
02	Paper Ream A4 85g, 500 sheets per ream, paper one, good quality	Ream	150		
03	Ball Points Blue, Dollor/Piano Silk,	Each	500		
04	Ball Point Black, Dollor/Piano Silk,	Each	500		
05	Ball Point Red, Dollor/Piano Silk,	Each	500		
06	Board Marker Blue 50 + Black 50, Dollar/Piano	Each	100		
07	Board Marker Ink Blue 50 +Black 50, Dollar/Piano	Each	100		
08	Duster, for white board fine quality two Sides, Local cloth	Each	100		
09	Eraser, Rubber, ORO	Each	100		
10	Sharpener, (S.S) Good Quality Fine Blade, Dux	Each	100		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes and Shipment charges)	Total Price (inclusive of all taxes and Shipment charges)
11	High Lighter Box, Mercurry or Equivalent/better	Box	37		
12	Glu Stick 35g, Gum Stick (UHU/Dollar/Bahadur)	Each	100		
13	Correction Tape, refillable correction tape 5mm, Piano/ Three Flower, good quality	Each	100		
14	Box File, imported good Quality	Each	200		
15	Drafting Pad A4, Standard Size, Local 50 Sheet 68 gram, Good quality paper	Each	100		
16	File Cover KFUEIT Monogram (Sample available at University) 300 gram Bleach/Art Card	Each	2000		
17	Flag File Reference, Multicolor, 3x3", Good Quality	Pkt.	500		
18	KFUEIT Letter PAD A4, KFUEIT (Sample available at University) 80 gram 100 sheets per pad	Pad	50		
19	Lead Pencil Box, (Grade 2H), 1x12 pcs box, Pelikan, Gold Fish	Dozen/Pkt	50		
20	Permanent Marker, Dollar/Piano	Each	10		
21	Scotch Tape 1", Three Flower/Deer, good quality	Roll	100		
22	Stapler Pin 24/6, dollar	Pkt	200		

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes and Shipment charges)	Total Price (inclusive of all taxes and Shipment charges)
23	Sticky Note, Rectangle/Square Colored 3x3", Good Quality	Pkt	100		
24	Tape Dispenser, Owner, Good Quality	Each	20		
25	Envelop A4 White, VRG 80 Gram, Good Quality	Each	3000		
TOTAL: _____					
Total in Words: _____					

Company Evaluation Criteria

1. Basic Evaluation

- 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

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	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