

Rs.1000/-
In favor of treasure
Abbottabad UST

TENDER DOCUMENT



2022-23

(STATIONERY AND PRINTING ITEMS)

**ABBOTTABAD UNIVERSITY OF
SCIENCE & TECHNOLOGY**

1. GENERAL

- i. The tender shall furnish the Bid security (earnest money) for amount equivalent to 2% of quoted amount of the entire bid from schedule bank.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. KPPRA rules will be followed strictly in all procurement process.
- i. The prices quoted must be valid for at least 60 days from the date of tender opening for the evaluation of tender. The quoted prices once approved will remain valid for one year from the date supply order.
- ii. The successful bidders will be required to supply the items up-to for one year from the date supply order.
- iii. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- iv. The bid must accompany the following:
 - a. Firm Registration Certificate with the Federal/Provincial Government.
 - b. National Tax Number
 - c. Sales Tax Registration Certificate Number.
 - d. Certificate to the effect that bidder have never been blacklisted by any Government/ Semi Government Organization.
 - e. Dealership Certificate from original manufacturer for Pakistan (where required)

2. SCOPE OF SUPPLY

The bidder shall supply the items according to the prescribed specifications/samples. Any deviation will cause rejection of the supply order.

3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. Specimen bid form is attached herewith.

4. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

5. BID VALIDITY

The bid should remain valid and open for acceptance of purchase for one year from the date of opening of bids.

6. SECURITY DEPOSIT

The successful tender / contractor shall furnish performance security for a some equivalent to 10% of the contract value with in fourteen (14) days of the receipt of the acceptance letter from Abbottabad UST.

7. SIGNING OF BIDS

The person signing the bid shall sign and stamp all the pages of the bid, where entries are made.

8. BIDS PROPOSAL

The bid should comprise single stage one envelope. The samples of stationery and printing may be provided on tender opening day for final decision of the Purchase Committee.

9. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the University on or before **June 10, 2022 at 11:00 am**. The bids will be opened on the same day i.e. **June 10, 2022 at 11:30 am** in the Dean office, Quaid e Azam, block Abbottabad UST in presence of the bidders or their authorized representatives, who wish to be present. Pre bid meeting will be scheduled on **June 06, 2022 at 11:00** in Examinations Section of the University.

10. LATE BIDS

Any bid received in the university after the prescribed deadline shall not be entertained.

11. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University reserves the right to accept or reject any or all tenders as per KPPRA rules.

12. CANVASSING

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

13. DELIVERY

The bidders shall make delivery of the items within 15 days for stationery and 30 days for providing printing items from the date of issuance of supply order. A penalty of 1% of the

item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items.

14. **MODE OF PAYMENT**

Payment will be made to the supplier after inspection of supplied items by a committee of experts/purchase committee, constituted by the University. The payment will be released if the provided items are according to supply order, samples and successful/ complete supply. No payment will be released in advance in any case.

15. **PRICE**

The price of items will be inclusive of transportation charges, labor charges and all taxes etc. No separate payment will be made by the University on this account.

16. **TAXES**

All Government taxes shall be deducted at source according to the relevant rules.

17. **ARBITRATION**

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

PRINTING ITEMS				
S. No	Description	Qty.	Unit Price	Price Inc. all taxes & charges etc.
1	Printed Answer Sheet 20 pages (As per Sample) 70 gm	200,000		
2	Printed Answer Sheet 16 pages (As per Sample) 70 gm	200,000		
3	Printed Continuous Sheet 4 pages (as per sample)70 gm	200,000		
4	Printed Cloth lined envelop 12 inches x 18 inches	5,000		
5	Degree folders (as per sample)	5,000		
6	Envelops simple A4	3,000		

7	Envelopes simple Legal	3,000		
8	Envelopes simple small	2,000		
9	Printed File covers (as per sample)	5,000		

IMPORTANT

- The samples of the items should be checked at Procurement office.
- Substandard items or items not according to the specification would be rejected and should be replaced without any liability on Abbottabad University of Science & Technology, Havelian.
- Rate must be given on tender Performa, otherwise, tender will not be entertained
- Smuggled, grey channel and refurbished will not be accepted in any case.
- Manufacturer's Authorization Letter (Where required) will be provided by the bidder in the name of Abbottabad University of Science & Technology. The same shall be verified with the Manufacturer / issuing authority.

(To be filled by the bidders)

1. Name of bidders:

2. Address:

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3. Phone: Mobile

4. Fax No. E-mail:

5.5. NIC Tax No. 6. Sales Tax No.:

7. Branches (if any):

i.

ii.

8. Type of Business:

i.

ii.

9. Facilities:

i. Authorization of distribution / dealership (if any) -----

ii. Any other:

10. Previous Experience (name of organization where carpets are supplied/installed/fixed/fitted):

i. ii. iii.

iv. v.

Please enclose any supporting document

Name and signature: - Date: Seal:

Note: (Each page of the tender documents should be signed and stamped by the bidders.)