

TENDER DOCUMENT



2022-23

(PRINTED ITEMS, STATIONERY ITEMS AND TONERS)

**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 **October 24, 2022 at 11:00 am**. The bids will be opened on the same day i.e., **October 24, 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 **October 17, 2022 at 11:00** in Procurement office 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 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	Price Inc. all taxes & charges etc.
1.	Envelope Khaki, 80 grm, Legal size(as per sample)	Each	
2.	Envelope Khaki, 80 grm, A4 size(as per sample)	Each	
3.	Envelope Khaki, 80 grm, Postal size (9 x 4) (as per sample)	Each	
4.	Envelope Khaki, 80 grm, 18 x 12 (as per sample)	Each	
5.	Degree Envelop, 14x11, 300 gm Bleach card (As per Sample)	Each	
6.	Superintendent Memo (70 gm), legal size, (as per sample)	Each	
7.	4 pages Admission Form (BA/MA (Private/Regular)), 70 gm legal size , with numbering, (as per sample)	Each	
8.	Admission Form BS Program, (as per sample)	Each	
9.	Migration Certificate 4 Colour, with numbering and counter slip & perforation , matt paper 128 gm, (as per sample)	Each	
10.	Barcode Label Sticker (Size 1.25"width x 1.5" Height) (As per sample)	Each	

11.	Superintendfileof24pages,withtwo(oneground)clourtitle,70grmlegalsize,contingent bill + supervisory staff bill + exam attendance (as per sample)	Each	
12.	Annual Report of 100pages (35coloured pages on different places) on Art paper128gm. Title310gm, Art card 4 colours both sided and hot melt glue binding with shine lamination (minimum 100 books). (Sample: As per Annual Report2019)	Each	
13.	Sealing Tape (University Monogram Printed inside crystal)	Each	
14.	File cover (as per sample)	Each	

TONNERS (Original):

Bidder(s) are required to provide dealership certificate from the original manufacturer of tonner sandal so require to provide delivery challan / gate pass from original manufacturer with certificate to the effect that supplied tonners are original. University may verify the supplied tonner(s) from original manufacturer / Authorized dealer etc.

1	Toner Hp 26 A Original Printer Pro M402n Original	Each	
2	Toner Hp 48 A Original Printer Pro M15a Original	Each	
3	Toner Hp 76 A Original Printer Pro M404dn Original	Each	
4	Toner Hp 80 A Laser Printer Pro 400 m401a Original	Each	
5	Toner Hp 87 A Laser Enterprise Printer M506 Original	Each	
6	HP Color LaserJet 1600 Original		
7	Toner Hp 410 A Laser color Printer Pro M452dw Original	Each	
8	Toner SP 8400 DN photocopier Original	Each	
9	Toner E. Studio 3508A photocopier Original	Each	
10	Toner Nashuatec M 2701 photocopier Original	Each	
11	RISO SF5130 Machine		
12	RISO EZ 231 A Machine	Each	
13	Toner Hp 26A laserjet pro M402 dw Original	Each	
14	Toner Hp 05A Original	Each	
15	Toner Toshiba E Studio 203Original	Each	

16	Toner Konica Minolta bizhub 454e Cartridge (G2699) Original	Each	
17	Toner Konica Minolta TN 513 Original	Each	
18	Toner Konica Minolta (bizhup-211) Original	Each	
19	Toner Konica Minolta (bizhup-215 TN) Original	Each	
20	Toner Toshiba E Studio No. 352 Original	Each	
21	Toner Toshiba T-1810D-5K Original	Each	
22	Ink for Rasograph Machine RZ220/RN2050	Each	
23	Tonner 83A (Printer)	Each	
24	Master Roll (Raiso) RZ 220 Fine Quality	Each	
25	USB 16/32 GB 3.1	Each	
26	Fargo HDP5000 Printer Ribbon YMCKOriginal	Each	
27	Fargo HDP 5000Printer Film Original	Each	
28	Blank 125khz RFID Pre-Program Cards with Nos. at one side of the Card	Each	

STATIONERY ITEM

1	Ball Point Piano, Original	Pkt	
2	Ball Point Picasso, Original	Pkt	
3	Pointer soft-liner 0.3	PKT	
4	Uni Ball Pen Japan Eyes Original (As per sample)	PKT	
5	White Board Non-Toxic marker	PKT	
6	Marker large permanent	PKT	
7	Dux Lead Pencil 2.5 HB	Pkt	
8	High Lighter	Each	
9	Dux Correction Pen (as per sample)	Each	
10	Sharpener Fine Quality single hole	Each	
11	Eraser Non-Toxic	Box	
12	Gum Stick (as per sample)	Each	

13	Steel Ruler Fine Quality 12"	Each	
14	Cutter knife 3" blade (as per sample)	No.	
15	Casio Calculator, localized number display, 12 Digit (2 way power) (as per sample)	No.	
16	Transparent Sheets A4	pkt	
17	Transparent Sheets Legal	Pkt	
18	Colorful Sheets A4 fine quality	Pkt	
19	Duster Fine quality cloth	Each	
20	Ink Blue/Black (Dollar 60 ML) Fine Quality	Each	
21	Letter Receipt /Dispatch Register No.8 English and Urdu Written	Each	
22	Attendance Register No.1	Each	
23	Register No. 50 (200 pages) Good Quality	Each	
24	Stock Register No.4 (As per sample)	Each	
25	Cash Book No.4 (As per sample)	Each	
26	Cash Book No.8 (As per sample)	Each	
27	Ledger Book No.4 (As per sample)	Each	
28	Ledger Book No.8 (As per sample)	Each	
29	Log Book No.4 (As per sample)	Each	
30	Writing Pad 68 grm (medium) Good Quality	Each	
31	Peon Book No.8 (As per sample)	Each	
32	Punch machine single fine quality solid (as per sample)	Each	
33	2-hole punch machine, (16 sheets of 20 lb, paper capacity) (as per sample)	Each	
34	Stamp pad (classic Crystal) large size (as per sample)	Each	
35	Tag Small Fine Quality 70-80 Nos	Bundle	
36	Tag Large Fine Quality 70-80 Pieces	Bundle	
37	Staple Machine 23/24 (Heavy Duty) (as per sample)	Each	
38	Staple Machine 24/6 (Standard Size) (as per sample)	Each	
39	Staples 24/6 1000 pins	Pkt	
40	Staple Pin Large	Pkt	
41	Dock Folder (As per Sample) Fine Quality Green/Red	Each	
42	Great wall Numbering Machine Deli (No. 7506) 6 Digits (as per sample)	Each	
43	Sealing Wax Fine	KG	

44	Wrapping Papers (khaki) Thick Paper	Each	
45	Binding Tape (Fine quality) (10 Meter) (1 inch)	Each	
46	Binding Tape (Fine quality) (10 Meter) (2 inch)	Each	
47	Binding Tape (Fine quality) (10 Meter) (3 inch)	Each	
48	Transparent Tape (Fine Quality) (10 Meter) (1.5 inch)	Each	
49	Table set (complete) as per sample	Each	
50	Table flag best quality	Each	
51	Writing paid folder (Diary type) as per sample	Each	
52	Table dustbin best quality	Each	
53	Table Tissue Box best quality	Each	
54	Door Lock medium size (Best quality)	Each	
55	Box File, Back 4 Inches (as per sample)	Each	
56	Board File Standard (Fine Quality)	Each	
57	Sealing Tape (University Monogram Printed inside crystal)	Each	
58	Paper clip (As per sample)	Each	
59	Local Paper, A4 70 gm(500 sheets) (as per sample)	Ream	
60	Local Paper, Legal 70 gm(500 sheets) (as per sample)	Ream	
61	Duplicate Paper	Ream	

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. 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.)