

# TENDER DOCUMENT



**PRINTED ANSWER SHEETS AND OTHER STATIONERY ITEMS FOR  
EXAMINATION SECTION**

**ABBOTTABAD UNIVERSITY OF SCIENCE & TECHNOLOGY**

**2023-24**



**ABBOTTABAD UNIVERSITY OF SCIENCE & TECHNOLOGY  
HAVELLIAN, PAKISTAN**

**TENDER NOTICE FOR SUPPLY OF PRINTED ANSWER SHEETS AND OTHER STATIONERY ITEMS  
FOR EXAMINATION SECTION**

Sealed bids are invited from reputed firms/suppliers / authorized dealers registered with relevant Tax Authorities including KPRA (where applicable), and are on Active Taxpayers List (ATL) of FBR, for the Supply of printed answer sheets and other stationery items for examination section” under **single stage – single envelope** procedure in accordance with Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014;

Detailed specifications, scope of work as well as “Terms and conditions” for the above-mentioned tender are given in the Tender Documents. The tender Documents can be obtained on payment of Rs. 2,000/- (non-refundable) in shape of Bank Draft, favoring the Treasurer Abbottabad University of Science & Technology Havelian from the Procurement section of the University or can be download from **www.aust.edu.pk**. The bidder(s) whose tender do not accompany original Call Deposits will be considered as non-responsive. The Bids complete in all respect should reach the office of the undersigned on or before July **04, 2023 at 11:00 a.m.** The bids will be opened on the same date at 11:30 a.m. in the presence of the bidders or their representative who wish to be present, in the meeting room of vice chancellor office-Abbottabad UST. No tender documents will be issued on the date of tender opening.

All terms and conditions shall be strictly followed in accordance with KPPRA/PPRA prevailing Rules.

All rights reserved as per KPPRA rules.

**PROCUREMENT SECTION AUST**

**Phone:03135856430/03129000996**

## **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 **July 04, 2023 at 11:00 am**. The bids will be opened on the same day i.e. **July 04, 2023 at 11:30 am** in the meeting room of vice chancellor office-Abbottabad UST in presence of the bidders or their authorized representatives, who wish to be present.

Pre-bid meeting will be scheduled on **June 22, 2023 at 11:00** at office of Controller Examinations-Abbottabad UST for sample collection or any other query.

**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 7 days for stationery and 15 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.

<b>ITEMS</b>				
<b>S. No</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Price Inc. all taxes &amp; charges etc.</b>
1	Printed Answer Sheet 16 pages (As per Sample) 70 gm	each		
2	Printed Continuous Sheet 4 pages (as per sample)70 gm	each		
3	Printed File covers (as per sample)	each		
4	Degree Dispatch folders (as per sample)	each		
5	Degree Page (as per sample)	each		
6	Transcript page (as per sample)	each		
7	Local Paper, A4 70 gm (500 sheets) (as per sample)	Ream		

8	Local Paper, legal 70 gm (500 sheets) (as per sample)	Ream		
9	Imported Paper, A4 70 gm (500 sheets) (as per sample)	Ream		
10	Imported Paper, legal 70 gm (500 sheets) (as per sample)	Ream		
11	Printed Cloth lined envelop 12 inches x 18 inches	Each l		
12	Envelopes simple Legal	each		
13	Envelopes small legal letter	each		
14	Envelops simple A4	each		
15	Binding Tape (Fine quality) (1 inch)	each		
16	Binding Tape (Fine quality) (2 inch)	each		
17	Binding Tape (Fine quality) (3 inch)	each		
18	Transparent Tape Fine quality (2 inch)	each		
19	Heavy duty stapler (imported)	each		
20	Stapler machine (imported+ fine quality) as per sample	each		
21	Staple pins	packet		
22	Sealing wax fine	Per kg		
23	Ball point (Blue, black and red) piano, Picasso or equivalent	packet		
24	Highlighters Dollar, Piano or equivalent	packet		
25	Permanent marker (Blue and Black)	packet		
26	Verification ticket (as per sample)	each		
27	Stamp pads	each		
28	Dairy +Dispatch Registers	each		

29	Drafting pad	each		
30	Tonnners HP (with chip) 26A	each		
31	Tonnners HP (with chip) 80A	each		
32	Tonnners HP (with chip) 87A	each		
33	Tonnners HP (with chip) 59A	each		
34	Riso EZ 231A tonner (original)	each		
35	Riso SF 5130 tonner (original)	each		
36	Toshiba c studio350 A tonners	each		
37	Ricoh SP 8400DN tonners	each		
38	Ricoh SP 8400DN Drum	each		
	Total quoted amount including all taxes			

### **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.
- Once the agreement has been formalized, suppliers are strictly prohibited from presenting any alternative items to the university.
- 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: .....

.....

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.)**