**Rs.2000/-**

**In favor of Treasure**

**Abbottabad UST**

**TENDER DOCUMENT**

**2020-21**

**2024-25**

**(PRINTED ITEMS, STATIONERY ITEMS AND TONERS)**

**ABBOTTABAD UNIVERSITY OF**

**SCIENCE & TECHNOLOGY**

# GENERAL

* 1. The tender shall furnish the Bid security (earnest money) for amount equivalent to 2% of quoted amount of the entire bid from schedule bank.
  2. Conditional/incomplete/overwritten bid will not been entertained.
  3. KPPRA rules will be followed strictly in all procurement process.

1. The prices quoted must be valid for at least 60 days from the date often opening for the evaluation of tender. The quoted prices once approved will remain valid for one year from the date supply order.
2. The successful bidders will be required to supply the items up-to for one year from the date supply order.
3. Telephonic/telexed/faxed/telegraphic quotations will not been tertained.
4. The bid must accompany the following:
   * 1. Firm Registration Certificate with the Federal/Provincial Government.
     2. National Tax Number
     3. Sales Tax Registration Certificate Number.
     4. Certificate to the effect that bidder have never been blacklisted by any Government/ Semi Government Organization.
     5. Dealership Certificate from original manufacturer for Pakistan (where required)

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# SCOPE OFSUPPLY

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

# 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.

# CURRENCY OFBID

The Price should be quoted in Pakistani Rupees.

# BIDVALIDITY

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

# 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.

# SIGNING OF BIDS

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

# 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.

# DEADLINE FOR SUBMISSION OFBIDS

All bids must reach and be received by the University on or before **August 27, 2024 at 11:00 am.** The bids will be opened on the same day i.e., **August 27, 2024 at 11:30 am** in the Vice Chancellor meeting room Abbottabad UST in presence of the bidders or their authorized representatives, who wish to be present. Pre bid meeting will be scheduled on **August 20, 2024 at 11:00** in Procurement office of the University.

# LATE BIDS

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

# UNIVERSITY’S RIGHT TO ACCEPT OR REJECT ANY OR ALLBIDS

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

# CANVASSING

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

# 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.

# MODE OFPAYMENT

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.

# 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.

# TAXES

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

# ARBITATION

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

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| **PRINTING ITEMS** | | | |
| **S.**  **No** | **Description** | **Qty** | **Price Inc. all taxes & charges**  **etc.** |
| 1 | Printed Answer Sheet 16 pages 68 gram flying paper single color  (As per Sample) | Each |  |
| 2 | Printed Continuous Sheet 4 pages 68 gram flying paper single color  (As per Sample) | Each |  |
| 3 | Envelope Khaki, 80 grm, Legal size( as per sample) | Each |  |
| 4 | Envelope Khaki, 80 grm, A4 size( as per sample) | Each |  |
| 5 | Envelope Khaki, 80 grm, Postal size (9 x 4) ( as per sample) | Each |  |
| 6 | Envelope Khaki, 80 grm, 18 x 12 ( as per sample) | Each |  |
| 7 | Degree Envelop, 14x11, 300 gm Bleach card (As per Sample) | Each |  |
| 8 | Superintendent Memo (70 gm), legal size, (as per sample) | Each |  |
| 9 | 4 pages Admission Form (BA/MA (Private/Regular)), 70 gm legal size , with numbering, (as per sample) | Each |  |
| 10 | Admission Form BS Program, (as per sample) | Each |  |
| 11 | Migration Certificate 4 Colour, with numbering and counter slip & perfration , matt paper 128 gm, (as per sample) | Each |  |
| 12 | Barcode Label Sticker (Size 1.25”width x 1.5” Height) (As per sample) | Each |  |
| 13 | Superintend file of 24 pages, with two (one ground) clourtitle,70grmlegalsize,contingent bill + supervisory staff bill + exam attendance (as per sample) | Each |  |
| 14 | Annual Report of 100 pages (35coloured pages on different places) on Art paper128grm. Title310grm, Art card 4 colours both sided and hot melt glue binding with shine lamination (minimum 100 books). (Sample: As per Annual Report2019) | Each |  |
| 15 | Sealing Tape (University Monogram Printed inside crystal) | Each |  |
| 16 | File cover (as per sample) | Each |  |
| 17 | Degree Folder (as per sample) | Each |  |
| 18 | Printed cloth lined Envelop (12x18) | Each |  |

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| **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 | Toner HP Color LaserJet 1600 Original | Each |  |
| 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 | Toner RISO SF5130 Machine |  |  |
| 12 | Toner 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 | Toner Photocopier Machine – MP 3054 Original | Each |  |
| 23 | Toner HP LaserJet Pro Enterprise M611 (147 A) | Each |  |
| 24 | Ink for Rasograph Machine RZ220/RN2050 | Each |  |
| 25 | Tonner 83A (Printer) | Each |  |
| 26 | Master Roll (Raiso) RZ 220 Fine Quality | Each |  |
| 27 | USB 16/32 GB 3.1 | Each |  |
| 28 | Fargo HDP5000 Printer Ribbon YMCKOriginal | Each |  |
| 29 | Fargo HDP 5000Printer Film Original | Each |  |
| 30 | 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 |  |
| 62 | Gel Pen Piano (Blue & Black) | pkt |  |

# 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 been 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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1. Phone: Mobile
2. E-mail:
3. 5. NIC Tax No.
4. Sales Tax No.:
5. Branches (if any):
6. Type of Business:
7. Facilities:
   1. Authorization of distribution / dealership (if any) ----------------------------
   2. Any other:
8. 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.)**