**Rs.2000/-**

**In favor of Treasure**

**Abbottabad UST**

UPDATED

**TENDER DOCUMENT**



**2024-25**

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

**ABBOTTABAD UNIVERSITY OF**

**SCIENCE & TECHNOLOGY**

# GENERAL

* 1. The tenderer 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.
  4. The prices quoted must be valid for at least 60 days from the date of opening for the evaluation of tender. The quoted prices once approved will remain valid for one year from the date of award letter.
  5. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
  6. 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 OF SUPPLY

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 OF BIDS

All bids must reach and be received by the University on or before **September 30, 2024 at 11:00 am.** The bids will be opened on the same day i.e., **September 30, 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 **September 25, 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 ALL BIDS

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

# CANVASSING

Unsolicited advice / clarifications and any personal approach 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 21 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 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.

# 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) **Minimum Quantity-150,000** | Each |  |
| 2 | Printed Continuous Sheet 4 pages 68 gram flying paper single color (As per Sample) **Minimum Quantity-150,000** | Each |  |
| 3 | Envelope Khaki, 80 grm, Legal size( as per sample)  **Minimum Quantity-2,500** | Each |  |
| 4 | Envelope Khaki, 80 grm, A4 size( as per sample)  **Minimum Quantity-2,500** | Each |  |
| 5 | Envelope Khaki, 80 grm, Postal size (9 x 4) ( as per sample)  **Minimum Quantity-2,500** | Each |  |
| 6 | Envelope Khaki, lined cloth 80 grm, 18 x 12 ( as per sample)  **Minimum Quantity-2,500** | Each |  |
| 7 | Degree Envelop, 14x11, 300 gm Bleach card (As per Sample)  **Minimum Quantity-1,000** | 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)  **Minimum Quantity-1,500** | 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 | Superintendent file of 24 pages,with two(one ground)color title,70gm legal size contingent bill + supervisory staff bill + exam attendance (as per sample) | Each |  |
| 14 | Annual Report of 100pages (35coloured pages on different places) on Art paper128grm. Title310grm, Art card 4 color 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) As per Sample | Each |  |
| 16 | File cover (as per sample), Fine Quality **Minimum Quantity-2,000** | Each |  |
| 17 | File Cover (As per Sample) Standard **Minimum Quantity-3,000** | Each |  |
| 18 | Degree Folder (As per Sample) | Each |  |

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| **TONNERS (Original):**  Bidder(s) are required to provide dealership certificate from the original manufacturer of tonner. Supplier is required 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 26 A Original Printer Pro M402n (China Made) |  |  |
| 3 | Toner Hp 48 A Original Printer Pro M15a Original | Each |  |
| 4 | Toner Hp 48 A Original Printer Pro M15a (China Made) |  |  |
| 5 | Toner Hp 76 A Original Printer Pro M404dn Original | Each |  |
| 6 | Toner Hp 76 A Original Printer Pro M404dn with Chip (China Made) |  |  |
| 7 | Toner Hp 80 A Laser Printer Pro 400 m401a Original | Each |  |
| 8 | Toner Hp 80 A Laser Printer Pro 400 m401a (China Made) |  |  |
| 9 | Toner Hp 87 A Laser Enterprise Printer M506 Original | Each |  |
| 10 | HP Color LaserJet 1600 Original | Each |  |
| 11 | HP Color LaserJet 1600 (China Made) |  |  |
| 12 | Toner Hp 410 A Laser color Printer Pro M452dw Original | Each |  |
| 13 | Toner Hp 410 A Laser color Printer Pro M452dw (China Made) |  |  |
| 14 | Toner SP 8400 DN photocopier Original | Each |  |
| 15 | Toner SP 8400 DN photocopier (China Made) |  |  |
| 16 | Toner E. Studio 3508A photocopier Original | Each |  |
| 17 | Toner E. Studio 3508A photocopier (China Made) |  |  |
| 18 | Toner Nashuatec M 2701 photocopier Original | Each |  |
| 19 | Toner Nashuatec M 2701 photocopier (China Made) |  |  |
| 20 | RISO SF5130 Machine Master Roll | Each |  |
| 21 | RISO EZ 231 A Machine Master Roll | Each |  |
| 22 | Toner Hp 17A laserjet pro MFP M130fw Original | Each |  |
| 23 | Toner Hp 17A laserjet pro MFP M130fw (China Made) |  |  |
| 24 | Toner Hp 19A laserjet pro MFP M130fw Original Color |  |  |
| 25 | Toner Hp 19A laserjet pro MFP M130fw (China Made) Color |  |  |
| 26 | Toner Hp 05A Original | Each |  |
| 27 | Toner Toshiba E Studio 203 Original | Each |  |
| 28 | Toner Konica Minolta bizhub 454e Cartridge (G2699) Original | Each |  |
| 29 | Toner Konica Minolta TN 513 Original | Each |  |
| 30 | Toner Konica Minolta (bizhup-211) Original | Each |  |
| 31 | Toner Konica Minolta (bizhup-215 TN) Original | Each |  |
| 32 | Toner Toshiba E Studio No. 352 Original | Each |  |
| 33 | Toner Toshiba T-1810D-5K Original | Each |  |
| 34 | Ink for Raisograph Machine RZ220/RN2050 | Each |  |
| 35 | Tonner 83A (China Made) | Each |  |
| 36 | Master Roll (Raiso) RZ 220 Fine Quality | Each |  |
| 37 | USB 32/64 GB 3.1 or above | Each |  |
| 38 | Fargo HDP5000 Printer Ribbon YMCK Original | Each |  |
| 39 | Fargo HDP 5000Printer Film Original | Each |  |
| 40 | Blank 125khz RFID Pre-Program Cards with Nos. at one side of the Card | Each |  |
| **STATIONERY ITEM** | | | |
| 1 | Ball Point Piano Geligel | Pkt |  |
| 2 | Ball Point Picasso, Original | Pkt |  |
| 3 | Ball Point Uniball Signo | 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 | Diary Register |  |  |
| 26 | Dispatch Register |  |  |
| 27 | Cash Book No.4 (As per sample) | Each |  |
| 28 | Cash Book No.8 (As per sample) | Each |  |
| 29 | Ledger Book No.4 (As per sample) | Each |  |
| 30 | Ledger Book No.8 (As per sample) | Each |  |
| 31 | Log Book No.4 (As per sample) | Each |  |
| 32 | Writing Pad 68 grm (medium) Good Quality | Each |  |
| 33 | Peon Book No.8 (As per sample) | Each |  |
| 34 | Punch machine single fine quality solid (as per sample) | Each |  |
| 35 | 2-hole punch machine, (16 sheets of 20 lb, paper capacity) (as per sample) | Each |  |
| 36 | Stamp pad (classic Crystal) large size (as per sample) | Each |  |
| 37 | Tag Small Fine Quality 70-80 Nos | Bundle |  |
| 38 | Tag Large Fine Quality 70-80 Pieces | Bundle |  |
| 39 | Staple Machine 23/24 (Heavy Duty) (as per sample) | Each |  |
| 40 | Staple Machine 24/6 (Standard Size) (as per sample) | Each |  |
| 41 | Staples 24/6 1000 pins | Pkt |  |
| 42 | Staple Pin Large | Pkt |  |
| 43 | Dock Folder (As per Sample) Fine Quality Green/Red | Each |  |
| 44 | Great wall Numbering Machine Deli (No. 7506) 6 Digits (as per sample) | Each |  |
| 45 | Sealing Wax Fine | KG |  |
| 46 | Wrapping Papers (khaki) Thick Paper | Each |  |
| 47 | Binding Tape (Fine quality) (10 Meter) (1 inch) | Each |  |
| 48 | Binding Tape (Fine quality) (10 Meter) (2 inch) | Each |  |
| 49 | Binding Tape (Fine quality) (10 Meter) (3 inch) | Each |  |
| 50 | Transparent Tape (Fine Quality) (10 Meter) (1.5 inch) | Each |  |
| 51 | Table set (complete) as per sample | Each |  |
| 52 | Table flag best quality | Each |  |
| 53 | Writing paid folder (Diary type) as per sample | Each |  |
| 54 | Table dustbin best quality | Each |  |
| 55 | Table Tissue Box best quality | Each |  |
| 56 | Door Lock medium size (Best quality) | Each |  |
| 57 | Box File, Back 4 Inches (as per sample) | Each |  |
| 58 | Board File Standard (Fine Quality) | Each |  |
| 59 | Sealing Tape (University Monogram Printed inside crystal) | Each |  |
| 60 | Paper clip (As per sample) | Each |  |
| 61 | Local Paper, A4 70 gm(500 sheets) ( as per sample) | Ream |  |
| 62 | Local Paper, Legal 70 gm(500 sheets) ( as per sample) | Ream |  |
| 63 | 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 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 Items 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.)**