

KOHSAR UNIVERSITY MURREE



Tender Documents

**For the Purchase of Stationary
Items Under Framework Contract
Agreement (06 Months)
02/Stationary/2022**

at

KOHSAR UNIVERSITY MURREE

TENDER PRICE Rs. 1,000/-

Last date of submission: 09-09-2022

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Kohsar University Murree is a public sector higher education institution established on 2nd July 2020 as an Act of Punjab Parliament, titled; Kohsar University Murree Act 2020. As per Act the KUM Boys Degree College Jhikkagali, Degree College for Women GPO chowk, RCM Kashmir Point, Punjab House Murree, and Land of Murree Brewery were reconstituted as university.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include single stage one envelopes of **Technical Proposal and Financial Proposal** before **11:00 AM** on **09-09-2022**. Technical and financial Proposals will be opened on same day at **11:30 AM**.

2.2. Proposals shall be delivered at the address given below.

**Assistant Director (Purchase and Store) Procurement Department
Kohsar University Murree. # 051-9269177**

2.3. All bids must be submitted by filling the Annex 'A'. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.4. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of Supplies
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification

- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing along with Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications provided by supplier corresponding to the specification as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of items
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Prices duly entered on the form in the attached BOQ
- ii. Validity period as per contract/ frame work agreement.

5. Terms & Conditions

- 5.1.** This invitation for bids is open to all national original Manufacturers/ Distributors/Suppliers in Pakistan for supply.
- 5.2.** All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3.** A bank draft equal to 2% of the estimated cost RS. 2.00 million mentioned in tender notice should accompany the Tender as **Earnest Money** drawn in favor of **Kohsar University Murree Other Receipt Account**. The Tender shall not be considered without Earnest Money. Bank draft for Earnest Money should be placed with the technical proposal.
- 5.4.** Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5.** A Bank draft of 10% of the total amount as **Performance Guarantee** will be deducted from the bill which shall remain valid for 06 months beyond delivery period. This

performance guarantee will be released after the completion of warranty/guarantee period Defect /Liability/Warranty period, after removing the defects if any in supplied items/replacement found during the warranty and obtaining. The Selected Bidder will sign a contract with the University on judicial stamp paper of the value 0.25 % of total value of contract.

- 5.6.** The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.7.** The decision of the Kohsar University Murree competent authority will be binding on all concerned and will in no case be challenged in any forum.
- 5.8.** Kohsar University Murree reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.9.** Delivery period will be as per contract agreement and terms & conditions of purchase order/supply order.
- 5.10.** Delivery shall be completed according to the agreed upon schedule as per contract agreement and terms & conditions of purchase order/supply order.
- 5.11.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.12.** The University will get the item inspected at Kohsar University Murree and reject the item, if not found according to the stated specifications.
- 5.13.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of items.
- 5.14.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.15.** In case any supplies is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.16.** All the proposals submitted will become the property of the University.
- 5.17.** All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle the Kohsar University Murree to

forfeit the Earnest Money in favor of the Kohsar University Murree and/or putting a ban on the future inquires or taking any other suitable action against the bidder.

5.19. Delivery of the items will be free of charge at Kohsar University Murree during the office hours with a copy of Delivery Challan.

5.20. Items being ordered for Purchase of Stationary Items at Kohsar University Murree should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote.

5.21. Bids will be evaluated on item-based quotations/ prices offered.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'B'** for reference.

7. Undertaking

On behalf of the company, it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized

signature.....

Stamp.....

Office Address.....

Tel No

.....

Fax No

Annex 'A'

Detail of Stationary Items

Sr #.	Items	Specifications	Estimated Qty
1.	Paper Ream A4	Double A/ one 70gm 500 Pages /Ream imported	200 Rim
2.	Paper Ream A4	Double A/ one 80gm 500 Pages /Ream imported	50 Rim
3.	Paper Ream Legal	Double A/ one 80gm 500 Pages /Ream imported	30 Rim
4.	Ball Point Blue	Piano 0.8(10to 12per Pkt	70 Box
5.	Ball Point Black	Piano 0.8(10to 12per Pkt	70 Box
6.	Ball Point Red	Piano 0.8(10to 12per Pkt	30 Box
7.	Drafting Pad	Good Large Quality	100 Nos
8.	Simple Register	Rizwan and Equal Narrow Line 200 Pages 68 gm	20 Nos
9.	Stapler Pine	Dollar or Equipment 24/6	100 Nos
10.	Pencil Sharpener	Dux Equipment(/standard Good Quality	50 Nos
11.	Eraser Pencil	Dux Equipment(/standard Good Quality	50 Nos
12.	Lead Pencil	Gold fish (10 per Pkt)	50 Nos
13.	Highlighter	Dollar or Equivalent Yellow Orange & other color	70 Nos
14.	Gum Stick(Large)	Good Quality Equivalent 36mm	40 Nos
15.	Stapler Machine Heavy Duty	Good Quality 23/6 to 23/25(15 to 210 Sheets)	05 Nos
16.	Stapler Machine Medium	Good Quality 23/6	50 Nos
17.	Scissor	Sun Wood/Equivalent Metal	20 Nos
18.	One Hole Punch	sense /Equivalent 5.5mm Hole	15 Nos
19.	Two Hole Punch	sense /Equivalent 80mm Hole	40 Nos
20.	Flag for Files	Good Quality	70 Nos

21.	File Separates	Seward or equitant 10.20.30	40 Each
22.	Stapler Remover	24/6 fine Quality	40 Nos
23.	Pen holder	Good Quality	40 Nos
24.	Sticky Notes	Good Quality	70 Nos
25.	Paper Cutter	Good Quality	30 Nos
26.	Color Paper (Green)	Good Quality	50 Set
27.	Dairy Register	NO.06	15 Nos
28.	Dispatch Register	NO.06	15 Nos
29.	File Board with Flapper	Good Quality	50 Nos
30.	Peon Book	Small Fine Quality	20 Nos
31.	Board marker	Dollar Good Quality	100 Nos
32.	Board Duster	Good Quality	50 Nos
33.	Spiral for Binding	Good Quality A4	100 Nos
34.	Spiral binding Sheet	Transplant	200 Nos
35.	Paper Cut Box	Fine Quality	30 Nos
36.	Pointer Blue	Dollar	10 Box
37.	Box files	Fine Quality Size 3	80 Nos
38.	Box File Important	F.s or Equitant size 2-1/2	50 Nos
39.	Log Book	Fine Quality 200 Sheet Printed	20 Nos
40.	Envelope for Letter Dispatch Small	Fine Quality 9*4	100 Nos
41.	Envelope for Letter Dispatch Lager	Fine Quality A4	100 Nos
42.	Correction Pen	Fine Quality	50 Nos
43.	Permanent marker (Black & Blue)	DOLLAR	20 Box
44.	Printer Toner Black & White	HP leaser MFP 137fnw (Toner 107A)	20 Nos
45.	Printer Toner Black & White	HP leaser Jet Pro M15w	20 Nos

46.	Plastic File	A4 Good Quality	50 Nos
47.	Photocopier Toner IM 2702	Toner MP 2014 Color Black Net weight 160g	01 Nos
48.	Photocopier Toner IM 2702	Toner Ink MP 2014 Color Black Net weight 160g	02 Nos

Company Evaluation Criteria

1. Basic Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of Supplies.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing along with Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications provided by supplier against items detailed as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of items
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.

2. Detailed Evaluation Criteria

(Minimum Passing Score Required is 65 Points for qualifying to Financial Opening)

DETAILED EVALUATION CRITERIA FOR TENDER

Specifications are available at Annex-A

Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents	--	15
1.1	1 – 2 year experience	3	--
1.2	3– 5 year experience	6	--
1.3	6– 10 years’ experience	9	--
1.4	Above 10	15	--
2	Relevant Experience (Attach copy of all supporting documents)	--	15
2.1	1 – 5 years’ experience	6	--
2.2	6 – 10 years’ experience	9	--
2.3	11 and above year experience	15	--
3	Financial Position/ Status (Attach copy of all supporting documents)	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	2	--
3.3	Statement Worth (Min 2 m) attach all supporting documents	4	--
4	Technical Evaluation of quoted items (Attach copy of all supporting documents)	--	60
4.1	Specification offered matched as provided in Annex-A	30	
4.2	Delivery schedule as per need	10	
4.3	List of clients / where related items delivered	10	
4.4	Satisfactory letter from clients in favor of such supplied items	5	
4.5	Guarantee / Warranty (as the case may be)	5	
Total		--	100

TENDER NOTICE

02/Stationary/2022

Sealed bids are invited on FOR KOHSAR UNIVERSITY MURREE basis from reputable national / international companies, having well experience, financial position, registered with Sales Tax and Income Tax, for; **the Purchase of Stationary Items Under Framework Contract Agreement (06 Months) (Detailed list of items and Specification is available with tender documents at KUM)**

The interested bidders shall submit their bids comprising in single stage single envelope bidding procedure according to PPRA rule 38(1). The Firms/companies are requested to submit their offers with company profile and clients list with 02% Bid Security of the estimated price (Rs.2.00 million) in the favor of Treasurer, Kohsar University Murree, latest by 09-09-2022 by 11:00 Am hours in the office of the Procurement Officer. The technical and financial bid will be opened on the same day at 11:30Am hours in the same office, in the presence of those bidders who may wish to participate. Detail specifications and bidding document can be obtained immediately after publishing tender notice from the office of the Procurement Officer during working hours from 1000 to 1600 hours by paying tender fee of Rs.1000/- (Non-Refundable) in the form of demand draft / pay order , **Kohsar University Murree Other Receipt Account**. An amount of 10% of the value of the order placed will be deducted from firm's bill, this amount will be retained for 06 months, and it will be returned if no complaint is received from the end user. The items rate must be quoted strictly in accordance with specifications of tender documents. The conditional tender will not be accepted. The firm/company must submit along with tender bid the proof of at least five similar projects, one year bank statement and affidavit that the company is an active taxpayer and not involved in litigation or blacklisted. The University may reject all bids/proposal at any time prior to the acceptance of a bid or proposal as per PPRA Punjab rule 35, however upon bidder request the ground of rejection will be communicated to concerned but not justification will be given as per PPRA rule 35(2).

Assistant Director Purchase & Store