



THE UNIVERSITY OF LAKKI MARWAT

TENDER DOCUMENTS

Name of Firm	
Phone & Mobile Number	
N.I.C/NTN	
GST No.	
Tender applied for	Tender for: STATIONERY ITEMS THE UNIVERSITY OF LAKKI MARWAT
Call Deposit Amount	
Call Deposit No.	

TERMS AND CONDITIONS FOR THE TENDER OF STATIONERY ITEMS THE UNIVERSITY OF LAKKI MARWAT

1. Qualification of the Vendor

The following vendors are eligible to apply for the tender:

1. Only registered Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors can participate in the tender
2. Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors registered with tax authorities.
3. The Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have never been black listed by any Government agency or authority.

2. Documents Required

The Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN/KPRA etc.
2. Valid Professional Tax Certificate
3. Full Address and contact numbers of the office(s).

3. GENERAL

- i. Any tender without 2% earnest money will be out rightly rejected.
- ii. Conditional/incomplete tenders will be not accepted.
- iv. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- v. Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening.
- vi. A copy of Tax Returns or bank statements of last two years of the Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors.

Tender fee and Earnest money shall be submitted separately along with Tender.

4. METHOD OF PROCUREMENT:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “Single Stage - Single Envelop” procedure.

5. Security Deposit/Retention Money/Performance Security:

10% amount of bill price shall be deducted or bank guarantee provided by supplier and the same will be released after completion of 03 Months successful operation of item.

6. SCOPE OF SUPPLY

The bidder shall supply items of the specifications given in the attached Annexure-I.

7. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

8. BID BONDS/EARNEST MONEY

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft/pay order in favor of Project Director, **THE UNIVERSITY OF LAKKI MARWAT**. The earnest money shall be denominated in Pak rupees and shall be in the form of Demand Draft, Pay Order or Call Deposit issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.

9. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the purchaser on or before the prescribed deadline during the office hours. The tenders will be opened at 11:30 AM on Dated: 25-06-2018 in the Committee room of The University of Lakki Marwat in the presence of purchase committee.

10. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

11. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University of Lakki Marwat reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per KPPRA rules.

12. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

13. DELIVERY OF ITEMS

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from The University of Lakki Marwat. In case of delay in supply within stipulated time then penalty @2% per day will be imposed for first 15 days and thereafter @4% per day in the subsequent period.

14. MODE OF PAYMENT

Payment shall be made in form of crossed cheque, which shall be issued after delivery of items and verification of the inspection committee/officer concerned.

15. BID EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

16. Taxes

All Government Taxes i.e. Income Tax, GST, Professional Tax, Stamp Duty etc. will be deducted.

17. TA/DA Claim

No TA/DA claim will be entertained by the university.

18. Bid Validity

All offers shall remain valid for 180 days from the date of opening of bids, until any further extension required by The University of Lakki Marwat.

Project Director
The University of Lakki Marwat
Office No. 0969- 511819

THE UNIVERSITY OF LAKKI MARWAT, KP
Format for Bid

1. Bid Bond Value
(To be attached in original with financial offer): _____

2. Bid Bond PO/DD No./Dated : _____

3. Bid Bind PO/DD Issued by (Bank Name) _____

4. Complete Technical Specifications
& Catalog Attached. _____ YES NO

5. Delivery Schedule _____

6. Validity of Acceptance _____

7. Country of Origin _____

8. Profile of Firm for performing Such
Project. (Attached) _____ YES NO

9. Fee of Cost onsite installation/
commissioning & Training _____ YES NO

10. Performance Bond to be Provided _____ YES NO

11. Guarantee/Warranty _____ YES NO

12. Company full address _____

13. Contact Person _____
Cell # _____
E-mail _____

- Acceptance of terms & conditions
of tender without any condition YES NO

Sign & Seal

Note: To be Printed on Company's Letterhead

THE UNIVERSITY OF LAKKI MARWAT, KP

Financial Proposal

Name of the firm: _____

Address: _____

Item	Specifications	Quantity	Unit Price (Rs.)	GST (Rs.)	Unit Total Price (Rs.)
Paper Shredder	12 Sheets Cross Cut Shredder Led Display for delay/overload etc. Manual Reverse Mood Aurora Heavy Duty AS1225	02			
Paper Setting Sheets	Size: Legal Pages: 6 (Print on Both Sides as per sample attached) Quality: Aa 80 Grams Color: White Stitched from left side	2,000			
Prospectus	Standard Quality	1,000			
Answers Books for Annual Exams	Size: 11.5 x 8.5" Color: White Serial Number: on top right corner Pages: 30 (Including Front Face Pages) Quality: Standard Biding/Stitched from left side ULM Monogram on the center of every page, with instructions on face page as per sample	10,000			

	attached				
Answers Books for Semester Exams	Size: 11.5 x 8.5" Color: White Serial Number: on top right corner Pages: 20 (Including Front Face Pages) Quality: Standard Biding/Stitched from left side ULM Monogram on the center of every page, with instructions face page as per sample attached	10,000			
Continuation Sheets	Size: 11.5 x 8.5" Color: White Serial Number: on top right corner Pages: 04 (Including Front Face Pages)	10,000			
Paper A-4 size	80 grams	60 Rims			
Paper Legal Size	Best Quality	60 Rims			
File Base	Best Quality	250 Nos			
Dispatch Register	Best Quality	50 Nos			
Peon Book	Best Quality	50 Nos			
Binding Taps	(Paper Size) Best Quality	20 Nos			

Name & Designation

Authorized Signature & Stamp