



UNIVERSITY OF LAKKI MARWAT

TENDER DOCUMENTS FOR STATIONERY

Name of Firm	
Phone & Mobile Number	
CNIC/NTN	
GST No.	
Tender applied for	STATIONERY ITEMS
Call Deposit Amount	
Call Deposit No.	

TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ITEMS

1. Qualification of the Vendor

The following vendors/Suppliers are eligible to apply for the tender:

1. Only Registered Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors can participate in the tender.
2. Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors Registered with tax authorities.
3. The Firms/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. KPRA NTN/FTN/STRN 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.
- iii. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- iv. Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening. 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. SCOPE OF SUPPLY

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

6. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

7. 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 **TREASURER 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.

8. 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 **12:00 PM on March 20th 2025** in the Committee room of University of Lakki Marwat in the presence of University Purchase Committee.

9. LATE BIDS

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

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

UNIVERSITY OF LAKKI MARWAT (University Purchase Committee) reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per KPPRA rules.

11. CONVINCING

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

12. 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 samples which can be collected from Store, 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 45 days from the date of opening of bids, until any further extension required by the University of Lakki Marwat.

19. Sample as a Standard

All the samples of the items required must be collected from the store section of the University of Lakki Marwat, these samples will serve as a standard as well for inspection team to compare with the items delivered.

**Convener UPC
University of Lakki Marwat**

UNIVERSITY OF LAKKI MARWAT, KP
Financial Proposal for Stationery Items

Name of the firm: _____

Address: _____

S.No.	Items	Specifications	Qty.	Unit Rate (Rs.)	Taxes Rs.	Total Price (with taxes) (Rs.)
1	Legal Size Envelops	With ULM Monogram	500			
2	A4 size Envelops	With ULM Monogram	500			
3	Small size envelops	With University Monogram	500			

4	File Box		275			
5	File Base		500			
6	File Cover	With University Monogram/ Black & White	1000			
7	File Cover	Coloured* With Monogram Extra designing	500			
8	Legal size Rims	80 Grams	1000			
9	A4 size Rims	80 Grams	1000			

Name & Designation

Authorized Signature & Stamp