TENDER DOCUMENT

FOR PROCURMENT OF STATIONERY ITEMS AND OTHER GENERAL STORE ITEMS FOR THE FINANCIAL YEAR 2019-2020 UNDER FRAMEWORK CONTRACT

The Govt. Sadiq College Women University, Bahawalpur

Note:	Please read carefully this tender document and sign & stamp each page.

Office of the Convener Purchase Committee
The Govt. Sadiq College Women University, Bahawalpur
Phone No: 062-2284809, **Email:** purchase@gscwu.edu.pk

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DAILY
NAWA-I-WAQT
MULTAN
روزنامہ
نوائے وقت
ملتان
WEDNESDAY 27 NOVEMBER 2019
جلد 42 | بدھ 29 ربیع الاول 1441ھ 27 نومبر 2019ء 11 مگھر 2076ب | صفحات 12 | رجسٹرڈ نمبری پی ایل 96 | شمارہ 158
فون 74-4545571-007-222-UAN111 | قیمت 20 روپے

TENDER NOTICE # 07/2019-20

FOR PROCUREMENT OF STATIONERY & OTHER GENERAL STORE ITEMS UNDER FRAME WORK CONTRACT

Sealed Tenders are invited from the GST & Income Tax registered Firms/Distributors/Dealers/Suppliers for The Govt. Sadiq College Women University Bahawalpur as per detail given below for the financial year (2019-20) which may reach the office of the under-signed on or before 16-12-2019 (Monday) till **11:00 A.M** and the opening of the bid(s) will be at the same day at **11:30 A.M** in the presence of the representative of the competitive firms in the office of Convener purchase committee. Rates should be quoted on FOR basis.

Sr #	Category	Estimated Cost	5% Security on Estimated Cost (Rs.)
1	**Stationery Items & Other General Store Items** Detailed specifications & quantity are in bidding document	=2,783,007/-	=139,150/-

1. Sealed tenders/bids shall be accepted only against on tender document to be collected from office on payment of Rs.1000/- through Call Deposit/Challan as tender fee (Non-Refundable) OR can be downloaded from the GSCWU website www.gscwu.edu.pk or PPRA website www.ppra.punjab.gov.pk.
2. (a) Security amount must be deposited equal to 5% of the estimated price of the tender in form "Call Deposit Receipt" in favor of Treasurer, GSCWU as earnest money which will be refunded to the un-successful parties. The CDR will be detained of the successful parties till the completion of the contract.
   (b) The payment of the bill will be made after the verification and inspection of the material through the crossed cheque after deducting 5% performance security from the total value of the bill or in the shape of CDR for 06 (Six) months which will be released after the verification of end user.
3. Late offers will not be considered. Cutting/overwriting is not allowed.
4. Single stage/two envelops bidding procedure will be adopted as per PPRA Rules 38-2(a). The envelops shall be marked as "TECHNICAL PROPOSAL & FINANCIAL PROPOSAL" in legible letters. The financial proposal of the bids found technically non-responsive shall be returned unopened and shall be returned on the expiry of grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later.
5. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
6. The bidders will attach their respective copies of NTN, sales tax registration certificate and copy of valid CNIC and copy of CDR in technical bid. Copy of paid professional tax also be provided. Taxes will be applicable as per Govt. Rules and Regulations.
7. Sealed tenders duly completed in all respect must reach to the undersigned by courier service/by hand during office hours 08:30 A.M. to 04:30 P.M. except Saturday and Sunday till the closing date and time as mentioned above.
8. The GSCWU reserves the right to cancel/reject all tenders/bids at any time prior to the acceptance of bid or proposal in accordance with rule 35 of Punjab Procurement Rules, 2014. However, the procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids proposals, but shall not be required to justify those grounds.
9. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
10. All terms and conditions given in bidding document will be applicable.

IPB-1027

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SPECIFICATION OF STATIONERY & OTHER GENERAL STORE ITEMS

A Sr. #	Stationery Items	Unit	Qty.	Rate per unit inclusive of all taxes (Rs.)
1.	Paper Ream (A 4 Size 70g 210*297mm imported 500 sheets) PaperOne or Equivalent.	Ream	695	
2.	Pointer (Mercury Micro Black) Dollar/Piano/ Equivalent.	No.	2093	
3.	Pointer (Blue Mercury Micro) Dollar /Piano/ Equivalent.	No.	1245	
4.	Pointer (Red) Dollar/Piano/Equivalent.	No.	1004	
5.	File Covers (as per specimen)	No.	2036	
6.	File Covers with clip(Plastic)	No.	556	
7.	Board Markers (Blue) Piano/Dollar/Equivalent.	No.	1018	
8.	Board Markers (Black) Piano/Dollar/Equivalent.	No.	1644	
9.	Envelops (A4 size as per specimen)	No.	2549	
10.	Envelops (Medium size as per specimen)	No.	5616	
11.	Led Pencils (Gold Fish/Trika/Dollar/Equivalent.	No.	1525	
12.	Stapler Pins(24/6) (Dollar/Opal/Equivalent)	box (1000 pins)	213	
13.	Staplers (Dollar/Opal/Equivalent)	No.	10	
14.	Gel Pen (Blue) (Piano/Dollar/Equivalent)	No.	702	
15.	Pen Holder (Dux or equivalent)	No.	60	
16.	Board Markers ink (Dollar/Crystal/Equivalent)	No.	358	
17.	Gel Pen (Black) (Piano/Dollar/Equivalent)	No.	838	
18.	Erasers (Bahadur/Pelikan/Equivalent)	No.	1117	
19.	Highlighters (Mercury/Deer/Equivalent)	No.	339	
20.	Fluid/Correction Pen (Pelikan/Bahadur/Deli/Equivalent)	No.	221	
21.	Gum Sticks 35G (Dollar/Bahadur or Equivalent)	No.	169	
22.	Transparent Tape (Small Size) 1" (Stick marker/Scotch/Equivalent)	No.	119	
23.	Transparent Tape (Large size) (Stick marker/Scotch/Equivalent)	No.	179	
24.	Sticky Notes (3 sizes) (JinXin/Pelikan/Equivalent)	Pkt.	337	
25.	Sharpeners (Piano/Dux/Equivalent)	No.	399	
26.	Paper weight (Best Quality)	No.	109	
27.	Duster White Board (Good Quality)	No.	219	
28.	Binder Clips 32mm (Deli/Acco/Equivalent)	box	354	
29.	Binder Clips 41mm (Deli/Acco/Equivalent)	box	405	
30.	Binder Clips 51mm (Deli/Acco/Equivalent)	box	428	
31.	File Boxes (Large) Local	No.	214	
32.	File Boxes (Large) Imported	No.	273	
33.	File Trays (Plastic)	No.	90	
34.	Paper Cutter Metal (Good Quality)	No.	83	
35.	Stamp Pad (Dollar/Crystal/Equivalent)	No.	9	
36.	Stamp Pad Ink (Dollar/Crystal/Equivalent)	No.	60	
37.	Dak Folder Ragzeen (Small/ Medium/Large) Best Quality	No.	292	
38.	Pin Opener (Owner/KW/Opal/Equivalent)	No.	51	
39.	Ball Point (Piano/Signature Blue/Equivalent)	No.	1357	
40.	Stock register(3) (Venus/Koh-e-Noor/Equivalent)	No.	48	
41.	Stock register(4) (Venus/Koh-e-Noor/Equivalent)	No.	35	
42.	Simple register(5) (Venus/Koh-e-Noor/Equivalent)	No.	65	
43.	Simple register(6) (Venus/Koh-e-Noor/Equivalent)	No.	51	
44.	Simple register(7) (Venus/Koh-e-Noor/Equivalent)	No.	47	
45.	Dairy dispatch register(4) (Venus/Koh-e-Noor/Equivalent)	No.	39	
46.	Dairy register(6) (Venus/Koh-e-Noor/Equivalent)	No.	22	
47.	Dispatch register(4) (Venus/Koh-e-Noor/Equivalent)	No.	32	

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A Sr. #	Stationery Items	Unit	Qty.	Rate per unit inclusive of all taxes (Rs.)
48.	Dispatch register(5) (Venus/Koh-e-Noor/Equivalent)	No.	4	
49.	Dispatch register(6) (Venus/Koh-e-Noor/Equivalent)	No.	21	
50.	Paper Clip Large (Picasso/Acco/Equivalent)	Box	160	
51.	Draft pads (Best Quality)	No.	93	
52.	Packing Tape Large (Atlas or equivalent)	No.	45	
53.	Permanent Marker (Dollar, Piano or Equivalent)	No.	98	
54.	Executive Sticky Note (Pronoti or Equivalent)	Pkt.	25	
55.	Heavy Duty Large Stapler (Opal, Sensa or Equivalent)	No.	2	
56.	Large stapler pins 23/15 (Dollar, Opal or Equivalent)	box	10	
57.	Large stapler pins 23/17 (Dollar, Opal or Equivalent)	box	10	
58.	Large stapler pins 23/20 (Dollar, Opal or Equivalent)	box	10	
59.	Office Table Set (Wooden) (Best Quality)	set	1	

B S/N	Other General Store Items	Unit	Qty.	Rate per unit inclusive of all taxes (Rs.)
1.	USB 8 GB (Kingston/HP/Equivalent)	No.	28	
2.	Energy Saver (42W with warranty) (Philips/Orient/Equivalent)	No.	234	
3.	Extension Leeds (3 Meter wire)(Camelion/Xiaomi/Equivalent)	No.	65	
4.	3 Shu (plug) (King/Bush/Equivalent)	No.	9	
5.	Dust Bin Plastic (Large) (Majestic/BigBrand/Equivalent)	No.	87	
6.	Locks (Medium) (Tricircle/IHS/China made/Equivalent)	No.	117	
7.	Locks (Large) (Tricircle/IHS/China made/Equivalent	No.	64	
8.	Glasses (Toyo/Crown/Equivalent)	No.	66	
9.	Tissue Boxes (Rose Petal/Tux/Equivalent)	box	604	
10.	Duster Cloth (Yellow Duster/ Customize Flannel/Equivalent)	No.	607	
11.	Air Fresheners (Cobra/Airwick/Equivalent)	No.	161	
12.	Tissue Roll (Rose Petal/Tux/Equivalent)	Roll	371	
13.	Towels (Medium Size) (Hi Charli/Utopia/Equivalent)	No.	26	
14.	Hand Wash (Dettol/ Safe Guard/Equivalent)	No.	188	
15.	Glass Cleaner (Glint/Klear/Equivalent)	No.	146	
16.	Moisturizing Soap (Dove/imperial Leather /Equivalent)	No.	74	
17.	Cell (Toshiba/Power-Plus/Equivalent) (AA)	No.	310	
18.	Cell (Toshiba/Power-Plus/Equivalent) (AAA)	No.	145	
19.	Dust bin (Small) (Best Quality)	No.	197	
20.	Scissor (China or equivalent)	No.	120	
21.	Mosquito spray (Mortein or equivalent)	No.	78	
22.	Dish Washer (Best Quality)	No.	13	
23.	Washing Powder (Ariel/Bonus or Equivalent)	No.	5	
24.	Bathroom Cleaner (Best Quality)	No.	51	
25.	Acid/Swaep (Best Quality)	No.	44	
26.	Wiper Cloth (Best Quality)	No.	5	
27.	Binding Tape (Best Quality)	No.	6	
28.	Colour Pages Ream (Best Quality)	Ream	2	
29.	Plastic Cover Sheets for Binding (Best Quality)	Pkt.	100	
30.	Binding Rope (Best Quality)	No.	14	
31.	Bamboo Broom Straw (KG)	Kg	15	
32.	Wab Cleaning Brush (Best Quality)	No.	15	
33.	Clip Board (Best Quality)	No.	2	

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Evaluation Criteria is as under:-

MANDATORY REQUIREMENTS FOR EVALUATION

Category	Description	Points
Mandatory Requirements	Proof of registration of business	Mandatory
	Valid Income Tax Registration (Status = Active with FBR)	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking (Annex-A) on legal stamp paper and (Annex-B) on firm's letter head.	Mandatory
	Technical /Financial proposal on the company letter head duly signed/stamped along with detailed specification.	Mandatory

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(Annex-A)

CERTIFICATE
(On Legal Stamp Paper)

1. We do hereby affirm that we have read carefully the terms and conditions of tender documents for the purchase of items. We shall abide by all the terms and conditions/Instructions, rules and regulations of Government & GSCWU, Bahawalpur which are and to be applicable.

2. Our firm is not black listed on any ground by any Government (Federal/Provincial/District) etc. on account of submission of false statement and failure to abide by the terms and conditions. In case of false statement, GSCWU may take legal action against contractor.

3. Certified that the prices quoted are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.

4. Certified that the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing etc. and no extra charges will be claimed.

5. Certified that the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period.

6. Certified that the firm will be responsible for the free replacement of items at his own expense, if the same is found substandard and or at variance with the specifications given in the tender.

1	**Name of Firm**	
2	**Address**	
3	**Income Tax No.**	
4	**Sales Tax No.**	
5	**Name of bidder**	
6	**CNIC No.**	
7	**Signature of bidder**	
8	**Company/Firm Stamp**	
9	**Registration Year**	
10	**Year of paid professional tax**	

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(Annex-B)

(ON LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

Price Reasonability Certificate

(On letter pad of the firm duly signed & stamped)

I M/S ---------- do solemnly declare that "the prices quoted to The Govt. Sadiq College Women University, Bahawalpur are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess".

Certificate of Availability of Stock Quoted

(On letter pad of the firm duly signed & stamped)

I M/S----------do solemnly declare that "the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period"

Certificate of Physical Features of Quoted Items

(On letter pad of the firm duly signed & stamped)

I M/S ---------- do solemnly declare that "the physical features of quoted products/items/sample mentioned in the Technical Bid are same as in Financial Bid and Firm is bound to supply without change".

Certificate of Inclusion of all Taxes and others

(On letter pad of the firm duly signed & stamped)

I M/S ----------do solemnly declare that "the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing etc. and no extra charges will be claimed.

Certificate of Free Replacement of Items

(On letter pad of the firm duly signed & stamped)

I M/S ----------do solemnly declare that "the firm will be responsible for the free replacement of items at his own expenses, if the same is found substandard and or at variance with the specifications given in the tender".

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Terms and Conditions

1. This Procurement will be carried out under Frame work contract under rule 15 chapter III, PPR 2014 and will be valid till **30th June 2020** starting from purchase/supply order issuance date.
2. The bidder shall provide a Sample of each quoted item to concerned technical evaluation committee for qualification/disqualification technically on the demand of concerned technical committee, without inspection/provision of sample item will be rejected; however written intimation regarding provision of sample will be forwarded to each firm after technical bid opening.
3. Supply order will be issued to technically & financially qualified firm/bidder as and when required by the procuring agency; however quantity of each item would be adjusted according to need of that time.
4. The contractor shall keep the consignee, inspection authority well informed with the supply position.
5. The successful bidder may, where needed by the procuring agency, furnish 10% performance guarantee of the contract amount in the form of deposit at call within seven days for successful completion of the contract.
6. In case the contractor fails to execute the contract satisfactorily, the amount of security shall be forfeited. The security shall be released after satisfactory completion of the contract on production of report to the effect issued by the committee constituted for the purpose and expiry of successful warranty period.
7. The rates validity of tender will be up to 30th June 2020 from the date of opening of tender. Prices of individual items must be quoted separately inclusive of all taxes.
8. All pages of the bid document should be signed and stamped by the bidder.
9. GSCWU will not pay any reimbursement against any visit of vendor to the office. All expenses will be born by vendor.
10. GSCWU reserves the right to decrease /increase the quantity without consultation as and when required as per requirement and available budget.
11. The supplier is liable to produce its product as a whole consignment within mentioned time period in supply order. Otherwise penalty shall be imposed as mentioned in supply order and extension shall be granted on the request of the contractor along with the impose penalty as per the terms & conditions of supply order.
12. The successful bidder shall execute a written agreement just after the award of the work on stamp paper of appropriate value within 10 days after the receipt of supply order.
13. GSCWU may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
14. On finding substandard quality or lower specification as and when noticed during process, the security deposited shall be forfeited in favor of the GSCWU. The purchaser also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.
15. The payment shall be subject to satisfaction of all items duly certified by the inspection committee/user. Findings of the inspection committee will be binding on the supplier.
16. Procurement shall be governed under the Punjab Procurement Rules, 2014.
17. In case of any dispute, the decision of the Competent Authority shall be final.
18. The contractor(s) shall quote one rate and best delivery period. All rates must be firmed and found in all respect.

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BID SECURITY FORM

The total bid security amount of Rs._____ in shape of "Call Deposit Receipt" of the Bank_____ is attached.

The enclosed CDR No. is_____.

_____

Stamp & Sign
of contractor

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COVERING LETTER

Treasurer
GSCWU Bahawalpur

Subject: **PROPOSAL PROCUREMENT OF STATIONERY & OTHER GENERAL STORE ITEMS.**

Dear Madam,

A. Having examined the tender document we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.

B. We undertake, if our proposal is accepted, to provide the items comprise in the contract within time frame specified, starting from the date of receipt of notification/supply order of award from the client Treasure Office.

C. We agree to abide by this proposal till the period 30-06-2020 from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

D. We agree to execute a contract in the form to be communicated by the GSCWU incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

Authorized Signature(s) of bidder with Official Seal

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