COMSATS University Islamabad, Abbottabad Campus

Tender Document

Procurement of Stationery Items

August 2023

Tobe Camp, University Road Abbottabad
Tel: 0992-383591-96, Fax. 0992-383441

August 03, 2023

Dear Sir / Madam,

The Purchase Department, COMSATS University Islamabad, Abbottabad Campus invites you to tender for supply of items specified in the letter.

The tender documents, specifications, nomenclature etc. of items required to be provided can be obtained from the office of the Purchase Officer, CUI Abbottabad Campus, University Road, Tobe camp Abbottabad during office hours (09 am – 4 pm) Monday – Friday on payment of Rs.1000.00 (non-refundable) in favor of CUI Abbottabad Campus.

All tenders must be accompanied by a 2% of the total quoted bid value as Tender Security in shape of Bank Draft, Pay Order from any scheduled bank.

Tender complete in all respect shall be received at the address given below at **1100Hr on September 07, 2023** as mentioned in tender notice / document. Tender shall be opened on **September 07, 2023 (Thursday) at 1230 hrs** in the presence of those who choose to attend.

Yours Truly

Purchase Officer
COMSATS University Islamabad,
Abbottabad Campus.

Invitation to Tenderers

GENERAL:	
a) Subject of the Tender	i. The Purchase Officer COMSATS University Islamabad, Abbottabad Campus herein after called the "**client**" wishes to receive tenders for **"Procurement of Stationery items."** ii. The successful bidder/tenderer will be required to complete the supply of goods, as specified in the Tender Document.
b) Parties Eligible to Tender	i. All Local (Pakistani) firms, Company(s), Vendors, and Suppliers of good repute who have received information to tender through PPRA website or CUI Abbottabad web site are eligible to participate in the Tender. ii. Bidders / Tenderer shall provide such evidence of their eligibility, satisfactory to the client as the client shall reasonably request. iii. All Local (Pakistani) firms / Company(s) / Vendors and Suppliers who have attached following mandatory documents along with their tender: a) Copy of valid GST registration Certificate b) Copy of valid NTN certificate c) Active status on Active Taxpayer List (ATL) d) Affidavit on legal paper that firm / company / vendor/supplier have never been blacklisted by Government / Public entity.
c) Procurement Method	iv. Single Stage Single Envelope bidding procedure
d) One Tender Per Tenderer	Each Tenderer shall submit only one tender either by himself or as a member of a joint venture. All Tenders received from any tenderer who has submitted or participated in more than one bid / tender for the same bid / tender shall be rejected by the client
e) Validity of Tender	i. The tender / bid shall remain valid for acceptance by the client for a period of **90 days** from the latest date stipulated in the invitation to tender for submission of Tenders. ii. Prior to the expiry of period of validity, the client may request to any or all of the tenderers to extend said period for a further specified period, provided that such request shall only be made in writing and that tenderer or tenderers shall be entitled to refuse such request without forfeiture of the tender security held by the client. Any tenderer who shall agree to extend the validity period shall not be permitted to alter or amend his tender any way, but shall be required to extend the validity of the tender security for the further period as specified by the client.
f) Tender Security	**i.** Tenders must be accompanied by Tender Security of **2%** of the total quoted bid price as guarantee of good faith without any restrictions or provisions. **Any tender not accompanied by a tender security shall be rejected by the client as non-responsive.** ii. The tender security shall, at the option of the tenderer, be in the form of demand draft / pay order in favor of client from any scheduled bank. **The Tender security must remain valid for a period of 30 days after the expiration of the validity period of the tender**. iii. The tender security shall be subject to forfeiture if: a) The tenderer withdraws his tender during the validity period of the tender

	b) The tenderer does not accept the client's correction of his tender price arised due to mathematical error / computational errors. c) In the case of the successful tenderer, he shall fail to supply goods in stipulated time as specified in the purchase order. iv. The tender security provided by the successful tenderer shall be returned after successful supply and acceptance of goods. Tenderer shall be responsible for the validity of the security instrument during the period. v. The tender securities provided by the un-successful tenderer(s) shall be returned upon expiry of the validity period or upon completion of supply of goods and acceptance thereof by the client from the successful tenderer(s).
g) Cost of Tendering	All costs and expenses arising from preparation and submission of a tender shall be borne by the tenderer.
h) Clarifications of Tender Documents	The Purchase Officer or his representative will respond to written requests for clarification about items, specifications etc., received by him upto 05 days prior to the date of opening of tender. The nature of any request for clarification and the Purchase Officer's response will be communicated to all purchasers of the tender documents in writing as soon as possible, following the Purchase Officer's receipt of such request.
i) Amendment to Documents	i. At any time prior to the date stipulated for the submission of the tenders, the client may for any reason, whether at their own initiative or in response to a written request for clarification received from any of the tenderer, amend the tender document by means of Addenda forwarded in writing to all purchasers of the tender documents. ii. Any addendum so issued shall become part of tender documents.
j) Compliance with request	All tenders / bids should be clearly typed on letterhead, no over writing be there. Errors can be corrected by deleting previous entry with proper signatures. Validity period, specifications, manufacturers, warranty period etc., be specified and bid security be attached. Each page of the tender should be signed.
k) Tender Sum and Unit Rates	i. Unit Rates, GST and Total Price to be clearly indicated and calculated. ii. **Rates are required to be quoted on FOR "CUI ABBOTTABAD Campus basis"** iii. Clients have the right to correct mathematical and computational errors.
l) Format for completion and Signing of Tender	i. All entries made by the tenderer shall be type written or written in indelible ink. There shall be no interlineations or erasures except where these are necessary to correct errors made by the tenderers and the signatory to the Form of Tender shall initial any such interlineations or erasures. ii. Tenderers shall indicate in the space provided in the form of Tender their full and proper address at which communication be addressed.
m) Sealing and Marking of Tenders	The Tender/bid duly completed, signed and the tender security shall be enclosed in an envelope, properly sealed which shall: a) Be directed to the ***Purchase Officer CUI, Abbottabad Campus*** at the address notified in the invitation to Tender. b) Along the top left hand corner above the address as aforesaid bear the wording **"Procurement of Stationery items."** The envelope will also bear the name and address

	of the tendered. i. The sealed envelope shall contain the complete bid on the letterhead of the company. Each page of the bid to be signed. ii. The tenderers are advised to retain a copy of their complete bid. iii. Complete product information in form of manuals, brochures, printed matter etc shall be enclosed. iv. **Form of Tender should be completed, signed and stamped.**
n) Receiving of Tenders	Tenders will be received by the client at the address stipulated in the Tender Documents and in the notice of invitation of Tenders up to the time and date notified in the invitation to Tender or upto such late time and date as may be subsequently notified by the client.
o) Modification or withdrawal of Tenders.	i. Any tender received by the client prior to the latest date for the submission of tenders may be modified or withdrawn provided written notification from the tenderer is received prior to the date as aforesaid. ii. The modification or withdrawal notice shall be sealed and marked as described above, except that the envelope shall bear the wording" Modification" or " withdrawal" as the case may be. iii. Any tender withdrawn prior to the date & time of opening of tenders, shall be returned un-opened to the respective tenderer.
p) Opening of Tenders	i. Tenders shall be opened in presence of those representatives of the tenders who choose to attend at the address, date & time stipulated in the invitation to Tender. The name of the Tenderer, Tender amount, the presence or absence of the tender security, amount or any other information concerning to tenders, which the client or his representative(s) may choose to disclose shall be announced and recorded for each of the tenders opened. ii. Any tender for which the details as aforesaid are not announced at the time of opening the tender and not recorded shall not be considered by the client during subsequent evaluation
q) Evaluation and adjudication to remain confidential.	i. Except insofar may otherwise necessary, no further information relating to the tender or the evaluation and adjudication thereof shall be communicated to tenderer concerned. ii. In the event of any action on the part of a tenderer to influence the adjudication of the tenders, the client shall have the right to reject tender of the tenderer concerned.
r) Clarification of Tenders	i. For the purpose of the evaluation and adjudication of tenders, the client or his representative may request clarification including composition of prices quoted from any tenderer regarding the details of his tender. All such requests and tenderer's response shall be in writing. ii. Except insofar as may be otherwise necessary, no such clarification shall seek, offer or permit any change in the price or substance of the tender.
s) Determination of responsiveness	i. Prior to the final adjudication of tenders, the client shall determine whether each tender is substantially responsive to the requirement of the Tender Documents. As substantially responsive tender shall mean a tender: a) In which Form of Tender and all bid documents are completed & signed. b) Which is accompanied by a tender Security in

	compliance to the Instructions to Tenderers. c) For which any clarification requested by the client, may be provided by the Tenderer. d) All corrections etc., have been signed. e) Which otherwise conforms to all requirements of the tender documents without material deviation or reservation. ii. A material deviation or reservation as aforementioned means any statement or provision by the tenderer which. a) Affects in any substantial way the scope, quality or performance of the goods/bid. b) Limits in any way the client's rights or tender's obligations c) Whether accepted or withdrawn, favorably influences the competitive position of the tender in comparison to those other tenders which are substantially responsive. d) Tender is conditional. iii. Tender determined to be not substantially responsive in accordance with the provisions of this clause shall be rejected.
t) Correction of Arithmetical Errors	Tenders determined to be substantially responsive shall be checked by the evaluation /purchase committee for arithmetical errors and any such errors will be rectified as follows: a) Where there are discrepancies between amounts written in figures and in words, the amount in words shall be taken as correct. b) Where there is a discrepancy between the extended amounts entered in the bid against an items and sum obtained by multiplying the unit rate and the quantity, the later sum shall prevail and the extended amount shall be amended accordingly. c) Where there is discrepancy between the sum entered in the Form of Tender and total sum obtained from the addition of all correctly extended amounts entered against the item(s) in the bid, the later sum shall prevail and the amount entered in the form of tender shall be amended accordingly. All revisions to the sum entered in the form of tender, made by the client shall be binding upon the tenderer and if the tenderer shall elect not to accept the tender price corrected aforesaid, the tender shall be rejected: i. Following the corrections of any arithmetical errors the client shall consider and compare the tenderer's unit rates and process and which other factors as they may deem to be applicable. The client shall award the contract to the tenderer(s) who has offered the lowest rates/tender price for various items, provided that the said tenderer is eligible and substantially responsive. ii. The provisions of subclause (i) of this clause not withstanding, the client shall have the right to accept or reject any tender or to reject all tenders at any time prior to the award of the contract without thereby incurring any liability to the tenderer or tenderers concerned and he shall not have any obligations to inform the said tenderer or tenderers as to the grounds for any such action.
u) Item Description	Tenderer should specify that the brand new item is quoted.
v) Taxes	**Tenderer should mention taxes separately.** All prevailing taxes will be deducted at source as per government rules. In case of any

	exemption the firm / supplier will inform in his tender.
w) Delivery of Goods	Delivery of goods will be required within **15 days** after purchase order release. Place of delivery and inspection will be **Store Office** CUI Abbottabad Campus.
x) Warranty/Guaranty	Tenderer should specify clearly, warranty / Guaranty period and other details, where applicable. Bank guarantee as Performance guarantee upto 10% of total contract value may be asked to provide or COMSATS may hold its10% payment of total order value for period of Six month from the date of invoice.
y) Items Replacement	The successful tenderer at his own risk and cost will replace Items not accepted or rejected by the client.
z) Quantity to increase or decrease	Management reserves the right to increase or decrease the advertised quantities.

Evaluation	
Criteria	• The bidder should be responsive under the Section S of this tender document. • All bids will be evaluated on the basis of provided samples and price. • Bidder should mentioned delivery time. **Completeness of record:** a) Copy of NTN certificate b) Copy of GST certificate c) List of major clients. d) Company Introduction on company letter head. Affidavit on Judicial Paper that firm is neither blacklisted nor under litigation with any public sector/ government organization. Note: • **Bidders are required to submit the sample of printing materials paper/card along with their bids.** • **For office stationery bidders may be asked to provide the sample for evaluation purpose.**

Award of Contract	
Contract Criteria	Item based purchase / supply order(s) will be issued to successful bidder(s).
Notification of contract Award.	Prior to the expiration of the validity period of the tenders, the client shall notify the successful tenderer(s) in writing through a purchase order that his tender has been accepted. The purchase order shall name the contract/ award price, unit, quantity, total price, specifications & other instructions, which subject to the provisions of the tender documents.
Release of Payment	For release of Payment, the **professional Tax Certificate/NOC issued by Excise & Taxation Office (ETO) KP** Government is mandatory.

Form of Tender

The Purchase Officer
COMSATS University Islamabad,
Abbottabad Campus.

Sir,

1. With reference to Notice uploaded at PPRA as well as CUI Abbottabad website, having examined the Tender documents, items requested to be supplied, specifications, Instruction to Tenderer and being satisfied as to all conditions under which the above supply and goods and material to be performed. We the under signed, hereby offer to execute and supply the ordered material / items by the client in conformity with the purchase order, specifications and Tender Documents including any Addenda thereto for the sum of Rs. ---------- Rupees ---------- subject to issuance of supply / purchase order by the client for the selected / ordered items and price notwithstanding to the offered / quoted price listed in the bid or Form of Tender.
2. If our Tender is accepted and items, selected / approved by the client and purchase order issued, we further undertake to complete the supply of goods / items as per schedule / time specified in the purchase order.
3. We agree that our tender shall remain valid for a period of 90 (ninety) days from the date of stipulated for the return of tenders and it shall remain binding upon us and may be accepted at any time before the expiration of the above said period.
4. Until and unless purchase order is issued an acceptance of our tender (full or part), the tender shall constitute a binding contract between us.
5. We acknowledge that we accept all the instruction stipulated in the Tender documents.
6. We understand that you are not bound to accept the lowest or any tender you may receive.
7. We have enclosed Pay order / Demand draft No_____ dated _____ for Rs._____ as 2% of our offered bid value.

   Dated this_____ day _____ of 2023.

Name _____ Designation / Signatures_____

Address _____

_____

Telephone _____ Fax _____

E-mail _____

Stamp _____

Bill of Quantity (BoQ)

Sr#	*Items Specifications*	*Required Quantity*	*A/U*
Office Stationery Items			
1.	Ball point (Black (10 Pieces /Pkt) Dollar Clipper or Equivalent	2500	No
2.	Ball point (Blue) 10 Pieces /Pkt) Dollar Clipper or Equivalent	4000	No
3.	Ball Point (Red) (10 Pieces/ Pkt) Dollar Clipper or Equivalent	3000	No
4.	Board Marker (Black) (12 Pieces/ Pkt) Dollar Or Equivalent	4500	No
5.	Board Marker (Blue)(12 Pieces/ Pkt) Dollar or Equivalent	4500	No
6.	Box file (Legal Size) Alfalah 1220 or Equivalent	500	No
7.	Box file (Small Size) Alfalah #992 or Equivalent	50	No
8.	Drafting Pad Half A4 with at least 50 Pages Qurban or Equivalent	250	No
9.	Duster Cloth (Large Size)26"x20"	600	No
10.	Duster White board double sided (5"x2"x1")	400	No
11.	Dispatch Register Fine Paper Good Quality having 200 pages	20	No
12.	Plan Register Fine Paper Good quality having at least 200 Pages	20	No
13.	Fluid whitener (Pen) Piano or Equivalent	300	No
14.	Gel pen (Blue) Uniball Eye or Equivalent	250	No
15.	Gum Stick (Large) 35 gram UHU or Equivalent	200	No
16.	High lighter Deli /Accent or Equivalent	200	No
17.	Led pencil (12 Pieces/ Pkt) Gold Fish or Equivalent	240	No
18.	Paper 80 gram (A-4 size) Copy mate Or Equivalent	1300	Ream
19.	Paper 80 gram (Legal) Copy mate Or Equivalent	30	Ream
20.	Paper cutter Deli or Equivalent	100	No
21.	Permanent Marker (Silver Color) (12 Pieces/ Pkt) Dollar or Equivalent	04	Pack
22.	Pronty Stick (S) A3 100 sheets (3inX3in)12 Pieces/packet Duxin or Equivalent	200	No
23.	Punch Machine Lotus 45 or Equivalent	100	No
24.	Scale (Steel) Sword Fish or Equivalent	50	No
25.	Scissor (8.5") KW Trio or Equivalent	48	No
26.	Scotch Tape 1" 60 Yard Deer Brand or Equivalent	300	No
27.	Paper Tap (White) 60 Yard Deer Brand or Equivalent	300	NO
28.	Mask Tap/Packing Tape 2" 60 Yard Deer Brand or Equivalent	300	NO
29.	Sharpener Dux or Equivalent	100	No
30.	Stapler with Opener Opal HD-45 NR or Equivalent	100	No
31.	Stapler Pin (24/6) Dollar or Equivalent	200	Pkt
32.	Dust Bin 2 Feet	50	No
33.	Calculator 14 Digit Citizen Or Equivalent	10	No
34.	Power Extension with 12' wire Hero Or Equivalent	24	NO.
Printing Stationery Items			
35.	File Folders : Art Card 310 Gram, Shine laminated single center crease Four color printing (packing 50	4000	No

	Each)(Size 13.8”x18.75”) with COMSATS Logo (As per Sample)		
36.	File Cover (Office File Blue clip): Art Card 350 gm card size 13.8 x 18.75" (Packing of 50) along with Small silver clip with COMSATS Logo (as per Sample)	1000	No
37.	Envelop A-4 size (Brown): 100 Gram high finish paper, single color printing with COMSAT Logo and address (Packing of 50 each) with COMSATS Logo (as per Sample)	1500	No
38.	Envelop Legal size (Brown) : 100 Gram high finish paper, single color printing with COMSAT Logo and address (Packing of 50 each) with COMSATS Logo (As per Sample)	1500	No
39.	Envelop A-4 size (White): 100 Gram high finish paper, single color printing with COMSAT Logo and address (Packing of 50 each) with COMSATS Logo	1000	No
40.	Envelop 9 x 4 size (White): 100 Gram high finish paper, single color printing with COMSAT Logo and address (Packing of 50 each) with COMSATS Logo (As per Sample)	2000	
41.	Envelop Legal size (White): 100 Gram high finish paper, single color printing with COMSAT Logo and address (Packing of 50 each) with COMSATS Logo (As per Sample)	1000	No
42.	Asset Loan Cards: Hard Paper (A4 Size) printing with COMSATS Logo (Packing of 50 each) (As per Sample)	1000	No

Note:

- **Bidders are required to submit the sample of printing materials paper/card along with their bids.**
- **For office stationery items bidders may be asked to provide the sample for evaluation purpose.**

Quotation must be filled on format given below:

(On Company Letterhead)

S#	Tender Serial No.	Offered Item Specification	Unit Rate	GST Rate %	GST Amount	Total Cost / Unit	Qty	Total Amount (Rs.)
Total Amount								

_____

(Signature and stamp)