

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN  
KHYBER PAKHTUNKHWA**



**STANDARD BIDDING DOCUMENTS  
FOR  
PROCUREMENT OF STATIONARY ITEMS REQUIRED FOR THE MAIN  
STORE OF UET MARDAN**

**PROCUREMENT REF. NO.20/2022/UETM**

<b>Last Date/Time for Submission:</b>	<b>18<sup>th</sup> November, 2022 at 11:00 AM</b>
<b>Bid Opening Date/Time:</b>	<b>18<sup>th</sup> November, 2022 at 11:30 AM</b>
<b>Venue:</b>	<b>Conference room, UET Mardan</b>
<b>Email:</b>	<b>po@uetmardan.edu.pk</b>

**Price: 1000/-**

**TENDER DOCUMENTS**  
**PROCUREMENT OF STATIONARY ITEMS REQUIRED FOR THE**  
**MAIN STORE OF UET MARDAN**

# University of Engineering & Technology, Mardan

## CHECKLIST

S#	Description	Yes	No
•	Covering Letter/Application (on the letter head of the firm)		
•	Profile of the Firm		
•	Certificate of active taxpayer		
•	Sales Tax Registration		
•	Registration with National/Income Tax Department		
•	Professional Tax Certificate, if any		
•	Earnest Money @2% of the quoted bid value		
•	Details of similar work during last two years (Previous Experience)		
•	Affidavits on Judicial stamp paper attested by Oath Commissioner		
	• The Service Providing Firm has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body)		
	• No work rescinded in past		
•	Letter of Bid Form as per Annexure-I		
•	Financial Proposal as per Annexure-III		
•	Agreement (For successful bidder only) as per Annexure-IV		

Contact Person  Name & Designation _____	_____ Authorized Signature & Stamp
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**Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.**

## **Terms and Conditions for the Procurement of Stationary Items required to Main Store of UET Mardan**

UET Mardan intends to hire firms for Procurement of Stationary Items required for Main Store of UET Mardan as per details and required specification mentioned in ***annexure II***.

- 1) Bid/rate may be quoted for the unit price of the items (including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding documents. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as non-responsive. No tender with conditional, ambiguous and alternative price will be considered.
- 2) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
- 3) The bidder must attach copies of registration with income tax, sale tax department. The Supplier should produce NTN with the bill.
- 4) The bidders will be required to deposit an amount of Rs. 1000/- in the Account titled: Miscellaneous Fund UETM, Account No.017900000908-00-1, Branch Code:0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as the tender Document fee along with the tender documents.
- 5) The University Purchase Committee will open tenders received till **“11.00 A.M” on 18<sup>th</sup> November, 2022** and will be open on the same day at **11.30 A.M** in the Conference Room in the presence of the bidders desiring to attend the opening meeting.
- 6) An earnest money in the form of Call Deposit equal to 2 % of the quoted value must accompany with the bid, otherwise bid will be considered as nonresponsive. The Call Deposit should be in favour of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit amount should be deposited on formula as  $b = \text{unit price} \times \text{qty required} = b * 2\%$ . Cheques and insurance guarantees will not be accepted. The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.
- 7) The firm will be bound to supply items within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 8) All applicable Govt. Taxes will be deducted from the approved firm's bill.
- 9) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of Security, penalty and blacklisting.
- 10) The black listed suppliers are not eligible to participate in the bidding OR the firm backlist in the last (02) Two years by the university will not Eligible. The suppliers are bound to provide an undertaking of non-blacklisting from any department.
- 11) All documents relating to the bid and contract shall be in English Language.

- 12) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
- 13) The Agreement between UET, Mardan & Firm, will be valid for a period of 90 days from the issuance of work order.
- 14) The suppliers belong from any other province will provide the complete address and phone numbers of their branch office at Khyber Pakhtunkhwa, otherwise **quotation will not be considered** for bidding.
- 15) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for Purchase of Stationary Items required to Main Store UET Mardan”. The name of the suppliers with full address and telephone / fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Procurement Officer, UET Mardan.
- 16) The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage, as per KPRA/KPPRA rules.
- 17) In case of supply of defective or used item, the firm will be dealt with as per Government rules and regulations.
- 17) UET Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any item is rejected by UET Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
- 19) The Payment will be made after supply of items to the Main Store UET Mardan.
- 20) Incomplete tenders and those received after due date and time will not be accepted.
- 21) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 22) Tender will be awarded on the basis of lowest quoted rate(s) as per desired specifications of quality.

#### **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, One Envelop procedure**”.

LETTER OF BID (BID FORM)  
(To be submitted with financial bid)

Procurement Reference No. \_\_\_\_\_

TO

The Procurement Officer  
University of Engineering & Technology  
Mardan

Gentlemen and /or Ladies

Having examined the tender, the receipt of which is hereby duly acknowledged, we the undersigned, offer for Supply of Stationary Items required to Main Store , UET Mardan as per required specification mentioned in the tender documents for the sum of Rupees both in figure and words{(Rs. \_\_\_\_\_)}(\_\_\_\_\_ total bid amount or such other sums as may be ascertained in accordance with the schedule of Prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to the subject tender with standard quality in conformity with the said tender documents.

If our bid is accepted, we undertake to provide a performance security in the form of CDR within the specified time as per contract agreement.

We agree to abide by this Bid for the Bid Validity Period of 90 days and it shall remain binding upon us and may be accepted at any time before the expiration of the that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your issuance of award, shall constitute a binding contract between us

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(In the Capacity)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## STATIONARY ITEMS (LOTS WISE)

(Lot-1)

S. No	Items Name	Quantity
1.	Paper A/4 size 80 gram	700
2.	Paper Legal Size 80 gram	50
3.	Paper photostat 80 gram	50
<b>(Lot-2)</b>		
4.	White Board Marker (Blue/Black)	200
5.	Permanent Marker Black	10 Pack
6.	Uni- Ballpoint (green/Blue/Black)	40 Pack
7.	High lighter Marker	10 Packs
8.	Ball points (Blue/Black/Red)	300 Packs
9.	Gum Strick (1+24)	20 Packs
10.	Pencils Goldfish	60 Packs
11.	Sharpener	10 Dozen
12.	Rubber	02 Packs
13.	Steel Foot	08 Dozen
14.	Squash Tape (1/2 inch)	08 Dozen
15.	Calulator CITIZEN CT 9300	06 Nos
16.	Notice Board Pins	08 Dozen
17.	Stapler Pins Dollar	10 Packs
18.	Stapler Remover	03 Dozen
19.	Duster for Board	120 Nos
20.	Paper Cutter Best Quality	10 Dozen
21.	Sticky Notes small (2+3)	40 Packs
22.	Sticky notes large (3+3)	40 Packs
23.	Stamp Pad (Blue/Black)	03 Packs
24.	Single Punch Machine	30 Nos
25.	Duster Cloth	30 Dozen
26.	Stapler Machine best quality	30 Nos
<b>(Lot-3)</b>		
27.	Peon Book	60 Nos
28.	File Cover UET MARDAN	5000 Nos
29.	Box File Best Quality	500 Nos
30.	File Board Best Quality	500 Nos
31.	Pakka File UET Mardan	200 Nos
32.	Envelops Small size (4+9)	3000 Nos

**University of Engineering & Technology, Mardan**  
**Financial Proposal**

Name of the Firm: \_\_\_\_\_

Address \_\_\_\_\_

<b>S#</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit Rate With taxes</b>	<b>Total Price with Taxes</b>
<b>Grand Total</b>				

**Name & Designation**

**Authorized Signature & Stamp**



**AGREEMENT (on stamp paper)****“Procurement of Stationary Items required for Main Store UET Mardan”**

1. This Agreement is executed at Mardan on ----- between UET Mardan through Procurement Officer (hereinafter called the Purchaser) and M/S. ----- (hereinafter called the firm) which shall include their successors/assignees on either part on the following terms and conditions:
2. Whereas the UET Mardan decided for the Procurement of Stationary Items required for the Main Store of UET Mardan to be furnished by the above noted supplier/firm and as the supplier/firm has agreed to complete the assignment as per terms and conditions, hereinafter approved.
3. Any increase or decrease in the agreed quantity shall be acceptable to the successful bidder as per requirement of the Purchaser at the same agreed rates and terms including freight and other charges.
4. The successful bidder shall complete the assignment, of the specifications given in the tender documents. Any item found substandard or below specification will be rejected and the supplier will replace the items within 10 days without any additional cost.
5. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all items by the inspection committee.
6. **Performance security @ 10%** shall be deposited by the successful bidder within 10 days after signing the agreement which shall be discharged by the Purchaser and returned to the successful bidder/supplier after satisfactory completion of the task.
7. Any violation of the agreement by the supplier will entitle the Purchaser to forfeit the whole security or part of the amount to make up losses to the Procuring Entity.
8. All taxes and duties levied by the government from time to time shall be deducted as per rules.
9. In case of failure in completion of task as per agreed time schedule the Purchaser reserves the right to complete the same at successful bidder's/supplier's risk & cost including legal course of action, (if any). Penalty will also be imposed on the successful bidder.
10. Penalty @ 0.5% per day of the contract value will be charged after expiry of service/work period up to the maximum of 30 days, failing which work order will be treated as cancelled and 10% performance security / guarantee shall be forfeited.

IN WITNESS thereof, the parties hereto have signed the agreement on the date and year first mentioned above.

**For the Firm & UET Mardan**

Name: ----- Signature: -----

Designation----- Designation-----

Signature----- Witness 1-----

Name of Firm & Stamp----- Witness 2-----