

The Islamia University of Bahawalpur



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**FRAME-WORK CONTRACT BIDDING DOCUMENT FOR  
MANUFACTURERS / DISTRIBUTORS / SUPPLIERS ETC.**

(Stationery, General and Electric Items for Main Store)

# Framework Contract for Procurement of Stationery, General and Electric Items for Main Store for the Year 2021-2022

Last date of submission: 24.11.2021

## 1. Overview

The Islamia University of Bahawalpur intends to purchase “**Framework Contract for Procurement of Stationery, General and Electric Items for Main Store for the Year 2021-2022**” as provided at **Tender A, B and C**.

The supplier will be responsible for Supply, delivery and commissioning of all specified items, wherever required, at The Islamia University of Bahawalpur. This document provides complete instructions for bidders intending to participate in this Tender.

## 2. Instructions for Bidders

**2.1.** Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal and Financial Proposal** before \_\_\_\_\_ **2021** on 11:00 AM. Technical Proposals will be opened on same day at 11:30 AM in the presence of Bidders/representatives of the firms, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

**2.2** Applicant shall submit consent to deliver goods / items for 12 months at the same price from the dated of award of the contract/ issuance of supply order/mutual agreement if deem necessary.

**Treasurer**

**The Islamia University of Bahawalpur**

**Tel. # 0629250245**

**2.3.** Any queries regarding this proposal should be submitted to the designated Contact Person listed above.

**2.4.** All bids must be submitted by filling the **Tender A, B and C**. same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

**2.5.** The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

### 3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company
- iii. List of Previous/Current customers of related supply.
- iv. Detailed product information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank Statement 06 months
- viii. An affidavit on Rs 100/- Stamp Paper that currently they are not blacklisted or de- barred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Tender A, B and C**
- xi. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- xii. Signed and stamped Tender document
- xiii. Bank Draft/Bank Guarantee of the Earnest Money

### 4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

### 5. Terms & Conditions

**5.1.** This invitation for bids is open to all National original Manufacturers/ Distributors/Suppliers / Vendors in Pakistan for supply.

**5.2.** All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.

**5.3.** A Bank Draft/Bank Guarantee equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **Treasurer IUB**. The Tender shall not be considered without Earnest Money. Bank draft for Earnest Money should be placed with the Technical proposal.

**5.4.** Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.

- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of Treasurer IUB within 30 days after decision of award of contract along with judicial stamp paper of the value 0.25 % of total cost which shall remain valid for 12 months beyond delivery period.
- 5.6. The quantity of an order may vary depending on the quoted prices and the allocated funds. University may procure or order for as many items it may desire or none at all as per the requirement
- 5.7. The decision of the Competent Authority will be binding on all concerned and will in no case be challenged in any forum.
- 5.8. IUB reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.9. Delivery period will be as per terms and conditions of purchase order/supply order.
- 5.10. Delivery shall be completed according to the agreed upon schedule.
- 5.11. In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.12. The University will get the item inspected at IUB and reject the item, if not found according to the stated specifications.
- 5.13. In case of failure on the part of supplier to supply the items / goods as per specifications quantity or within the stipulated time without getting extension, penalty will be imposed on the supplier by The Islamia University of Bahawalpur as under:
- i. Delay of one week to handover the equipment as per specifications = 0.5% of the total cost of issued P.O
  - ii. Delay of two weeks to handover the equipment as per specifications = 1.0% of the total cost of issued P.O
  - iii. Delay of three weeks to handover the equipment as per specifications = 2.0% of the total cost of issued P.O
  - iv. Delay of four weeks to handover the equipment as per specifications = 4.0% of the total cost of issued P.O

**Note:** In case of delay beyond four weeks, the Islamia University of Bahawalpur reserves the right to impose penalty up to 10% of ordered value or cancel the order or both may be implemented at the same time.

- 5.14. It is the sole responsibility of the bidder to comply with local, national and international laws.

- 5.15.** In case any supplies/material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.16.** All the proposals submitted will become the property of the University.
- 5.17.** All prices should be valid for at least 120 days. Withdrawal or any modification of the original offer within the validity period shall entitle the IUB to forfeit the Earnest Money in favor of the IUB and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.18.** Delivery of the items will be free of charge at IUB during the office hours with a copy of Delivery Challan.
- 5.19.** Items being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote. Brochures mentioned and product details must be attached.
- 5.20.** Validity Period of Contract shall be initially for one year w.e.f date of first supply order and extendable further one year on satisfactory performance.
- 5.21.** The items quantities against each items are tentative and, supply order will be issued as per requirement which may be increased or decreased or may not ordered any item at all.
- 5.22** Vendor will be responsible to provide authorized Distributer /Seller/ Partner letter (MAL) where required.
- 5.23** University may select the whole proposal offered by vendor which is lowest or choose the individual items from lowest price.

## **6. Tender Evaluation Criteria**

All bids shall be evaluated on technical and financial basis. The Company Evaluation will be performed by the Technical / Inspection Committee for General/Electric Items. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item
- b. Company Profile
  - I. Age of the Company
  - II. Financial strength of the Company

Financial Evaluation process will be based on the consideration of the quoted price.

## 7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No .....

Fax .....

E-Mail .....

## Company Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous/Current customers, Purchase Orders (last 03 years only) of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate & Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate & Copy of Online Active Taxpayer
- v. Copy of Professional Tax
- vi. Bank letter of financial standing /Bank Statement
- vii. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not blacklisted or de-barred by any Government/Semi Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- viii. Detailed item specifications or Services matched corresponding to the BOQ as given at tender **A,B and C**

**Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification. ‘**



# The Islamia University of Bahawalpur

## TENDER NOTICE

### INVITATION FOR BIDS

Sealed Tenders are invited from GST & Income Tax registered Manufacturer/Firms or their Authorized Distributors/Dealers/Suppliers for Supply of **Stationery, General and Electric Items**, for Main Store of the Islamia University of Bahawalpur on FOR Basis as per detail given below:-

Tender -No.	Category (Specifications in Tender Documents)	Estimated Cost	02% Bid Security (CDR)
A	Stationery Items:	Rs. 11,234,640/-	Rs.224,693 /-
B	General Items:	Rs. 2,969,000/-	Rs.59,380/-
C	Electric Items:	Rs. 630,000/-	Rs.12,600/-

- Interested bidders may get the Tender Documents containing detailed specifications, terms and conditions from the Purchase Section, Treasurer's Office Abbasia Campus, the Islamia University of Bahawalpur during office hours 8:00 A.M. to 4:00 P.M. on submission of written application on letter head and a copy of CNIC OR can be down loaded from the IUB Website [www.iub.edu.pk](http://www.iub.edu.pk) or PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) on payment of (nonrefundable fee) Rs.1000/- through HBL Bank challan in A/C 14730000010403 or pay order in the name of the Treasurer Islamia University of Bahawalpur.
- 2% bid security (re-fundable)** of the total estimated cost as mentioned above in shape of CDR shall be attached with the bid, otherwise bid will not be entertained.
- Single Stage Two Envelope** bidding procedure will be adopted as per PPRA Rules.
- Procurement shall be governed under the Punjab Procurement Rules 2014.
- The rates should be quoted inclusive all taxes. Copy of paid bank challan Professional tax also be Provided.
- The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for rejection of all bids or proposals, but shall not be required to justify those grounds.
- Tender must reach in the Treasurer's Office on or before **24.11.2021** by **11:00 A.M.** which will be opened on the same day at **11:30 AM** in the presence of bidders or their representatives.
- All bids submitted after the given time, incomplete and alternate bidding shall not be accepted.
- All prevailing taxes will be applicable as per Govt. Rules & Regulations, i.e. (income tax, Sales tax, etc).
- In case of closed/forced holidays, tender opening time/date will be considered as the next working day.



**Treasurer**  
**The Islamia University of Bahawalpur**  
**Abbasia Campus, Bahawalpur.**  
**Phone: 062-9250245, 9250328**  
**Fax No: 062-9250255**



# The Islamia University of Bahawalpur

## PROCUREMENT OF STATIONERY ITEMS

### Tender -A

1. Name of Firm: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr.#	Name of Item	Unit	Qty	Rate per items with all taxes
1	Ball Point Blue Solo Fine or equivalent	Nos.	5000	
2	Ballpoint Black Solo Fine or equivalent	Nos.	5000	
3	Ballpoint Red Solo Fine or equivalent	Nos.	2000	
4	Ballpoint Jel Blue signo or equivalent	Nos.	504	
5	Ballpoint jel Black signo or equivalent	Nos.	504	
6	Ballpoint Jel Red signo or equivalent	Nos.	504	
7	Pointer Blue Dollar or equivalent	Nos.	5000	
8	Pointer Black Dollar or equivalent	Nos.	5000	
9	Pointer Red Dollar or equivalent	Nos.	4000	
10	File Flaper single Gatta As per sample	Nos.	2000	
11	Stapler Machine Heavey Duty Opal HD-1217 or equivalent	Nos.	20	
12	Tag Large fine quality As per sample	Bund	50	
13	Tag Small fine quality As per sample	Bund	50	
14	ink stamp pad Crystal or equivalent	Nos.	50	
15	Box File Uni. Plastic( Blue & Black) SENSEA or equivalent	Nos.	500	
16	Gum Stick Doller 35gms. or equivalent	Nos.	300	
17	Marker Tempo Sayyed (Blue & Black) or equivalent	Nos.	150	
18	White Board Duster As per sample	Nos.	1500	
19	File cover Double Gatta fine quality or equivalent	Nos.	1000	
20	Paper Legal Size 80 gms AA/Equivalent	Ream	3000	
21	Paper A4 Size 80 gms AA/Equivalent	Ream	2000	
22	Paper 90gm A4 size AA/Equivalent	Ream	300	
23	Paper 90gm Legal size AA/Equivalent	Ream	500	
24	Paper A4 Size 70gms AA/Equivalent	Ream	2000	
25	Paper Legal Size 70gms AA/Equivalent	Ream	3000	
26	High Lighter Mercury/Pelican or equivalent	Nos.	200	
27	Stapler Pin 23/13,17 Dollar/Kangaroo or equivalent	Pkt.	100	
28	Stapler Pin 24/6 Dollar/Kangaroo or equivalent	Pkt.	5000	
29	Craftpaper 90gm or equivalent	Sheet	500	
30	Drawing Sheet As per sample	Sheet	500	
31	Graph Paper As per sample	Sheet	500	
32	White Board Marker Blue& Black Doller or equivalent	Nos.	5000	



<b>Sr.#</b>	<b>Name of Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate per items with all taxes</b>
33	Register Narrow Line 250 Pages with binding Kohi-i-Noor or equivalent	Nos.	200	
34	Sharpner Dux or equivalent	Nos.	500	
35	Led Pencil Dollar or equivalent	Nos.	6000	
36	Scale Steel 1-foot Model 0506R-06 China or equivalent	Nos.	200	
37	Transparent Tape 1-inch Three Flowers or equivalent	Nos.	300	
38	Transparent Tape 2-inch Three Flowers or equivalent	Nos.	300	
39	Sua - Steel made As per sample	Nos.	150	
40	Stamp Pad Large size Blue/Black/Red Crystal or equivalent	Nos.	300	
41	Chit Pad various colour (Zheng Hao sunsky) or equivalent	Nos.	500	
42	Packing Tape 2" Paking Master or equivalent	Nos.	200	
43	Peon Book As per sample	Nos.	100	
44	U-Clip 30MM Three Flower or equivalent	Pkt.	100	
45	Drawing Pin Multi Colored Premier or equivalent	Pkt.	100	
46	Dispatch Register in English 200 Pages or equivalent	Nos.	200	
47	Received Register in English 200 Pages or equivalent	Nos.	200	
48	Uni-Correction Pen Bahadur or equivalent	Nos.	300	
49	Punch Machine single hole As per sample	Nos.	100	
50	Punch Machine Double hole OPAL-500 or equivalent	Nos.	200	
51	Pin Opener /pin catcher OPAL SR-L 45 or equivalent	Nos.	200	
52	Short Hand Note Book Rizwan Paper Product (APS) or equivalent	Nos.	50	
53	Separator 1-31 Sworld fine quality or equivalent	Nos.	100	
54	Pin Cushion Marble Superior quality or equivalent	Nos.	100	
55	Marker Permanent chisel tip Blue/Black Dollar or equivalent	Nos.	500	
56	Paper Cutter HAIXIN/Equivalent	Nos.	200	
57	Tape Stand 1 inch 2 inch As per sample	Nos.	300	
58	Paper weight Marbal As per sample	Nos.	100	
59	Eraser AL-30 Pelikan or equivalent	Nos.	1000	



# The Islamia University of Bahawalpur

## PROCUREMENT OF GENERAL ITEMS

### Tender -B

1. Name of Firm: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr.#	Name of Item/Or Equivalent	Unit	Qty	Rate per items with all taxes
1	Surf Bonus 500gm or equivalent	Pkt.	300	
2	Vim Powder 790 gm unilever or equivalent	Pkt.	200	
3	Jala Brush Fine Quality or equivalent	Nos.	300	
4	Lemon Max Soap 63gms Colgate Palmolive or equivalent	Nos.	300	
5	Lemon Max Liquid 475ml Colgate Palmolive or equivalent	Nos.	300	
6	Lock 3" Gainer Lock Top Security padlock (China) original	Nos.	250	
7	Lock 2" Tri-circle Padlock (China) original or equivalent	Nos.	250	
8	Lock 1.5" Tri-circle Padlock (China) original or equivalent	Nos.	250	
9	Scissor Steel 7" Foska or equivalent	Nos.	200	
10	Calulator DJ-120D 14Digit Citizen/ equivalent	Nos.	50	
11	Water Jug Toyo Nasic / equivalent	Nos.	300	
12	Phenyle Liquid Finis 275ml /equivalent	Nos.	2000	
13	Flush Cleaning Brush Fine Quality As per sample	Nos.	500	
14	Air Freshner Cobra/Faridi or equivalent	Nos.	300	
15	Towel 27x54 size white color Grace or equivalent	Nos.	100	
16	Sweep 600ml Rose Enterprises or equivalent	Nos.	200	
17	Water Filter Aqua/ Equivalent	Pairs	500	
18	Glass Water Toyo Nasic /equivalent	Nos.	500	
19	Glint 500ml Peridot Products Pvt or equivalent	Nos.	300	
20	Iron Sobi fine quality or equivalent	Nos.	200	
21	Scotch Brite 3M or equivalent	Nos.	300	
22	Tissue Paper Rose Petal POP-UP(white colour) or equivalent	Nos.	1500	
23	Tissue Paper Rose Petal Luxury (white colour) or equivalent	Nos.	1000	
24	Ewer with handle fine quality As per sample or equivalent	Nos.	250	
25	Lux Soap 50gms. or equivalent	Nos.	600	
26	Lux Soap 75gms. or equivalent	Nos.	1000	
27	Hand Sanitizer 130ml National or equivalent	Bottle	600	
28	Face Mask Save Life (Blue color) or equivalent	Boxes	600	
29	Washing Soda ICI equivalent	Kgs	100	
30	Wiper Rubber Blade As per sample	Nos.	300	
31	Phenyle Tab 100gm per pkt As per sample	Pkt.	100	
32	Dust Bin Medium Bilal Ashraf Plastic Ware or equivalent	Nos.	300	
33	Wiper Cotton Thread As per sample	Nos.	300	



# The Islamia University of Bahawalpur

## PROCUREMENT OF ELECTRIC ITEMS Tender -C

1. Name of Firm: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Phone No: \_\_\_\_\_ 4. Fax No: \_\_\_\_\_
5. Tender Fee Challan No. & amount \_\_\_\_\_ CDR No. & Amount \_\_\_\_\_
6. General Sale Tax No: \_\_\_\_\_ 7. Income Tax No. \_\_\_\_\_
8. Professional Tax No: \_\_\_\_\_

Sr.#	Name of Item/Or Equivalent	Unit	Qty	Rate per items with all taxes
1	Cell "AA" Size Toshiba /equivalent	Nos.	300	
2	Cell "AAA" Size Toshiba/equivalent	Nos.	300	
3	Extension Lead for heavy load fine quality or equivalent	Nos.	200	
4	Wireless Door Bell Electric E.Con or equivalent	Nos.	200	
5	LED Bulb 18-watt Orient/equivalent	Nos.	200	
6	LED Bult 20-watt Orient /equivalent	Nos.	100	
7	LED Bulb 23- watt Orient / equivalent	Nos.	100	
8	LED Bulb 40-watt Orient / equivalent	Nos.	100	