



**Pak-Austria Fachhochschule:
Institute of Applied Sciences & Technology**

Mang, Haripur, Khyber Pakhtunkhwa
Website: www.paf-iasst.edu.pk ph.: 0995-931706, Fax: 0995-645117

TENDER DOCUMENT

For the Procurement of Stationary Items

Deadline for submission of Tender Document is: 11:00 AM, April 27, 2022

Tender Opening: 11:30 AM, April 27, 2022

**Pak-Austria Fachhochschule: Institute of Applied Sciences and
Technology, Mang Khanpur Road, Haripur KPK.**

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A. TENDER NOTICE

Sealed bids are invited on Single Stage - Single Envelop procedure under KPPRA rules 11(1) from the firms registered with Income Tax and Sales Tax Departments for the procurement of **Stationary Items** for Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST).

TERMS & CONDITIONS.

Tender document includes detail of items, specifications and terms & conditions can be downloaded from the website www.paf-iaast.edu.pk or KPPRA website (www.kppra.gov.pk) or it may be obtained from the office of undersigned. Also be submitted along with Bank Draft/ Pay Order of Rs. 1000/-Non-Refundable (Stationary Charges). No bid will be accepted without Tender Document fee.

Sealed bids should be submitted latest by April 27, 2022, at 11:00 A.M along-with earnest money of 2% of total value of the bid amount in the form of Call Deposit Receipt “CDR” in favor of Rector Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, (PAF-IAST).

Tender will be opened on the same day at 11:30 A.M in the presence of interested bidders or their authorized representatives, if any, at Conference Room, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK at the stipulated time.

The institute reserves the right to accept or reject all or any tender as per procedure highlighted in clause 47 of KPPRA rules 2014.

Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained at the time of bid opening.

**Pak-Austria Fachhochschule:
Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Tel: 0995-645113.**

B. CHECK LIST

Name of the Firm, Address (Telephone, Fax & E-mail)	
Profile Year of Establishment	
Relevant Experience	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Earnest Money @ 2% as Bank Pay Order/Draft is attached	Yes No
2 years relevant experience having similar nature of project.	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body nor authority nor has rescinded any work nor have rescinded any work/assignment.)	

Name & Designation

Contact Person

C. BID DATA SHEET

Name of the Work Place of Execution	Supply of Stationary Items Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Bid Inviting Entity and Address	Convener Procurement Committee Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Mode of Submission	Either through Courier or in-Person. Response submitted via email shall also be accepted, for which Earnest Money (EM) in shape of Demand Draft/ Pay Order amount 2% of the quoted value bearing date before submission deadline should be couriered to PAF-IAST.
Payment Terms	Payment of bill will be released after successful delivery and inspection of items as per desired specifications mention in this document.
Liquidated Damages	2% of the Quoted Price on each week of delay (calculated on per day basis) up-to a maximum of 10%.
Award of Contract	Tender would be awarded to the lowest evaluated bidder. Or Maybe awarded to items wise lowest bidder.
Submission deadline	Thursday, April 27, 2022 at 11:00am at the Office of Convener, Procurement Committee, PAF-IAST
Due Date, Time & Place for Tender Opening	Tender will be opened at 11:30 AM, Thursday, April 27, 2022 in the Conference Room, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Delivery Period	07 days
Contact Person for Inquiries	Dr. Muhammad Zubair Khan Procurement Section +92 995 931706 zubair.khan@fcm3.paf-iast.edu.pk

D. INTRODUCTION

The Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology is an autonomous body established under the Government of the Khyber Pukhtunkhwa is working towards promotion of Skill based education.

PAF-IAST Haripur is planning to purchase Stationary Items.

Details about the specifications and quantity of Stationary items are mentioned in ***Annexure II***.

E. GENERAL TERMS AND CONDITIONS

Bidders are requested to carefully read the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. They are also requested to submit the bid (s) complete in all respects. The quote(s) must be accompanied with a bid security valuing 2% of the total quoted price. Tender without bid security/fee will be out-rightly rejected.

- a) The supplier must be registered with the Income Tax and Sales Tax Authorities.
- b) The quote(s) must remain valid for 45 days from the date of tender opening.
- c) All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not separately mentioned the applicable taxes in quote, the procuring entity while comparing the offers will consider that the taxes have been included.
- d) The request for quotation is non-transferable.
- e) Quotations must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever, will be considered.
- f) The bidders must submit Non-Black List Certificate (confirming that bidder has never been blacklisted by any Government/Semi Government Organization) along with their offer, failing which their offer will be rejected.
- g) In case of non-conformity with the desired specifications, the item shall be replaced by the Supplier free of cost.
- h) Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the bidder.
- i) The bidder will must provide **Indemnity Bond/Warranty** (if any) on Judicial Stamp Paper.
- j) The successful bidders must provide indemnity bond for good quality of items. If the desired items are not found up to the mark, the bidder should replace it at his own cost within the warranty period.
- k) A performance security 10% (if any) of the total contract value shall be deducted from the successful bidder for a period of one-year.
- l) **Undertaking:**

It is certified that the above terms & conditions have been read, learned, and accepted.

Signature of the Bidder with date and Stamp: _____

F. OTHER CONDITIONS OF CONTRACT

Payment Clause

Payment shall be made on production of the following documents: -

- a) The Supplier/Vendor submits original invoice.
- b) Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
- c) Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
- d) Valid Income Tax Exemption Certificate (where applicable), otherwise Income Tax at current applicable rates shall be deducted from the invoice.
- e) A certified copy of Income Tax Registration Certificate
- f) A certified copy of Sales Tax Registration Certificate

Note: Recovery of all applicable taxes at source should be made as per rules.

Sub-Letting Contract

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the Institute. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the Institute shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

Bribes / Commission

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with Institute, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation; and the Institute shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract.

Force Majeure

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as

Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

Dispute Resolution

The Institute shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014. If a bidder is not satisfied with the decision of the Committee, he may take recourse to the KPPRA.

Applicable Laws

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPPRA Rules 2014.

G. BID SUBMISSION FORM/ QUOTATION

(To be filled in and return back in a separate and sealed envelope duly marked as Quotation)

Name of Bidder:		Date:	Select date
Tender reference:			

[The Bidder is required to prepare the Quotation following the below format. The Quotation must include a detailed cost breakdown of all goods and related services to be provided.]

We, the <<Name of Bidder>>, hereby submit our Quotation for the Items/ Services as below. We assure you of our full compliance to the Scope of Work, required Specifications, Delivery Schedule and other terms as stipulated in this Tender, without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the Tender.

ANNEXUE II

Detail of Stationary Items

S. No	Item	Specification	QTY [a]	Unit Price (In PKR) [b]	GST (in PKR) [c]	Total Price (in PKR) d=a*[b+c]
1.	A4 Paper Rim 70g	210 x 297 mm, Nationally known brand, Smooth surface for enhanced print quality, White colour, 500 sheets pack	200			
2.	A5 Paper Rim 70g	148 x 210 mm, Nationally known brand, Smooth surface for enhanced print quality, White colour, 500 sheets pack	10			
3.	Tissue Box	6"x4", 150 x 2 ply, 100% soft tissues Rose Petal brand equivalent quality	150 Box			
4.	Tissue Roll	Kitchen cleaning 2 ply , High Absorbing capacity,	100			
5.	Lead Pencil	Highest Quality graphite lead, High density Lead, 2 1/2 HB, 2.3 mm diameter lead, pack of 12 pencils, Excellent grip and smooth writing	50 Box			
6.	Ball Point Blue	1mm tip, Smudge proof, Smooth writing Easy to grip, high quality ink, 10 Pcs Pack, Elegant Design	50 Box			
7.	Ball Point Black	1mm tip, Smudge proof, Smooth writing Easy to grip, high quality ink, 10 Pcs Pack, Elegant Design	50 Box			
8.	Ball Point Red	1mm tip, Smudge proof, Smooth writing, Easy to grip, high quality ink,	50 Box			

		10 Pcs Pack, Elegant Design			
9.	Permanent Marker	Smudge-proof and Waterproof on all Surfaces, Locked Acrylic Bullet Tip, Filmed PP Barrel and Cap with Clip, Line Width of 1-3 mm, Quick Dry, Color-intensive with Low-odour. Xylene and Toluene Free, Dark Vivid Alcohol Based Ink, 12 pcs per box	20 Box (Blue), 20 Box (Black), 20 Box (Green), 20 Box (Red)		
10.	Duster for White Board	Material: PP, foam, Sponge, Lint, Easy And Comfortable Hand Feet,	50 pcs		
11.	Thump Pin for Notice Board	Good quality	25 Box		
12.	Common Pin	Good quality	20 Box		
13.	Stapler (with remover)	Stapler with remover, standard size, Beautiful and smooth body	50 pcs		
14.	Stapler Pins 23/24mm	Pack of 1000 staples	10 box		
15.	Stapler Pins 23/17mm	Pack of 1000 staples	20 Box		
16.	Stapler pins 24/6	20x50 staples, Excellent quality	100 Box		
17.	Stapler Pins remover		50 pcs		
18.	Transparent Tape 1"	transparent scotch tape, 1 inch, 40 yds	50 pcs		
19.	Transparent Tape 2"	2 inch width, length 110 yards approx, Strong adhesive	100 pcs		
20.	Sharpener	For standard-sized black-lead pencils up to 8 mm diameter with a sharpening angle of 23° for clear and accurate lines, 60 pieces in a jar	2 Jar		
21.	Eraser	Plane white eraser with No discoloration of the eraser on paper (45 piece pack)	5 packs		
22.	Highlighter Yellow	Brilliant Flouresent ink, non Toxic, High intensity colour, Pocket friendly size, Porous tip will not wear down the tip does not dry-out even after capping off up to 4 hours	100 pcs		
23.	Highlighter Green		100 pcs		
24.	Highlighter Pink		100 pcs		
25.	Highlighter Orange		100 pcs		
26.	Highlighter Blue		100 pcs		
27.	Dusting Cloth for cleaning labs	Medium size 35x 15",Perfect finishing, easy to wash, Blue or yellow colour	300 pcs		
28.	Contact Cleaner Spray	Dries quickly, leaving no residue, Cleans oil, dirt, dust, flux residue and condensation from electrical components	50 pcs		
29.	Heavy duty Paper punch	2 Holepunch with heavy duty 70 sheet capacity (70 grams papers) Extended, single piece handle	10 pcs		

		design for ease of use and maximum leverage				
30.	Dustbin	25 Ltr capacity, Elegant Design with Durable strength, Material: Plastic, Dustbin Have Dome with Push Flap	100 pcs			
31.	Sticky notes (3x3 in)	Post-it Notes stick securely and remove cleanly, Bright colour, 3 x 3 Inches, pack of 100 x 4 Colours, Easy Stripped and Multi Colours, High quality	500 packs			
32.	Sticky Notes (0.75 x 3 in)	Post-it Notes stick securely and remove cleanly, Bright colour, 0.75 x 3 Inches, pack of 100 x 4 Colors, Easy Stripped and Multi Colors, High quality	500 packs			
33.	4 portion magazine file documents holde	Magazine file holder organizer, Height 310 x Depth 265 x Width 323mm, Color: Preferably Blue or Black	50 pcs			
34.	Pen Container/holder	Metal mesh pen container Round, Large capacity, Dimension 3.25 x 3.25 x 3.7 inches, Powder-coat finish in sleek ,smooth edges	50 pcs			
35.	Air Freshner	300 ml air fresheners perfume, Perfect, neutralizes odor & leaves a lovely lingering smell, Lavender or any light flavor	100 pcs			
36.	Drafting Pad A4	Drafting pad A4 size 40-pages rough Pad. Rough Quality Writing Pad. Perforated Top Ensures Easy removal of Sheets	500 pcs			
37.	Marker piano black	Round Tip, Easy to grip, Elegant Design, Refillable	10 Box (Blue), 10 Box (Black)			
38.	Face Mask	White color, 3-Ply (Layer) Strong Filtration, High elastic, Elastic Band, and block the ubiquitous Pollution in the Air	50 Box			
39.	Scissor	The high-quality, stamped stainless steel blades, Length: 6" Handle material Polypropylene,	50 pcs			
40.	Calculator	12 digits, Two-Way Power (Solar + Battery), Function Command Signs, Displays up to 300 previous calculation steps	10 pcs			
41.	Glue Stick 20 grm	Super Strong Adhesive, Non-Toxic, washable, extra-long life	30 Box			
42.	Paper Cutter	Blade Size:18mmx100mm, With 1 pcs SK5 blade,	50 pcs			

		Length:173mm, With flat push button				
43.	Desk Tape dispenser	For tape up to 2" wide, Maximum roll diameter of 5", Able to hold single roll, Weighted-rubber lined base for stability	15 pcs			
44.	Elfy 20 grm	Made with high quality material, 20gms pack	10 pcs			
45.	Box Files (legal)	Executive Box file with lever arch and removable clips, High strength material, Capacity of 300 papers, Legal size	500 pcs			
46.	Box file medium (A4)	Box file A4 Size, Lever arch, medium strength polymeric material	150 pcs			
47.	Chalk white	Excellent Quality, Dust less, Smooth white chalk, 50 Piece box	50 Box			
48.	Whitener/Correction Pen	Good Quality, Fine Metal Tip, quick dry and comfortable	100			
49.	Pointer	Smooth writing, 0.3mm nylon tip resting in chromium plated, Water based ink, Clip on cap	30 Box each (Red, blue, black)			
50.	Uni Ball pen Green	Stainless steel tip and consistent ink flow, Uni-ball Eye Rollerball Pen - 0.5 mm	3 Box (blue), 3 Box (black), 3 box (red)			
51.	File tray metal	3 Tier metal mesh A4, Stainless Steel, Long Lasting	20 pcs			
52.	Notice Board	Green notice board 24 x 36 " with aluminium border, Strong and durable	20 pcs			
53.	Wall Clock	High Quality Material, Copper finish frame, Crisp white dial	10 pcs			
54.	Ac Remote cell	Low self-discharge rate, Holds 85% charge up to 6 months, No mercury and cadmium added to the formulation	20 pcs			
55.	Drafting Pad	Dust & Spill Proof Material With Classy Denim Texture, 100% White Woodfree Paper, Size : A4 or equivalent	200 pcs			
56.	Course Folder Separators	File Separator (Pack of 10), Size: 22.5 x 29.7cm/ A4, Loads easily into a ring binder, Long life, excellent finishing	100 packets			
57.	Key chain	Strong Metallic Key Chain	50 pcs			
58.	Masking Tape	Paper/masking tape 2 Inch roll, Strong Sticking capacity, Excellent holding power,	50 pcs			
59.	Stock Register	Stock Keeping Register, 68gm high quality paper, Durable	30 pcs			

		long-lasting hard-cover			
60.	Name Label Holder	Made of high quality clear acrylic, Size: 6*4cm, Color: transparent	30 pcs		
61.	Thread for file/ file tag	8 " pack of 100, fine quality with fine edge	50 packets		
62.	Scale	Stainless Steel Ruler 12", High quality,	10 pcs		
63.	Stamp Pad blue	Pad Long lasting clear impression, High Quality	20 pcs		
64.	Peon dairy	Peon book 6.5", High quality, Durable long lasting hard cover	10 pcs		
65.	Binding Tape 2" Inch	2 Inch roll, Strong Sticking capacity, Excellent holding power, Preferably Blue color	30 pcs		
66.	Locks for door	Pad Lock, Anti Rust, Silver or Gold Colour, Approx. 3x2in, with 3 keys	50 pcs		
67.	Transparent sheets	A/4 Size,Color transparent,Rectangular shape,Acrylic material, Pack of 100 sheets	100 packets		
68.	Color pages	Multi-color reams,A-4 size, 70g	10 reams		
69.	Daily Diary Register	Diary register, 68gm high quality paper, Durable long-lasting hard-cover	10 pcs		
70.	Binder Paper Clips	Made of high quality iron material, rust-resistant, sturdy, durable and reusable, 12 pcs box.	10 boxes (1 inch), 10 boxes (2 inch)		

Quotation Value in Figures (in PKR with all taxes & duties for items above): _____

Quotation Value in Words (in PKR including all items above): _____

Name & Designation of Authorized Person: _____

Signature: _____ (Please affix company stamp here)

H. AFFADAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/-)

We undertake that our Firm M/S _____ has been never blacklisted by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity. We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document. In case of any dispute, decision of the Procurement Committee of PAF-IAS, Haripur, would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage. I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge, and belief.

Signature:

Name:

Designation:

Company Name:

Company Seal:

Date:

