



Pak-Austria Fachhochschule:
Institute of Applied Sciences & Technology
Mang, Haripur, Khyber Pakhtunkhwa
Website: www.paf-iaast.edu.pk ph.: 0995-645113, Fax: 0995-645117

TENDER DOCUMENT
For
Procurement of Exam section Stationery Items

Deadline for submission of Tender Document is: 11:00 AM, December 12, 2022

Tender Opening: 11:30 AM, December 12, 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 for Exam Section Stationery Items Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST).

TERMS & CONDITIONS.

Tender document which includes detail of items, specifications and terms & conditions can be downloaded from the website www.paf-iast.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 **December 12, 2022 11:00 AM** 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: 0995-931615.**

PAF-IAST**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	Procurement of Exam section Stationery 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	Monday December 12, 2022:11:00am at the Office of Convener, Procurement Committee, PAF-IAST
Due Date, Time & Place for Tender Opening	Tender will be opened at December 12, 2022 at 11:30am 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	Procurement Officer Mr. Attaullah Khan +92 995 931615,1708, 03469304559 Attaullah.khan@scai.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 of Stationery Items

Details about the specifications and quantity of Stationery Items are mentioned in *annexue II*.

E. GENERAL TERMS AND CONDITIONS:

Bidders are requested to read carefully 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 180 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 black listed 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

A.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:	ITB.Exam.Stationery.11.2022		

[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.

List of Required Items

ANNEXUE II.

Printing						
S.No	Items Descriptions	A/U	Quantity	Specification	Unit Price Inclusive of All Taxes RS.	Total Amount Inclusive of All Taxes
1	Answer Booklets 70 Gram paper 20 Pages.	Nos	50000	As per Sample		
2	Envelope legal	Nos	1000	As per Sample		
3	Envelope A4 White	Nos	1000	As per Sample		
4	Envelope small White	Nos	1000	As per Sample		
5	Students Files	Nos	1000	As per Sample		
6	Office Files	Nos	3000	As per Sample		
					Total Amount	
Stationary						
S.No	Items Descriptions	A/U	Quantity	Specification	Unit Price Inclusive of All Taxes RS.	Total Amount Inclusive of All Taxes
7	Printing Paper 70 GSM A4 Size	Reams	500	Best Quality		
8	Ball Point (Blue)	Boxes	100	Best Quality		
9	Ball Point (Black)	Boxes	100	Best Quality		
10	Ball Point (Red)	Boxes	50	Best Quality		
11	Pointer (Blue)	Boxes	30	Best Quality		
12	Pointer (Black)	Boxes	30	Best Quality		

13	Uni-Ball Eye (Blue)	Boxes	50	Best Quality		
14	Uni-Ball Eye (Black)	Boxes	50	Best Quality		
15	Uni-Ball Eye (Green)	Boxes	50	Best Quality		
16	Stapler 24/6	Nos	30	Best Quality		
17	Stapler Pin 24/6	Boxes	100	Best Quality		
18	Scotch Tape 1"	Nos	100	Best Quality		
19	File Separator	Sets	50	Best Quality		
20	File Trays 3 Tiers metal	Nos	30	Best Quality		
21	Box Files	Nos	100	Best Quality		
22	File Tags	Dzn	20	Best Quality		
23	Paper Cutter	Nos	30	Best Quality		
24	Coating Sheets imported	Nos	100	Best Quality		
25	Board Marker Erasable (30 Blac 30 Blue)	Boxes	60	Best Quality		
26	Correction Pen	Nos	100	Best Quality		
27	Drafting Pad small size	Nos	200	Best Quality		
28	Thump pins	Boxes	30	Best Quality		
29	Glue Stick	Nos	30	Best Quality		
					Total Amount	
Miscellaneous						
S.No	Items Descriptions	A/U	Quantity	Specification	Unit Price Inclusive of All Taxes RS.	Total Amount Inclusive of All Taxes
30	Tissue Paper	Boxes	200	Good Quality		
31	Power Extension	Pc	100	Good Quality		
32	Air Fresheners	Nos	200	Good Quality		
					Total Amount	

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

