



Pak-Austria Fachhochschule:
Institute of Applied Sciences & Technology
Mang, Haripur, Khyber Pakhtunkhwa
Website: www.paf-iaast.edu.pk ph.: 0995-931708-1615, Fax: 0995-645117

TENDER DOCUMENT

For

Procurement of Stationery Items and Printing

Deadline for submission of Tender Document is: 11:00 AM, Monday January 13, 2025

Tender Opening: 11:30 AM, Monday January 13, 2025

**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 Envelope procedure under KPPRA rules 6(2)a Single Stage Single Envelope Procedure from the firms registered with Income Tax and Sales Tax Departments for the **Procurement of Stationery Items and Printing** 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-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) for each LOT Separately. No bid will be accepted without Tender Document fee.

Sealed bids should be submitted latest by Monday **Monday January 13, 2025** 11:00 AM along with earnest money of 2% of total value(for each LOT Separately) 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.

<p style="text-align: center;">RECTOR Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK. Tel: 0995-931708/931615</p>

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 Stationery Items and Printing 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 January 13, 2025:11:00am at the Office of Convener, Procurement Committee, PAF-IAST
Due Date, Time & Place for Tender Opening	Tender will be opened at Monday January 13, 2025at 11:30am in the Conference Room,Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology, Mang Khanpur Road, Haripur KPK.
Delivery Period	15 days
Contact Person for Inquiries	Procurement Office Mr. Attaullah Khan Saqib Rehman +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 **Procurement of Stationery Items and Printing**

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) Only one bidder for each LOT
- m) PAF IAST can decrease or increase the quantity as per requirement
- n) **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.Stationery and Priniting.01.2025		

[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.

LOT 1 Stationery Items

S.No	Items Descriptions	A/U	Quantity	Specification	Unit Price Inclusive of All Taxes RS.	Total Amount Inclusive of All Taxes
1	Lead pencil	Box	1000	Best Quality graphite pencils made of breakage-resistant lead Dollar or equivalent		
2	Ball Point Pen Blue	Box	1000	Best Quality 10 original Clipper ball pens Dollar or equivalent		
3	Ball Point Black	Box	1000	Best Quality 10 original Clipper ball pens Dollar or equivalent		
4	Ball Point red	Box	1000	Best Quality 10 original Clipper ball pens Dollar or equivalent		
5	Permanent Marker Black	Box	200	Best Quality Permanent Marker high quality easy to use use for art work Dollar or equivalent		
6	Permanent Marker Red	Box	200	Best Quality Permanent Marker high quality easy to use use for art work Dollar or equivalent		
7	Permanent Marker Green	Box	200	Best Quality Permanent Marker high quality easy to use use for art work Dollar or equivalent		
8	White Board Duster	NOS	200	White board eraser Double side Sponge Best for School, office and home use High Quality material		
9	Thump pin for notice board	box	500	Set of 50 silver-colored pins		
10	Common pins	Box	100	27 mm High-quality Paper Pin		
11	Stapler with remover	NOS	300	Best Quality 25 pages capacity Supports 24/6 and 26/6 pins 55mm Throat Depth Attached Pin Remover Deli		
12	Stapler pin 24/6	Box	1000	Best Quality Dollar or equivalent		
13	Stapler pin 23/24	Box	100	Best Quality Dollar or equivalent		
14	Stapler pin 23/17	Box	100	Best Quality Dollar or		

				equivalent		
15	Stapler pin remover	NOS	100	Premium Quality Use for removing Staple 24/6 & No. 10 Pins Steel Durable body with Plastic Grip		
16	Transparent tape 2 inch	NOS	500	Excellent durable Quality Strong Sticking capacity Good holding power 50 Yards		
17	Transparent tape 1 inch	NOS	500	Excellent durable Quality Strong Sticking capacity Good holding power 50 Yards		
18	Labeling/Masking tape	NOS	300	Excellent durable Quality Strong Sticking capacity Good holding power 50 Yards		
19	Binding tape 2 inch	NOS	500	STRONG original duct tapes in Black , Blue , Silver colors 50 yards		
20	Binding tape 3 inch	NOS	500	STRONG original duct tapes in Black , Blue , Silver colors 50 yards		
21	Pencil Sharpener	NOS	300	High-quality pencil sharpener with stainless steel and carbon Long-lasting use and precise sharpening		
22	Eraser	NOS	300	High Quality Pencil Eraser Black Lead Pencil Eraser		
23	Highlighter	Nos	1000	Super Quality Dollar or equivalent Multi colour		
24	Heavy duty paper Stapler Large	Nos	50	EXCELLENT QUALITY BY M&G} or Equivalent SUPPORTS PIN :23/8 TO 23/24 STAPLE UPTO 80 SHEETS TILL 200 PAGES		
25	Sticky note Flags (Non Plastic)	Packs	1000	Sticky Notes Pad - Pack of 400 Sticky Notes- 3 x 3 Inch - 100 x 4 colours		
26	Sticky notes	Packs	1000	Sticky Notes Multicolour Size (3 Inches x 3 Inches) Post It Notes - 100 sheets - 76x76mm		
27	Documents Tray holder 3 Tier	Nos	100	Multi-function Steel Mesh 3 Section Divider File Paper Magazine Rack Holder Office		

				Home Desktop Book Box Bookshelf		
28	Pen container	Nos	300	9 Grids Multifunction Desk Organizer Mesh School Office Stationery Storage Students Iron Metal Pen Pencil Holder Stand Container		
29	White board marker Black	Nos	3000	Dollar or equavalet White Board MARKER 1 & 12pcs RED Blue Black 1000 each		
30	Calculator	Nos	100	12 Digit High Quality Medium Calculator. 100 Steps Check. Extra Large Display. Localized Number Display. Tax Calculations		
31	Glue stick 20grm	Nos	200	UHU Gum Stick – 20g UHU Gum Stick		
32	Tape dispenser	Nos	50	Hold 1" inch wide tape with large or small core Stainless steel cutter Non-Skid Rubber Bottom		
33	Elfy	Nos	200	Gmsa Super Glue 20 gram Provides a powerful and reliable hold for various materials.		
34	Box file legal	Nos	1000	Best Quality Box file with removable clips Standard for office and corporate use Easy to carry and easy to deal with Capacity of 300 papers		
35	Box file A4	Nos	2000	High quality extra strong 2D ring mechanism clip Big size to accommodate section dividers (optional) to make the file a remarkable		
36	Chalk white(Dust free)	Box	500	High Quality Chalk Pack of 50Pcs Used in black and green writing boards Excellent Quality Dustless Smooth Chalked		
37	Whitener Pen	Nos	500	Good Quality Fine Metal Tip Special Soft & Comfortable Multi Purpose & Quick Dry		
38	Pointer Pen	Nos	2000	Best quality		

				Dollar or equivalent Blue,Black 1000 Each		
39	Uni ball pen	Nos	600	Best quality Delux or equivalent Black Blue and Green 200 Each		
40	File separator Plastic	Pack	2000	Separator Index Sheet - Plastic A4 - 1 TO 10		
41	Scale	Nos	100	Steel 12''		
42	Stamp pad blue	Nos	50	Good Quality Ink Pad, Stamping pad for Office		
43	Stamp pad blue Ink	Nos	200	Best Quality		
44	Board Marker Ink Erasable	Nos	500	Best quality		
45	X ray sheet	Pack	500	Pack of 40 Blue Binding Sheets Thick (X - Ray) A4 Size Approximately: 1Kg		
46	Binder paper clips 1inch/25mm	Box	200	Binder Clips, Diamond, 25mm, 1 inch Paper Clip		
47	Binder paper clips 2 inch/52mm	Box	200	Binder Clips, Diamond, 25mm, 2 inch Paper Clip		
48	Paper cutter	Nos	500	Good Quality Iron button art cutter large sharp plastic paper knife office stationery knife home wallpaper knife		
49	Scissor	Nos	300	Stainless Steel Scissor, Precision Scissor for Office Home Cutting, Straight Black Handle 140mm/7" Length		
50	Drafting pads a4	Nos	500	Good quality Drafting Pad B50 - - Size A4 – Paper 50		
51	Drafting pads small size	Nos	1000	Good quality Drafting Pad B50 - - Size small – Paper 50		
52	Mail IN Out Register 500 Pages	Nos	30	500 Pages		
53	Letter Dispatched register 500 pages	Nos	30	500 Pages		
54	Colour pages	Pack	200	Premium Colour Paper Pack of 50 Pages, Computer Colour paper, A4 size, Multicolor Papers		
55	A4 paper ream	Nos	2000	70 Gram AA		
56	Paper clips	Box	200	Gem Clip for Paper Coated, Coideal 80 Pack 1.2 Inch Assorted Color Mini Paper Clip Holder/Sheet Holder for Files, Papers, Office Supply (29 mm)		
57	Notice board	Nos	50	4' x 3' ft wood base durable. Green or Blue		
58	Wall clock	Nos	100	Champion Silent Non Ticking Wall Clock, perfect office room, High Quality Champion Wall Clocks:		

59	Remote cell AAA	Nos	300	Original Toshiba or equivalent Remote cell Aaa battery for Camera AAA cells		
60	Battery cell AA	Nos	300	Original Toshiba or equivalent Remote cell Aaa battery for Clocks AA cells		
61	Dustbin steel office	Nos	100	Metal Mesh Dustbins, Steel Dustbin, 13 inch		
62	Dusting cloth yellow	Nos	1000	Yellow Soft fabric Best quality Size 30x20 inches		
63	Tissue box	Nos	1000	Rose Petal Pop Up or Equavalent Tissue		
64	Plain Register 400 Pages	nos	100	8.5 x 13.5 inch size Card register 400 pages available 63gram imported paper Stitch binded		
65	Attendance Register 500 Pages	Nos	100	Staff Attendance, Teacher Attendance Register For School, Colleges, Universities and Offices , Maintain and keep Record of Employees Attendance		
66	HDMI Cable 5 Meter	Nos	200	Best Quality 5 Meter		
67	Punch Machine 2 Hole	Nos	100	Best Quality Standard size		
68	Card Board File Binder	Nos	1000			
69	Stapler Pin (23/15)	Box	100	Best Quality		
70	Stapler Pin 23/12	Box	100	Best Quality		
71	Stapler Pin 23/20	Box	100	Best Quality		

LOT 2

LOT 2						
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	100000	As per Sample		
2	Answer Booklets 70 Gram paper 10 Pages.	Nos	50000	As per Sample		
3	Extra Sheet 70 Gram paper 4 Pages.	Nos	50000	As Per Sample		
4	Envelope legal white	Nos	5000	As per Sample		
5	Envelope A4 White	Nos	5000	As per Sample		
6	Envelope small White	Nos	5000	As per Sample		
7	Students Files	Nos	5000	As per Sample		
8	Office Files	Nos	5000	As per Sample		
9	Envelops(Confidential) for Answer Booklet	Nos	10000	As Per Sample		

10	Envelops(Confidential) for Question Papers	Nos	10000	As per Sample		
11	Envelop sealing sticker	Nos	4000	As Per Sample		
Total						

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)

(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-IASST, 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

