

# WOMEN UNIVERSITY SWABI

GulooDehri, Topi Road, Swabi.

Telephone No: (0938) 221138, 224222



## Tender Documents for Stationery

<b>Detail schedule for opening of Bids</b>	
<b>Time</b>	<b>12:30 PM</b>
<b>Date</b>	<b>24-03-2017</b>
<b>Venue</b>	<b>Women University Swabi ,GulooDehri, Topi Road, Swabi</b>
<b>Tender Fee</b>	<b>Rs.2,000</b>

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**PART-A****TENDER NOTICE FOR STATIONERY  
NO. 1/2017**

Sealed bids are invited (Single-Stage one Envelope) as per KPPRA Rules 2012 from tax registered Firms/ Companies/ Contractors/ Suppliers for procurement of stationery items. Specifications and other terms and conditions are given in the tender documents which can be downloaded from the website: [www.wus.edu.pk](http://www.wus.edu.pk). Tender Fee (non refundable) is Rs.2,000 through Pay Order/ Bank Draft in the name of Women University to be provided with the bids separately. Sealed bids along with 2% earnest money of the total bid cost through Pay Order/ Bank Draft in the name of Women University Swabi should reach before 12:00 noon on 24 March 2017 in the Office Additional Registrar, Women University Swabi, which will be opened in the presence of bidders at 12:30 PM on the same day in the Women University GulooDehri, TopiRoad, Swabi.

Office of Registrar  
Women University Swabi, GulooDehri, Topi Road, Swabi. PH: 0938-224222

**WOMEN UNIVERSITY SWABI**  
**GulooDehri, Topi Road, Swabi.**  
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**Terms and Conditions of the Contract**

**General:**

1. The tenderers should examine carefully the general and special terms and conditions of contract and the specifications supplied herewith. He/she should visit and inspect the site at his own responsibility and at his own expense and obtain all the information, which may be necessary for the purpose of making a tender.
2. The tender documents duly completed and each page signed by the Contractor shall be received and opened by procurement committee constituted for the purpose Women University Swabi.

The Supplier/Contractor who,

- (i) Withdraws or modifies his Tender
  - (ii) Does not actually start the supply/work within 1 week of the issue of orders to commence the work, shall loose his Earnest Money and the same shall be forfeited in favor of the University.
3. All supplies shall be carried out completely in accordance with the laid down Standard Specifications in the B.O.Q. In case of any ambiguities' or discrepancies, the decision of the Committee shall be final and binding upon the parties.
4. 05% (Five percent) of the entire amount payable to the Contractor shall be deducted from his bill and retained by the University by way of Security Deposit. The same will be refunded after lapse of warranty period for each item. In case of failure to rectify the defects pointed out by the committee, the University will have full authority to replace/rectify the same at the entire risk and cost of the contractor.

5. The University shall have the power to order at any time the removing/replacement of any or all the supply which is / are not in accordance with the Contract and to have them substituted, at the Contractors own expenses with proper and approved items and methods, within a reasonable period as decided by the competent authority. In case of default by the Contractor to carry out such orders, the University shall have the power to have such supplies removed/replaced and re-executed through other arrangements at the sole risk, cost and responsibility of the Contractor. The same will be binding upon the contractor and will have no liability on the University.
  
6. The work shall be completed within the prescribed period and time shall be considered as the essence of the Contract. In case of default on part of the Contractor to complete and deliver the work within the prescribed period, he shall pay to the University Liquidated Damages for delay at the rate of **one fifth percent of Agreement** sum per day of delay in completion up to a maximum of ten percent of the Agreement sum. However, an extra or additional amount of supply ordered upon the contractor or other circumstances of any kind whatsoever may arise such as to fairly entitle the Contractor to an extension in the completion time, then the competent authority shall determine and allow such period of extension which shall be final and binding upon the Contractor provided that any such claim to extension is properly lodged by the Contractor with the competent authority within 2 (Two) days of such work have been ordered or the circumstances have arisen.
  
7. The University shall have the power to order variation in the form, quality or quantity of the supply or any part thereof and shall have the power to order the Contractor to do so and the Contractor shall comply with such orders including the following: -
  - a. Increase or decrease in the quantity or scope of any item included in the tender.
  
  - b. Omit any such work

- c. Execute the additional supply necessary for the completion of the Project. The same will be paid as per Contract quoted rates/market rate estimated after rate analysis.
8. The University reserves its right to accept or reject any or all the tenders without assigning any reason thereof and is not bound to accept the lowest tender either. No claim, as such would be entertained on this account in any court of law.
  9. All tests deemed necessary by the University for checking the quality of various items shall be carried out by the contractor and the cost thereof will be borne by the contractor. No claims whatsoever shall be entertained for payment. The defective items should be removed/ replaced by the contractors at own expenses.
  10. The rates should be quoted in Pakistani rupees and shall be inclusive of all taxes, ,including loading and unloading charges and all other allied requirement charges, or hidden charges. No claim whatever will be entertained for payment in this regard and will be binding upon the contractor.
  11. The tender should be valid for a minimum period of 03 months from the date of tender opening.
  12. The project must be completed within one month after the work order given to the vendor.

**SPECIAL:**

1. Inspection of Equipment/Materials.

All items shall be subject to inspection and shall be approved by the university. The University may reject such equipment/materials as are considered by to be below standard specifications, size or quality. The Contractor shall provide all labor at his own expense for handling during inspection. Any item rejected by the university shall not be used and shall be removed and replaced with the item of approved quality.

2. Responsibility against damages

Before and up to the whole of the supply is completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed items, thorough accident, improper

handling, transport or any other cause whatsoever and shall repair, remove or replace the same on the first notice university within the specified period of time, failing which the same will be replaced with the approved quality at the sole risk & cost of the contractor.

3. Specifications

The work shall comply with the requirement / specification laid down in the B.O.Q of the tender, where ever the specification is silent it should be considered as of supreme quality up to the requirement.

The supplier shall be bound to test and commission all the supplied items.

4. Laboratory Test.

The university has the power to order for conducting equipment/material quality assurance test which he deems necessary and the cost of such tests shall be borne by the contractor. No claim in this regard shall be entertained for payment.

5. Technical & Financial Bid

The bid should comprise of a single package containing single envelope and will be opened on the same date and time.

The above stated evaluations criteria will be binding upon the bidders. Bid should clearly illustrate the detailed technical specifications / catalogue with model number, country of origin of each and every item.

The contractor will be bound to train the supporting staff of the Women University Swabi at Swabi about the operation and functions of the supply. No claim whatsoever will be entertained for payment in this regard.

**Part- C****Delivery Schedule****Delivery Schedule:**

The delivery of items will be completed to Women University Swabi, Swabi within \_\_\_\_\_ days after the date of issuance of Purchase Order.

**Delay in Delivery:**

In case of the late delivery of items beyond the periods specified in the schedule of requirement, \_\_\_\_\_ % of the total amount of the Purchase Order will be charged as penalty per day, up to a maximum of \_\_\_\_\_ % of the total amount of Purchase Order.

**Payment:**

The payment will be made to the Supplier on receipt of original invoice(s) including those of GST.



**B.O.Q (Specifications)****BOQ of Stationary Items**

S.No	Name of Items	Quantity	Specs
1	Photocopier paper A4	Ream 390	60 g/m
2	Printer paper A4	Ream390	80 g/m
3	Photocopier paper Legal	Ream 128	70 g/m
4	Printer paper Legal	Ream128	80 g/m
5	Black Ball Point	265 Packs	
6	Blue Ball Point	265 Packs	
7	Red Ball Point	200 Packs	
8	Large size envelopes	1880	15*11
9	Medium size envelopes	1500	A4 size
10	Small size envelopes	2000	9*4 inches
11	Paper Pins	Packs	
12	Stapler	37	Medium
13	Staple Pins	240 Packs	(24/6)
14	Simple Register	50	400 pg
15	Stock Register	10	400 pg
16	Black pointer	20 pack	
17	Blue pointer	20 pack	
18	Punch Machine	16	Double
19	Glue stick	124	
20	Highlighter	112	
21	Peon Book	15	
22	Scissor small	15	
23	Common pins	36 Packs	

24	Hard Files	710	
25	Thumb Pin	50 Pack	
26	Squash Tape	142	(2'')
27	Pencil	80 Pack	
28	Sticky Notes	136	
29	Board Marker	210 Pack	
30	Whitener	105	
31	Staple opener	30	
32	Duster	100	
33	Dispatch Register	50	400 pg
34	Receiving Register	50	400 pg
35	Eraser	70 Pack	
36	Sharpener	50 Pack	
37	Stamp Pad	160	
38	Calculator	10	
39	Marker Ink	145 pack	
40	Files Tray	05	
41	Masken Tape	30	(2'')
42	Paper Weight	02	
43	Table Set	03	
44	Binding Tape	10	
45	Sketch Book	04	
46	Permanent Marker	10	
47	Double A paper	Ream50	80 g/m
48	Binding Case	10	
49	Binding Cover	20	(Fc size)
50	Large Size Stapler	02	
51	Paper Cutter	02	

52	Ring Binder	20	
53	Scale	50	(Steel 12cm)

I/ We

hereby agree to abide by and fulfill all the terms and provisions *of* the contract Hereto annexed or in default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions *of* contract.

**Bidder Signature**

**Tender Opening Committee Signature**

**WOMEN UNIVERSITY SWABI**  
**GulooDehri, Topi Road, Swabi.**  
**Telephone No.(0938) 221138, 224222**

**TENDER TITLE: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF ITEMS UNDER THE PROJECT TITLED “Women University Swabi”**

**FORM OF AGREEMENT**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between the Women University Swabi (hereinafter referred to as the University) represented by the Registrar, Women University Swabi (hereinafter' referred to as the Registrar) of one part and M/s \_\_\_\_\_ here in after called the contractor which term shall include his successors, assigned and legal representative of the other part.

Whereas the University has decided to procure various equipment etc. as per the work order from the contractor under title “**Supply, Installation, Testing and Commissioning of \_\_\_\_\_ under the project titled “Women University Swabi”**”

Now, therefore, this Agreement witnessed and the parties hereby agree as follows: -

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract herein referred to
2. The following documents, which for the purpose of identification have been signed which, shall be deemed to as part of this agreement.
  - a) Tender Notice
  - b) General Rules & Instructions for the guidance of Tenderers.
  - c) The Tender (Tender Form)
  - d) Conditions of Contract
  - e) Bill of Quantities
  - f) Special Conditions of Contract
  - g) Evaluation Criteria

3. In consideration of payments to be made to the Contractor in accordance with the Contract, the Contractor, hereby convene with the competent authority to Supply/Installation/Commissioning/Completing, and maintain the works in conformity with the provisions of the contract.
  
4. The Competent authority hereby agree to pay to the Contractor in consideration of the Supply/ Installation/ Commissioning/ Completing, and maintenance of the goods/ works, the contract price in the manner prescribed by signatures

For and on behalf of the  
Contractor

Signature  
of Accepting Officer  
Designation\_\_\_\_\_

Dated: \_\_\_\_\_  
For and on behalf of  
University

Date: \_\_\_\_\_

Witness No. 1 \_\_\_\_\_

Witness No. 2 \_\_\_\_\_