

# TENDER DOCUMENTS 2018-2019



## (STATIONERY AND PRINTING) HAZARA UNIVERSITY, MANSEHRA

---

Procurement Office, Hazara University, Mansehra,  
[www.hu.edu.pk](http://www.hu.edu.pk), Email: [ihtisham@hu.edu.pk](mailto:ihtisham@hu.edu.pk), contact No. 0301-8708761

## **1. GENERAL**

- i. Any bid without CDR amounting to Rs.100, 000/- will not be entertained.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender. The quoted prices once approved will remain valid for the whole financial year i.e upto June 30, 2019.
- iv. The successful bidders will be required to supply the items up-to the end of financial year 2018-2019.
- v. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
  - a. Firm Registration Certificate with the Federal/Provincial Government.
  - b. National Tax Number
  - c. Sales Tax Registration Certificate Number.
  - d. Certificate to the effect that bidder have never been blacklisted by any Government/ Semi Government Organization.
  - e. Dealership Certificate from original manufacturer for Pakistan (where required)

## **2. SCOPE OF SUPPLY**

The bidder shall supply the items according to the prescribed specifications/samples. Any deviation will cause rejection of the supply order.

## **3. BID PRICE**

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. Specimen bid form is attached herewith.

## **4. CURRENCY OF BID**

The Price should be quoted in Pakistani Rupees.

## **5. BID VALIDITY**

The bid should remain valid and open for acceptance of purchase for CFY 2018-19 from the date of opening of bids.

**6. SECURITY DEPOSIT**

The winner of bid shall submit a security deposit amounting to Rs. 100,000/- in form of demand draft/pay order in favor of Treasurer Hazara University Mansehra in addition to Earnest Money

**7. SIGNING OF BIDS**

The person signing the bid shall sign and stamp all the pages of the bid, where entries are made.

**8. BIDS PROPOSAL**

The bid should comprise single stage one envelope. The samples of stationery and printing may be provided on tender opening day for final decision of the Purchase Committee.

**9. DEADLINE FOR SUBMISSION OF BIDS**

All bids must reach and be received by the University on or before Thursday, June 21, 2018 at 1330 hours. The bids will be opened at 1430 hours on the same day in the conference room, Hazara University in presence of the bidders or their authorized representatives, who wish to be present.

**10. LATE BIDS**

Any bid received in the university after the prescribed deadline shall not be entertained.

**11. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The University reserves the right to accept or reject any or all tenders as per Section 47 of KPPRA rules.

**12. CANVASSING**

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

**13. DELIVERY**

The bidders shall make delivery of the items within 15 days for stationery and 30 days for providing printing items from the date of issuance of supply order. A penalty of 1% of the item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items.

#### 14. MODE OF PAYMENT

Payment will be made to the supplier after inspection of supplied items by a committee of experts/purchase committee, constituted by the University. The payment will be released if the items provided are according to supply order, samples and successful/ complete supply.

#### 15. PRICE

The price of items will be inclusive of transportation charges, labour charges and all taxes etc. No separate payment will be made by the University on this account.

#### 16. TAXES

All Government taxes shall be deducted at source according to the relevant rules.

#### 17. ARBITRATION

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

<b>PRINTING ITEMS</b>			
<b>S. No</b>	<b>Description</b>	<b>Qty</b>	<b>Price Inc. all taxes</b>
1	Answer Sheet 20 pages (As per Sample) 70 gm	Each	
2	Continuous Sheet 4 pages (as per sample)70 gm	Each	
3	Envelope Khaki, 80 grm, Legal size( as per sample)	Each	
4	Envelope Khaki, 80 grm, A4 size( as per sample)	Each	
5	Envelope Khaki, 80 grm, Postal size (9 x 4) ( as per sample)	Each	
6	Envelope Khaki, 80 grm, 18 x 12 ( as per sample)	Each	
7	Envelope Khaki, 64 to 66 picks Cloth Lined, 80 grm, 10 x 8 ( as per sample)	Each	
8	Envelope Khaki, 64 to 66 picks Cloth Lined, 80 grm,12 x 10 ( as per sample)	Each	
9	Envelope Khaki, 64 to 66 picks Cloth Lined, 80 grm,18 x 12 ( as per sample)	Each	
10	File Cover with cloth lining, 300 gm Bleach card (as per Sample)	Each	
11	Local Paper, A4 70 gm(500 sheets) ( as per sample)	Ream	
12	Local Paper, Legal 70 gm(500 sheets) ( as per sample)	Ream	

13	Imported Paper, A4 80 gm(500 sheets) ( as per sample)	Ream	
14	Imported Paper, Legal 80 gm(500 sheets) ( as per sample)	Ream	
15	Duplicate Paper	Ream	
16	Degree Folder,12x9, (As per Sample)	Each	
17	Degree Envelop, 14x11, 300 gm Bleach card(As per Sample)	Each	
18	Attendance Chart (70 gm)both side printed , legal size, (as per sample)	Each	
19	Superintendent Memo (70 gm) , legal size, (as per sample)	Each	
20	4 pages Admission Form (BA/MA (Private/Regular)), 70 gm legal size , with numbering, (as per sample)	Each	
21	Admission Form BS Program, (as per sample)	Each	
22	Migration Certificate 4 Colour, with numbering and counter slip & perforation , matt paper 128 gm, (as per sample)	Each	
23	superintend file of 24 pages, with two(one ground) colour title, 70 gm legal size, contingent bill + supervisory staff bill + exam attendance (as per sample)	Each	
24	Annual Report of 150 pages (35 coloured pages on different places) on Art paper 128 gm. Title 310 gm, Art card 4 colours both sided and hotmelt glue binding with shine lamination (minimum 150 books).	Each	
25	Book 150 pages. 80 gm imported, one colour black printing. Title 310 gm Art card 4 colours both sided and hotmelt glue binding with mat lamination (minimum 500 books).	Each	
26	Book 150 pages. 80 gm imported, printing black and white with 4 coloured pages. Title 310 gm Art card 4 colours both sided and hotmelt glue binding with mat lamination (minimum 500 books).	Each	
27	Prospectus A4 size paper, 115 gram art paper, 310 gram art card title with dull lamination and gum binding with 4 coloured pages.		

	<p>i. Along with 4000 admission Form each 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> Options (Legal size 80 gram paper printing) for Master / Bachelor.</p> <p>ii. 2000 Admission Form (Legal size, 80 gram paper printing) for M. Phil and PhD.</p> <p>iii. Composer and designer may also be consulted for formatting and size of the picture of the prospectus.</p> <p>Minimum copies of Prospectus are 6000 numbers and minimum number of pages after composing range from 250 to 300. The bidder(s) are required to quote per page rate (single side).</p>		
28	<p>Calendar 2019 (Quantity minimum 1000)</p> <p>1. Size of calendar 18x23, Spiral binding, 05 pages four colour, 128gm art papers. Printed Envelop of size =18 x23</p> <p>Paper of envelop = 100gm offset and single colour printing i.e. green</p>		
30	Sealing Tape (University Monogram Printed inside crystal)	Each	
<b>TONNERS</b>			
1	Toner Hp 11 A	Each	
2	Toner Hp 51 A	Each	
3	Toner Hp 78 A	Each	
4	Toner Hp 12 A	Each	
5	Toner Hp 80A Laser Printer Pro 400	Each	
6	Toner HP Laser Jet 53A	Each	
7	Toner HP Laser Jet 13A	Each	
8	Toner HP Laser Jet 29 x 5100	Each	
9	Toner Hp 85A/1102	Each	
10	Toner Hp 26A laserjet pro M402 dw	Each	
11	Toner Hp 05A Original	Each	

12	Toner Toshiba E Studio 203	Each	
13	Toner Konica Minolta bizhub 454e Cartridge (G2699)	Each	
14	Toner Konica Minolta TN 513	Each	
15	Toner Konica Minolta (bizhup-211)	Each	
16	Toner Konica Minolta (bizhup-215 TN)	Each	
17	Toner Toshiba E Studio No. 352	Each	
18	Toner Toshiba T-1810D-5K	Each	
19	Ink for Rasograph Machine RZ220/RN2050	Each	
20	Master Roll (Raiso) RZ 220 Fine Quality	Each	
21	USB 16/32 GB 3.1	Each	
<b>STATIONERY ITEM</b>			
1.	Ball Point piano, Original	Pkt	
2.	Ball Point Picasso, Original	Pkt	
3.	Pointer soft-liner 0.3 (Dollar)	PKT	
4.	Uni Ball Pen Japan Eyes	PKT	
5.	White Board Non-Toxic marker (Piano)	PKT	
6.	Marker large permanent (Piano)	PKT	
7.	Dux Lead Pencil 2.5 HB	Pkt	
8.	High Lighter (Dollar)	Each	
9.	Dux Correction Pen (as per sample)	Each	
10.	Sharpener Fine Quality single hole	Each	
11.	Eraser Non-Toxic (Piano)	Box	
12.	Gum Stick (as per sample)	Each	
13.	Steel Ruler Fine Quality 12"	Each	
14.	Cutter knife 3" blade (as per sample)	No.	

15.	Casio Calculator, localized number display, 12 Digit (2 way power) (as per sample)	No.	
16.	Transparent Sheets A4	pkt	
17.	Transparent Sheets Legal	Pkt	
18.	Colorful Sheets A4 fine quality	Pkt	
19.	Duster Fine quality cloth	Each	
20.	Fax Role 30 Meters Panasonic	Each	
21.	Ink Blue/Black (Dollar 60 ML) Fine Quality	Each	
22.	Letter Receipt /Dispatch Register No.8 English and Urdu Written	Each	
23.	Attendance Register No.1	Each	
24.	Register No. 50 (300 pages) Good Quality	Each	
25.	Stock Register No.4	Each	
26.	Cash Book No.4	Each	
27.	Cash Book No.8	Each	
28.	Ledger Book No.4	Each	
29.	Ledger Book No.8	Each	
30.	Log Book No.4	Each	
31.	Writing Pad 68 grm (medium) Good Quality	Each	
32.	Peon Book No.8	Each	
33.	Punch machine single fine quality solid (as per sample)	Each	
34.	2-hole punch machine, (16 sheets of 20 lb, paper capacity) (as per sample)	Each	
35.	Stamp pad (classic Crystal) large size (as per sample)	Each	
36.	Tag Small Fine Quality 70-80 Nos	Bundle	
37.	Tag Large Fine Quality 70-80 Pieces	Bundle	
38.	Staple Machine 23/24 (Heavy Duty) (as per sample)	Each	



39.	Staple Machine 24/6 (Standard Size) (as per sample)	Each	
40.	Staples 24/6 (Dollar) 1000 pins	Pkt	
41.	Staple Pin Large (Dollar)	Pkt	
42.	Dock Folder (As per Sample) Fine Quality Green/Red	Each	
43.	Great wall Numbering Machine Deli (No. 7506) 6 Digits (as per sample)	Each	
44.	Sealing Wax Fine	KG	
45.	Wrapping Papers (khaki) Thick Paper	Each	
46.	Binding Tape (Fine quality) (10 Meter) (1 inch)	Each	
47.	Binding Tape (Fine quality) (10 Meter) (2 inch)	Each	
48.	Binding Tape (Fine quality) (10 Meter) (3 inch)	Each	
49.	Transparent Tape(Fine Quality) (10 Meter)(1.5 inch)	Each	
50.	Nokya Box File, Back 4 Inches (as per sample)	Each	
51.	Board File Standard (Fine Quality)	Each	
52.	Sealing Tape (University Monogram Printed inside crystal)	Each	
53.	HP Color LaserJet 1600	Each	

## IMPORTANT

- The samples of the items should be checked at Procurement office.
- Sub standard items or items not according to the specification would be rejected and should be replaced without any liability on Hazara University, Mansehra.
- Rate must be given on tender performa, otherwise, tender will not be entertained
- Smuggled, grey channel and refurbished will not be accepted in any case.
- Manufacturer's Authorization Letter (Where required) will be provided by the bidder in the name of Hazara University. The same shall be verified with the Manufacturer / issuing authority.

**(To be filled by the bidders)**

1. Name of bidders: -----

2. Address: -----

-----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NIC Tax No. ----- Sales Tax No.: -----

6. Branches (if any):

i. -----

ii. -----

7. Type of Business:

i. -----

ii. -----

8. Facilities:

i. Authorization of distribution / dealership (if any)-----

ii. Any other: -----

9. Previous Experience (name of organization where carpets are supplied/installed/fixed/fitted):

i.----- ii.-----

iii.----- iv.-----

Please enclose any supporting document

Name and signature: - ----- Date: -----

Seal:

**Note: (Each page of the tender documents should be signed and stamped by the bidders.)**