

STANDARD BIDDING DOCUMENTS
FOR
PRINTING PUBLICATION EQUIPMENT AND STATIONARY

FEBRUARY 2018
KHYBER MEDICAL UNIVERSITY
PESHAWAR,
(KHYBER PAKHTUNKHWA)

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TENDER NOTICE

The Khyber Medical University, Peshawar invites sealed tenders through Single Stage single Envelope Procedure as per KPPRA Rules 2014 for the purchase of following items from the Manufacturers/Importers/general order suppliers duly registered with the Sales Tax, Income Tax (who are on ACTIVE TAX PAYERS LIST of FBR) and Excise & Taxation Department of Khyber Pakhtunkhwa:

| S. No. | Description of Item | Specification | Quantity |
|--------|--|---|----------|
| 1. | Banners (With different sizes four colors best quality) | Best quality printing, rate per SQT Fts | 40 |
| 2 | Invitation cards | Size 7"x5", 300gm card e 4 color printing | 600 |
| 3 | Posters (80 grams matt paper) | Size 18"X10", 128gm art paper e four color printing | 150 |
| 4 | Crystal Shields | Medium size, (sample available) | 80 |
| 5 | Certificate papers | Normal Fine Quality | 1500 |
| 6 | Scientific program (Brochure/booklet) | 128gm art paper e four color printing containing 6-7 pages in booklet shape , size A5 | 600 |
| 7 | Report Book (up to 150 color pages) | 128gm art paper e four color printing containing 100 pages in book , size A4 e title page 260gm art paper | 300 |
| 8 | Color printer heavy duty | Epson heavy duty | 01 |
| 9 | Folders | Size legal printed e Logo and text) | 800 |
| 10 | Ball points | (normal ball point) printed e Logo and text | 800 |
| 11 | Drafting Pads | 70gm paper, size A5 containing 10-15 pages, e printed title page e Logo | 800 |
| 12 | Paper Ream | 80gm AA4 size | 20 |

The bidding documents including quantity, specification and detailed terms and conditions are available free of cost from the office of the undersigned from 03/02/2018 to 19/02/2018(0830 Hours to 1330 Hours).

The quotation containing single sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” may be submitted in the office of Director ORIC, Khyber Medical University, Peshawar latest by 19/02/2018 (1000 hours).

The Technical and financial Proposal will be opened in the office of Director ORIC, KMU on 19/02/2017 (1030 hours) by the KMU Purchase Committee in the presence of the bidders or their representatives who choose to attend.

Taxes will be deducted as per Govt: Rules.

**Chairman Purchase Committee
Khyber Medical University, Peshawar**

(Advertised on 03/02/2018 in Daily Ajj)

Section – II TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS

1. The Tender submitted by the suppliers shall be based on the following terms and condition and required documents must be attached with bid as per details given

(i) Bid/rate may be quoted on prescribed bidding form available in the bidding document for the unit price of the item(including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding document for each item as well as on bidders letter head. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as nonresponsive. No tender with conditional, ambiguous and alternate price will be considered. Only one rate should be submitted for one item. If firm desires to offer more than one rates, he should purchase separate bidding documents. The items without mentioning country of origin will not be accepted for purchase, even though if it is lowest in price.

(ii) Qualification and experience certificate of technical staff.

(iii) Copies of registration with income tax, sales tax and clearance of Excise & Taxation department of Khyber Pakhtunkhwa. Income Tax, General Sales Tax and stamp duty will be deducted from the supplier as per government rules.

(iv) Security @10% of the total bill of each will be deducted from the supplier at the time of payment.

(v) A Call Deposit/Banker's Cheque /Pay Order equal to 2 % of the quoted value must accompany the bid otherwise bid will be considered as nonresponsive. The Call Deposit /Banker's cheque/pay order should be in favor of the Treasurer, Khyber Medical University, Peshawar. The Call Deposit amount should be deposited on formula as Unit price x qty required= $b * 2 \%$. Cheques and insurance guarantees will not be accepted. The call deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.

2. The approved suppliers will be responsible for the replacement of spare parts free of cost during the guarantee period, which should be mentioned in the quotation and should be at least two years. In this regard a contract / agreement will have to be signed between the supplier and KMU.
3. In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeiture of security and call deposit amount and penalty.
4. The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage.
5. No partial payment will be made against partial supply/ delivery.
6. The payment will be released after inspection by KMU Technical / Inspection Committee and satisfactory report submitted by the end user. If any item is rejected by KMU Technical/Inspection Committee, the supplier will be bound to replace it within 03 days at his own risk and cost.
7. The supplier shall also be responsible to install and demonstrate the required equipment at the site specified by the authority at his own cost.
8. The supplier shall be bound to provide catalogues with photos, samples of small instruments or any other information required for the Technical / Inspection Committee or Purchase Committee.
9. The black listed suppliers are not eligible to participate in the bidding. The Supplier is bound to provide an undertaking of non-blacklisting from any department.
10. All documents relating to the bid and contract shall be in English language.
11. The supplier belonging to the other province will provide the complete address and phone numbers of his branch office at Khyber Pakhtunkhwa.
12. The tender should be in sealed cover envelope clearly written thereon “**quotations for ---** -----” the name of the supplier with full address and telephone/ fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Chairman Purchase Committee.

13. The Purchase Committee reserves the right to increase or decrease the quantities of items of equipment/instruments/machinery.

14. In case of supply of defective or used items, the firm will be dealt with as per Government rules and regulations.

15. The successful supplier will have to make an agreement on stamp papers for the supply of the items according to the Contract.

16. Five year Maintenance contract for each equipment will be required.

17. Note: Also attach the bid in MS Word format in Compact Disc (CD)

Section – III Specification

| S. No. | Description of Item | Specification | Quantity |
|---------------|--|---|-----------------|
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| 6 | Scientific program (Brochure/booklet) | 128gm art paper e four color printing containing 6-7 pages in booklet shape , size A5 | 600 |
| 7 | Report Book (up to 150 color pages) | 128gm art paper e four color printing containing 100 pages in book , size A4 e title page 260gm art paper | 300 |
| 8 | Color printer heavy duty | Epson heavy duty | 01 |
| 9 | Folders | Size legal printed e Logo and text) | 800 |
| 10 | Ball points | (normal ball point) printed e Logo and text | 800 |
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| 12 | Paper Ream | 80gm AA4 size | 20 |

Section – IV BID SUBMISSION FORM (Should also be submitted on company letter head too)

To

The Chairman
Purchase Committee
Khyber Medical University
Peshawar

Enclosed please find the offer to execute the contract of supply of Laptops in accordance with the conditions of agreement accompanying this bid for the price

of Rs. _____ (Amount in figures) _____

(amount in words). We accept to supply the items mentioned in the supply order within _____ days on the rate approved by the purchase committee. . This bid and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive. We hereby confirm that this bid complies with the validity of the bid required by the proposal documents. we are bound to make supply during the stipulated time of supply order at the rate approved.

1. Name of Supplier: _____
Address of Supplier: _____
3. Phone Number of Supplier: _____
4. Fax No. _____
5. Name of the authorized person: _____
6. Signature: _____
7. Designation of authorized person: _____
8. Stamp of the Supplying Agency: _____
9. Dated: _____

BID Form

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Note: Also attach the bid in MS Word format in Compact Disc (CD)

There will be proper agreement between KMU and the contractor.

Section – VI

DELIVERY TIME

1. The successful supplier / firm will be bound to supply the required items within 30 days for local items and 90 Items for imported items of the receipt of supply order. In case of delay in supply within stipulated time then penalty @ 2% per week will be imposed for first 04 weeks and thereafter@ 4% per week in the subsequent period.