



Tender No. 19 / 2023

Bidding Documents

SPECIAL INSTRUCTIONS

- No Cutting erasing is allowed in the Tender bid.
- Bid offered strictly in accordance with the bid document will only be accepted.
- Only typed bid will be accepted (no hand written)
- Bid Security will be accepted in the form of CDR (Call Deposit Receipt)

THIS IS FOR STRICT COMPLIANCE, FAILING WHICH THE RESPECTIVE BID SHALL STAND CANCELLED

**Contact Address:
Deputy Treasurer / In-charge Purchase Cell
Cholistan University of Veterinary and Animal Sciences,
Near DHA Bahawalpur
Tel: 062-9255718,731**



TECHNICAL PROPOSAL

TENDER NO. 19 / 2023

TERMS & CONDITIONS

1. The price of this tender document is Rs.1,500/- (Non-Refundable) which must be deposited into Account title " **CHOLISTAN UNI OF VET & ANI SCI BWP** " A/c. No, **1752-79010215-03** in any branch of Habib Bank Limited.
2. The Tender complete in all respect along with 2% Bid Security of Estimated Price / Cost in the shape of only "Call Deposit Receipt" (CDR) in favor of "Treasurer, CUVAS", Bahawalpur should reach in Treasurer office by **01-01-2024** at **11:00 AM** in the Cholistan University of Veterinary & Animal Sciences, Bahawalpur.
3. Bid Security

Lot No.	Description	Bid Security (Rs.)
1	Stationery	40000

4. The Technical proposals will be opened on **01-01-2024 at 11:30 AM.** in Administration Block, Treasurer Office, Meeting Room, 1st Floor, Cholistan University of Veterinary and Animal Sciences, Bahawalpur.
5. The offered price should be inclusive of all taxes. All the taxes will be applicable as per Government rules. The bidder will be responsible for any changes in the taxes during the tender process.
6. The rate must be quoted only in Pakistani Rupees.
7. Quoted rates must be valid for 90 days.
8. The rates of the items will be evaluated item wise instead of lot wise.
9. No offer shall be considered if it is:
 - a) Submitted without Tender Document.
 - b) Submitted without Bid Security money.
 - c) Received after the date and time fixed for the receipt of tenders.
 - d) Is unsigned.
 - e) Is ambiguous.
 - f) Is conditional.
 - g) Is given by the firm black listed, suspended or removed from the approved list by any Government, Semi Government, Autonomous Bodies or other firm.
 - h) Is received by Telegram.
 - i) Is received with a validity period shorter than the required in the tender enquiry.
 - j) Does not confirm to general conditions of the enquiry i.e it is not accompanied by sample or manufacturers literature where required.
 - k) for store materially and substantially different from that required in the tender enquiry.
10. 0% amount as performance security will be deducted from the bills of the firms at the time of payment of total of the supply order which will be retained, for at least three months after delivery of Items mentioned above or till the warranty period which ever will be later, by the Treasurer CUVAS Bahawalpur. In case of non-warranty items performance guarantee/security will be refunded/released after three months subject to the satisfactory report from the end user.
11. The sample may be provided as & when required by Technical Committee.
12. Applicable Govt. levies will be deducted at source from the bill.
13. The equipment / stores supplied by the bidder shall be brand new, in original manufacturer packing and complete in all respects. Cost of transportation of supplied equipment / goods to the site of university and cost of installation and commissioning of equipment shall be the responsibility of the supplier.
14. Supply of material should be made within stipulated period of the Purchase Order positively; in case of failure the amount of CDR may forfeited and purchase will be made at the risk and cost of the defaulter or any penalty as decided by the purchase committee of the University can also be imposed.
15. The buyer shall notify the supplier in writing/through telephone of any defects that occur during the warranty period. On receipt of such notification/telephonic message the supplier shall attend the breakdown call within a maximum of 6 working hours.

16. The firm offering prices for supply of machinery and equipment should have sufficient qualified technical staff and be equipped and having capability to undertake the maintenance or replacement for the equipment supplied to this University.
17. The successful venders will attach the stamp duty of 0.25% or Rs. 1200/- (whichever is greater) of total value of the contract / purchase order at the time of signing of contract.
18. The bidding documents should be dropped in Tender Box in the office of the treasurer, 1st Floor, CUVAS, Bahawalpur, during five working days till the last date mentioned in tender notice.
19. Bids must be quoted on company's letter pad duly signed stamped by the bidder
20. Please attach NTN, GST and professional tax certificates with bidding documents.
21. Please attach the copy of your FBR Active taxpayer serial Number list for the current financial year.
22. Please read, sign all the tender documents, terms and conditions carefully and attached with your bidding documents.
23. Any further information if required can be obtained from Purchase Cell, CUVAS, Bahawalpur.
24. In case the contractor fails to execute the contract satisfactorily, the amount of security shall be forfeited. The security shall be released after satisfactory completion of the contract on production of report to the effect issued by the committee constituted for the purpose and expiry of successful warranty period.
25. On finding substandard quality or lower specification as and when noticed during process, the security deposited shall be forfeited in favor of the CUVAS Bahawalpur. The purchaser also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.
26. All pages of the tender document should be signed and stamped by the bidder.
27. CUVAS reserves the right to decrease /increase the quantity without consultation as and when required as per requirement and available budget.
28. CUVAS may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
29. The payment shall be subject to the satisfaction of all items duly certified by the inspection committee/end user. Findings of the inspection committee will be binding on the supplier.
30. Quantity of Items can be increased or decreased (Fully or Partially) at the time of issuance of Purchase / Supply Order keeping in view the budgetary provision or any other reason thereof.

We, M/s. _____ hereby certify that we have read and agreed with all terms and conditions mentioned above.

Signature: _____

Designation: _____

Dated: _____

Stamp: _____

Deputy Treasurer/
Incharge Purchase Cell
Cholistan University of Veterinary and Animal
Sciences, near DHA, Bahawalpur
Tel: 062-9255718, 131

TENDER DOCUMENTS

Lot No.1: STATIONERY

Sr. No.	Name of item	Quantity	Offered Specification
1	Paper Ream A4 70g PPC or equivalent	1065	
2	Paper Ream Legal 70g or Equivalent	20	
3	Paper Ream A3 70 g PPC or Equivalent	5	
4	Stapler regular Imported	12	
5	Stapler Pins 24/6 Dollar (Box 1000 x 20)	10	
6	Led Pencils (Pack of 12) Dollar/ Bahadur or equivalent	10	
7	Ballpoints (Blue, Black & red) 0.7 Picaso Oria or equivalent (Pack of 10)	40	
8	Box Files Imported	150	
9	Soft Eraser (Dozen) Dux or Equivalent	5	
10	Sharpener (Pack of 50) Signature or Equivalent	6	
11	Paper Weight	24	
12	Blanco / Correction Pen (Pack of 12)	2	
13	Permanent Marker, Dollar or Equivalent (Pack of 12)	5	
14	Board Marker, Doller of Equivalent (Pack of 12)	8	
15	Scotch tape 1" Dear or equivalent (Pack of 12)	5	
16	Paper tags / flags (pack)	36	
17	Stock Register	10	
18	Dispatch Register	10	
19	Received Register	10	
20	Scissors	15	
21	Highlighter Sensa/ Piano or Equivalent (Pack of 12)	3	
22	Glue stick 35g Oro or Equivalent (Pack of 12)	3	
23	Stamp Pad	24	
24	Stamp Pad Ink	36	
25	Peon Book	10	
26	Board Marker Ink	6	
27	Board Duster (Pack of 12)	3	
28	Calculator Citizen 14 Digit or Equivalent	6	
29	Sticky Notes 3" x 3" (Pack)	36	
30	Sticky Notes 3" x 5"(Pack)	12	
31	Binding Sheets (Pack / ream)	10	
32	Binding Tapes 2" 18 Yards (Pack of 12)	3	
33	Notice Board Pins (Box) Dozen	2	
34	Paper Punch Machine Small	10	
35	Paper Punch Machine Large	6	
36	Steel Scale Imported (Dozen)	2	
37	Paper/ U clips (Box 800 Pins)	50	
38	Heavy duty stapler	4	
39	separator (Pack of 50) (Dozen)	3	
40	Drafting Pad A4 size Imported	24	
41	Binding Clips 19mm (Box of 144)	1	
42	Binding Clips 25mm (Box of 144)	1	
43	Binding Clips 32mm (Box of 96)	1	

44	Binding Clips 41mm (Box of 72)	1	
45	Binding Clips 51mm (Box of 72)	1	
46	Paper Cutter	12	
47	Heavy duty stapler pins, 23/10 (Box of 20 x 1000)	1	
48	Heavy duty stapler pins, 23/15 (Box of 10 x 1000)	1	
49	Heavy duty stapler pins, 23/17 (Box of 10 x 1000)	1	
50	Heavy duty stapler pins, 23/20 (Box of 10 x 1000)	1	
51	Heavy duty stapler pins, 23/23 (Box of 10 x 1000)	1	
52	Heavy duty stapler pins, 23/25 (Box of 10 x 1000)	1	
53	Heavy duty stapler pins 23/28 (Box of 10 x 1000)	1	
54	Pin Remover	6	
55	Uniball Eye Mico (Box of 10)	3	
56	Double Tape 1" Crystal	6	
57	Nylon Thread	24	
58	Table Set	3	
59	Envelop 9" x 4" (Pack of 100)	15	
60	Envelop A4 Size (Pack of 100)	15	
61	Envelop Legal Size (Pack of 100)	15	
62	Table Planner	3	

Signature: _____

Designation: _____

Dated: _____

Stamp: _____

Technical Evaluation Criteria

The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Individual / Firm Registration/Incorporation under the laws of Pakistan.	Mandatory
	Valid Income Tax Registration.	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission)	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector.	Mandatory
Eligibility Criteria	Organization anywhere in Pakistan. Must have 3 Years' Experience	Mandatory
	Compliance to the technical specifications of all items to be procured.	Mandatory

Mandatory Note:

- Verifiable documentary proofs for all above requirements are mandatory.
- Vendor/ Supplier will be responsible for installation and configuration of the supplied equipment in client environment as per client's requirements (where necessary)
- Brand and Model Number of quoted equipment must be mentioned. (Where applicable)
- Technical Brochures of quoted equipment must be attached. (Where applicable)

PROCUREMENT OF STATIONERY
TECHNICAL PARAMETERS

Category	Description		Marks
Relevant Experience (Max points 15)	3 to 8 years		5
	9 to 14		10
	15 and above		15
Financial (Max points 25)	Annual Turnover	Rs. 1 million	5
		Rs. 2 million	10
		Rs. 3 million and above	15
	Audited Financial Reports	For the Past 3 Years	5 (1.67 per year)
	Income Tax Returns	For the Past 3 Years	5 (1.67 per year)
Relevant Projects in Govt. public sector university and Semi Govt. Departments (Minimum 03 Projects)	Cost of 3 Projects in the Past 5 Years Each project carries 10 Marks	Rs. 1.5 million and above each	30
Human Resource (Max points 20)	Total Number of Employees including minimum 3 Designer/ Professional	0 – 10	10
		11 – 30	15
		31 and above	20
Company Website	Accomplished with Complete Products and Details		5
At least 1 Repair / After Sale Service Satisfactory Certificate from Semi Government / Government Departments			5

Note:

- Verifiable documentary proofs for all above requirements are mandatory.
- Vendor/ Supplier will be responsible for transportation and installation of equipment in client environment as per client's requirements. (Where applicable)
- Sample may be provided within 7 working days if required.
- Passing marks will be 50 for technical qualification.

Convener Technical Committee



FINANCIAL PROPOSAL

TENDER NO. 19 / 2023

FINANCIAL PROPOSAL

Lot No.1: Stationery

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