

**AYUB MEDICAL COLLEGE**  
**ABBOTTABAD**

**BIDDING DOCUMENT FOR**  
**PROCUREMENT OF STATIONARY ITEMS**

**Medical Teaching Institution, Abbottabad**  
**Ayub Medical College**  
Mansehra Road, Mandian Abbottabad  
Tel. No. Dean office: 0992-9311100

## CONTENTS

INVITATION FOR BIDS.....	3
INSTRUCTIONS TO BIDDERS .....	4
Price Schedule in Pak. Rupees.....	6
GENERAL TERMS AND CONDITIONS.....	7
SUPLY ORDER.....	8
SPECIFICATIONS FOR STATIONERY ITEMS.....	9

## **INVITATION FOR BIDS**

1. The **Dean Ayub Medical College Abbottabad** now invites sealed bids from eligible bidders for the supply of **Stationery items**.
2. Interested eligible bidders may obtain further information from and inspect the bidding documents at the Account Branch/ Procurement Cell, Ayub Medical College, Mansehra Road Abbottabad
3. Bidding documents can be obtained from Accounts Branch Ayub Medical College Abbottabad during office hours on payment of Rs.500/- for each item. (Non-Refundable) and are also available on the institutional website. <http://www.ayubmed.edu.pk>.
4. Tenders/bids should reach the office of the undersigned till 11:00 A.M on or before **22/08/2019** on the following address:

**Dean, Medical Teaching Institution, Ayub Medical College,  
Main Mansehra Road, Mandian, Abbottabad**

5. Received tenders/bids will be opened at 11:30 A.M on **the same date** i.e. 22/08/2019 in the Conference room of AMC in the presence of bidders or their representatives who choose to attend.
6. The bidders are requested to give their best and final prices as no negotiations are expected.

**Dean Medical Teaching Institution, Abbottabad  
Ayub Medical College  
Mansehra Road, Mandian Abbottabad  
Tel. No. Dean office: 0992-9311100**

## **INSTRUCTIONS TO BIDDERS**

1. The bidder/ proponent must submit the proposals in sealed envelopes as specified in clause b) of Section (2) of Rule 6 of KPPRA Rules 2014 i.e. *Single stage, one envelop procedure*.
2. The proposal shall be typed in English with legible font type and size. Any hand written part or full proposal (either technical or financial) shall be rejected.
3. The proposals must be on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen in alphabetical order).
4. The envelopes should be on the name **(Dean, Ayub Medical College, Medical Teaching Institution, Abbottabad)**.
5. The proposal shall contain last year Income Tax Return, Sales and income tax registration certificate, Active Taxpayer Certificate and financial bank statement of last one years.
6. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
7. The bidder shall specify validity in days; the procuring entity may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
8. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
9. The proposals should be in accordance with enclosed specifications.
1. **Response time:** All bidders shall submit proposals as per these instructions on or before **22/08/2019** at 11:00 A.M. These tenders/bids will be opened at 11:30A.M by the Institutional Purchase Committee on the same day.
10. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.

11. The bidder shall deposit bid security in the shape of CDR of **Rs.20,000/-** in favour of **Dean Ayub Medical College** with procuring entity along with the Financial Proposal.
12. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions. The rejection reason will be communicated to the respective bidder.
13. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
14. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).
15. If the bidding document is downloaded from the institutional web site, the fee has to be deposited in the Accounts Branch and the original receipt must be attached with the bidding document.
16. No tenders/bids shall be accepted without original fee receipt.

## Price Schedule in Pak. Rupees

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_ Page of \_\_\_\_\_

1	2	3	4	5	6	7
Item	Description	Country of Origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>

Signature of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

## **GENERAL TERMS AND CONDITIONS**

Following are the details regarding request for quotation for Stationery items

S.No	Description / Specification	Qty.	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total
1.	Stationery items					

Matrix to be filled by the bidder as per the instructions laid down here.

### **General Terms and Conditions**

- The Authorized Dealers/Sole Agents/Authorized Distributors/Registered Firms who are registered with Federal Board of Revenue for Income Tax and Sales Tax and are active Tax payers are eligible to participate in the bidding.
- Bidding documents can be obtained from Accounts Branch Ayub Medical College Abbottabad during office hours on payment of Rs.500/- for each item. (Non-Refundable).
- **An amount of Rs.20000/- in shape of CDR as Bid Security in favour of Dean Ayub Medical College must be attached with the Financial Bid.**
- The rates quoted by the Authorized Dealers/Sole Agents/Authorized Distributors/Registered Firms shall be valid up to 30<sup>th</sup> September 2020. The supply orders will be issued as per requirement and demand from the concerned Department.
- The bidding procedure shall be **Single stage, one envelop** as per KPPRA rules 2014.
- No conditional bid shall be acceptable.
- A pre- bid meeting of all intended bidders will be held on **09/08/2019** at Procurement Cell of Ayub Medical College, Abbottabad
- The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document

Yours truly

For and On behalf of  
**Dean Medical Teaching Institution, Abbottabad**  
**Ayub Medical College**  
Mansehra Road, Mandian Abbottabad

## SUPLY ORDER

The supply order shall carry the following information:

- the name of the supplier;
- the date of issue of the supply Order;
- the delivery address;
- the name of the procuring entity purchasing the items;
- the supply Order Number;
- the quantity of each item required;
- any part or pattern number for each item;
- a brief description of each item;
- the unit cost or rate for each item as per quoted price;
- The delivery period.
- Whether the delivery is to be made in lots.
- Incomplete or defective delivery/ substandard delivery shall be returned on the cost of the contractor.
- In case the supplier / contractor fail to replace the substandard/ defective items with the stipulate time the CDR shall be confiscated in favor of the institution and the process for blacklisting of the respective firm/supplier shall be initiated accordingly.

## **SPECIFICATIONS FOR STATIONERY ITEMS**

<b>S. No.</b>	<b>Name of item</b>	<b>Specifications</b>	<b>Unit</b>
1	Calculator 14 Digits	Citizen, Casio	Each
2	Student Progress Card (Different colours)	As per sample	Each
3	Cash Book	As per sample	Each
4	Cartridge for HP Inject 6800	HP Original	Each
5	Cartridge Color Printer Laser jet pro 400-Color	HP Original	Each
6	Cartridge for HP LaserJet Printer # 2035and 2055 (05A)	HP Original	Each
7	Cartridge for HP Laser jet Printer # P1102 and 1120(85A)	HP Original	Each
8	Printer Cartridge HP-Laser Jet Pro-M402dn (26A)	HP Original	Each
9	Printer Toner (Samsung ML-1675)	Original	Each
10	Toner for HP Laser jet Printer 4250 (42A)	HP Original	Each
11	Toner HP 1200 (15A)	HP Original	Each
12	Toner HP 2015 ( 53A)	HP Original	Each
13	Typing Rabin for Olympia Typewriter		Each
14	Fax Machine Toner (Canon FX-9)		Each
15	Cloth (Markeen)	As per sample	Per Meter
16	Correction Pen	Dux, Picasso or Equivalent	Each
17	Duster Cloth	As per Sample	Each
18	White Board Duster	Best Quality	Each
19	Envelops	5"x11"	Each
20	Envelops	11"x15"	Each
21	Envelops	10"x12"	Each
22	Envelops	9"x4"	Each
23	Eraser	Best Quality	Each
24	File Covers with clips	As per Sample	Each
25	File Covers with Tag	As per Sample	Each
26	Student file	As per Sample	Each
27	Flappers	As per Sample	Each
28	Glue Stick 36gm	UHU or Equivalent	Each
29	Heavy Duty Staple Machine	Best Quality	Each
30	High Lighter	Mercury, Dollar, Equivalent	Each
31	Ink for pad Black	Best Quality	Each
32	Ink for pad Blue	Best Quality	Each
33	White Board Marker	Dollar or Equivalent	Each
34	Marker Overhead Projector (Black, Blue, Red, Green)		Each

35	Drafting pads (6.5"x8")	Total pages are 80. Minimum 23 lines per page and lines on both side of the paper.	Each
36	Stamp pad	Best Quality	Each
37	Paper Clip (Pkts)	Best Quality	Each
38	Photostat Paper imported AA, Legal Size, 80 gram (500 Sheets)	Double A or equivalent	Each
39	Photostat Paper imported AA A-4 Size, 80 gram (500 Sheets)	Double A or equivalent	Each
40	Photostat paper legal 70 grams (500 Sheets)	Copymate or equivalent	Each
41	Ball Points with cap Blue	Piano or Equivalent	Each
42	Stapler Pins 23/24, 23/20, 23/17, 23/15, 23/8, 23/6	Dollar Or Equivalent	Per Packet
43	Punch Double Hole Medium	Dux Or Equivalent	Each
44	Punch Machine (Heavy Duty)	Dux Or Equivalent	Each
45	Register Attendance for students	As per Sample	Each
46	Register Small Size	70gm VRG paper, Minimum 200 pages, minimum 36 lines per page.	Each
47	Register Large Size	70gm VRG paper, Minimum 400 pages, minimum 33 lines per page.	Each
48	Dispatch Register	As per Sample	Each
49	Log Books (Gynea, Medicine, Ortho, Peads, Surgery)	As per Sample	Each
50	Box Files 11"x13"	As per Sample	Each
51	Scale Steel	Sword Fish or Equivalent	Each
52	Seal Lock	Best Quality	Each
53	Sharpeners	Best Quality	Each
54	Answer Sheets	As per Sample	Each
55	Continuation Sheets	As per Sample	Each
56	Soap 146 gram	Lifebuoy or equivalent	Each
57	Stapler Machine Medium with Puller (Staple Pin Remover)	In which 24/6 staples will be used.	Each
58	Masking Tape 2 inch	Best Quality	Each
59	Scotch Tape 1 inch	Fuji or equivalent	Each
60	Tissue Paper Box	Rose Petal or Equivalent	Each
61	Tissue Roll	Rose Petal or Equivalent	Each
62	Blazer Cloth	As per sample	Each
63	Air Freshner	Best Quality	Each
64	Scissors Medium Size, Large Size	As per Sample	Each