

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

**BIDDING DOCUMENT FOR**  
**PROCUREMENT OF STATIONERY ITEMS**

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

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## **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.1000/- 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 10:30 A.M on or before **20/08/2020** on the following address:  

**Dean, Medical Teaching Institution, Ayub Medical College,  
Main Mansehra Road, Mandian, Abbottabad**
5. Received tenders/bids will be opened at 11:00 A.M on **the same date** i.e. 20/08/2020 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 **20/08/2020** at 10:30 A.M. These tenders/bids will be opened at 11:00A.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 or a bank draft of Rs. 1,000/- in favour of Dean, Ayub Medical College may also be deposited.
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 2021. 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 11/08/2020 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**

**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.	Calclator 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 (85A)	HP Original	Each
8.	Cartridge for HP Laser jet Printer # 1120 (32A)		
9.	Printer Cartridge HP-Laser Jet Pro-M402dn (26A)	HP Original	Each
10.	Printer Toner (Samsung ML-1675)	Original	Each
11.	Toner for HP Laser jet Printer 4250 (42A)	HP Original	Each
12.	Toner HP 1200 (15A)	HP Original	Each
13.	Toner HP 2015 ( 53A)	HP Original	Each
14.	Typing Rabin for Olympia Typewriter		Each
15.	Fax Machine Toner (Canon FX-9)		Each
16.	Cloth (Markeen)	As per sample	Per Meter
17.	Correction Pen	Dux, Picasso or Equivalent	Each
18.	Duster Cloth	As per Sample	Each
19.	White Board Duster	Best Quality	Each
20.	Envelops	5"x11"	Each
21.	Envelops	11"x15"	Each
22.	Envelops	10"x12"	Each
23.	Envelops	9"x4"	Each
24.	Eraser	Best Quality	Each
25.	File Covers with clips	As per Sample	Each
26.	File Covers with Tag	As per Sample	Each

27.	Student file	As per Sample	Each
28.	Flappers	As per Sample	Each
29.	Glue Stick 36gm	UHU or Equivalent	Each
30.	Heavy Duty Staple Machine	Best Quality	Each
31.	High Lighter	Mercury, Dollar, Equivalent	Each
32.	Ink for pad Black	Best Quality	Each
33.	Ink for pad Blue	Best Quality	Each
34.	White Board Marker	Dollar or Equivalent	Each
35.	Marker Overhead Projector (Black, Blue, Red, Green)		Each
36.	Permanent Marker	Dollar or Equivalent	
37.	Drafting pads (6.5"x8")	Total pages are 80. Minimum 23 lines per page and lines on both side of the paper.	Each
38.	Stamp pad	Best Quality	Each
39.	Paper Clip (Pkts)	Best Quality	Each
40.	Photostat Paper imported AA, Legal Size, 80 grams (500 Sheets)	Double A or equivalent	Each
41.	Photostat Paper imported AA A-4 Size, 80 grams (500 Sheets)	Double A or equivalent	Each
42.	Photostat paper legal 70 grams (500 Sheets)	Copymate or equivalent	Each
43.	Ball Points with cap Blue	Piano or Equivalent	Each
44.	Stapler Pins 23/24, 23/20, 23/17, 23/15, 23/8, 23/6	Dollar Or Equivalent	Per Packet
45.	Punch Double Hole Medium	Dux Or Equivalent	Each
46.	Punch Machine (Heavy Duty)	Dux Or Equivalent	Each
47.	Register Attendance for students	As per Sample	Each
48.	Register Small Size	70grm VRG paper, Minimum 200 pages, minimum 36 lines per page.	Each
49.	Register Large Size	70grm VRG paper, Minimum 400 pages, minimum 33 lines per page.	Each
50.	Dispatch Register	As per Sample	Each
51.	Log Books (Gynea, Medicine, Ortho, Peads, Surgery)	As per Sample	Each

52.	Box Files 11"x13"	As per Sample	Each
53.	Scale Steel	Sword Fish or Equivalent	Each
54.	Seal Lock	Best Quality	Each
55.	Sharpeners	Best Quality	Each
56.	Answer Sheets	As per Sample	Each
57.	Continuation Sheets	As per Sample	Each
58.	Soap 146 gram	Lifebuoy or equivalent	Each
59.	Stapler Machine Medium with Puller (Staple Pin Remover)	In which 24/6 staples will be used.	Each
60.	Masking Tape 2 inch	Best Quality	Each
61.	Scotch Tape 1 inch	Fuji or equivalent	Each
62.	Scotch Tape 2 inch	Fuji or equivalent	Each
63.	Double Tape 1 Inch	As per Sample	Each
64.	Tissue Paper Box	Rose Petal or Equivalent	Each
65.	Tissue Roll	Rose Petal or Equivalent	Each
66.	Blazer Cloth	As per sample	Each
67.	Air Freshener	Best Quality	Each
68.	Scissors Medium Size, Large Size	As per Sample	Each
69.	Bulldog / Fold back clips	As per Sample	Each
70.	Yellow Stickies	As per Sample	Per Packet
71.	Sticky Tabs	As per Sample	Per Packet
72.	Pencil	ORO Granite	Each
73.	Tag Large, Small	As per Sample	Each
74.	Indent Book	200 Pages with numbering	Each
75.	Peon Book	As per Sample	Each