

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: 0992-637508

CONTENTS

INVITATION FOR BIDS.....	3
INSTRUCTIONS TO BIDDERS	4
Price Schedule in Pak. Rupees.....	6
GENERAL TERMS AND CONDITIONS.....	8
SUPLY ORDER.....	9
SPECIFICATIONS FOR STATIONERY ITEMS.....	10

INVITATION FOR BIDS

1. The **Dean Ayub Medical College Abbottabad** now invites sealed bids under framework contract 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 11:00 A.M on or before **10/01/2025** 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. 10/01/2025 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.
7. A pre bid meeting of the intended bidders will be held on 27-12-2024 at 11:00 A.M in the Procurement Cell of Ayub Medical College Abbottabad.

Dean Medical Teaching Institution, Abbottabad

Ayub Medical College

Mansehra Road, Mandian Abbottabad

Tel. No. Dean office: 0992-382028

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 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 terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
6. 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.
7. 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.
8. The proposals should be in accordance with enclosed specifications.
1. **Response time:** All bidders shall submit proposals as per these instructions on or before **10/01/2025** at 11:00 A.M. These tenders/bids will be opened at 11:30A.M by the Institutional Purchase Committee on the same day.
9. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
10. The bidder shall deposit bid security in the shape of CDR of **Rs.50,000/-** in favour of **Dean Ayub Medical College, Abbottabad** with procuring entity along with the Financial Proposal.

11. 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.
12. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
13. 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).
14. 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.
15. No tenders/bids shall be accepted without original fee receipt.
16. Action against the contractors will be taken as per Blacklisting Manual who is found to be involved in corrupt practices.

MANDATORY DOCUMENTS

1. Registration Certificate with FBR for NTN and STRN
2. Last three years Bank Statement
3. Last year Income Tax Return
4. Affidavit for Non Blacklisting

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 ³

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.1000/- for each item. (Non-Refundable).
- **An amount of Rs.50,000/- 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 31 December 2025. 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.
- 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

SUPLLY 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.

QUANTITY AND SPECIFICATIONS OF ITEMS

S.No	NAME OF ITEM	SPECIFICATIONS	UNIT
1	Air Freshener	Delite or Equivalent	Each
2	Answer Sheets	As per Sample	Each
3	Ball Points	As per Sample	Each
4	Binder Clip 25mm – 30mm	As per Sample	Each
5	Binder Clip 45mm - 50mm	As per Sample	Each
6	Blade for Paper Cutter	As per sample	Each
7	Blazer Cloth	As per sample	Each
8	Book Binding Tape 2"	As per sample	Each
9	Book Binding Tape 3"	As per sample	Each
10	Calculator 14 Digits	Citizen, Casio or equivalent	Each
11	Cash Book	400 – 500 Pages	Each
12	Cell AA 1.5v	As Per Sample	Each
13	Cell AAA 1.5v	As Per Sample	Each
14	Cell D	As Per Sample	Each
15	Cloth (Markeen)	As per sample	Per Meter
16	Continuation Sheets	As per Sample	Each
17	Correction Pen	Dux, Picasso, Deli or equivalent	Each
18	Dak Folder	As per sample	Each
19	Desk Organizer (Table Set)	Marble	Each
20	Desk Organizer (Table Set)	Wood	Each
21	Dispatch Register	450-500 Pages	Each
22	Door Office Bell with push button	Wireless	Each
23	Double Tape 1"	Sensa, Deli or equivalent	Each
24	Drafting pads Small Size	As per sample	Each

25	Duster Cloth	As per Sample	Each
26	Dust Bin (for office use)	As per Sample	Each
27	Envelops	5"x11"	Each
28	Envelops	11"x15"	Each
29	Envelops	10"x12"	Each
30	Envelops	9"x4"	Each
31	Eraser	Deer, Dux, Deli or equivalent	Each
32	Fingertip Moistener	Local	Each
33	Flappers	As per Sample	Each
34	Glue Stick 36gm	UHU, Dux, Deli or equivalent	Each
35	Heavy Duty Staple Machine	As per sample	Each
36	High Lighter	Mercury, Dollar, Deli or equivalent	Each
37	Indent Book	As per sample	Each
38	Ink for pad Black, Blue	Mercury, Dollar or equivalent	Each
39	Pencil	Deli, ORO, Granite or equivalent	Each
40	Log Books (Gyne, Medicine, Ortho, Peads, Surgery)	As per Sample	Each book
41	Log Books (Transport)	As per Sample	Each book
42	Masking Tape 45-50mm	As per Sample	Each
43	Office File with clips	As per Sample	Each
44	Office File with Tag	As per Sample	Each
45	OMR sheet A4	80 gram imported paper/ 2 colors	Each
46	OMR sheet A5	80 gram imported paper/ 2 colors	Each
47	Paper A-5 70 GSM (500 Sheets)	As per Sample	Each Rim
48	Paper Clip Butterfly	As per Sample	Each
49	Paper Cutter	Sensa, Deli, Picasso or equivalent	Each
50	Paper Imported A-4 Size 80 GSM 500 Sheet	As per Sample	Each Rim
51	Paper Imported Legal Size 80 GSM 500 Sheets	As per Sample	Each Rim
52	Paper Pin	As per Sample	Each

53	Paper Trimmer	Steel Base	Each
54	Peon Book	As per Sample	Each
55	Permanent Marker (Black, Blue & Red)	Dollar, Piano or equivalent	Each
56	Photostat paper legal 70 GSM (500 Sheets)	As per Sample	Each Rim
57	Plastic Basket for Trash	As per Sample	Each
58	Punch Double Hole Medium	Deli, Kangaro or equivalent	Each
59	Punch Machine (Heavy Duty)	Deli, Kangaro or equivalent	Each
60	PVC Box File (Spine 3")	Deli, Kangaro, Avery or equivalent	Each
61	Refill of Toner Canon 2525 NPG-51	Refilling	Each
62	Refill of Toner Colour Printer Laser jet Pro 400	Refilling	Each
62	Refill of Toner Fax Machine FX-9	Refilling	Each
63	Refill of Toner HP 1120(32A)	Refilling	Each
64	Refill of Toner HP 1200 (15A)	Refilling	Each
65	Refill of Toner HP 2015 (53A)	Refilling	Each
66	Refill of Toner HP 2035, 2055- 5A	Refilling	Each
67	Refill of Toner HP 4250 (42A)	Refilling	Each
68	Refill of Toner HP 6800	Refilling	Each
69	Refill of Toner HP M402dn (26A)	Refilling	Each
70	Refill of Toner HP M404 (59A)	Refilling	Each
71	Refill of Toner HP P1102(85A)	Refilling	Each
72	Refill of Toner Samsung ML-1675	Refilling	Each
73	Register Attendance for Staff / Students	Legal Size, 200-250 Pages & should be printed according to the specimen provided by College	Each
74	Register Attendance for Staff / Students	Legal Size, 80-100 Pages & should be printed according to the specimen provided by College	Each
75	Register Attendance for Staff / Students	Small Size, 40-50 Pages & should be printed according to the specimen provided by College	Each
76	Register Plain	70grm VRG paper, 200-250 Pages	Each

77	Register Plain	70grm VRG paper,400-450 Pages	Each
78	Scale Steel	As per Sample	Each
79	Scissors Large Size	As per Sample	Each
80	Scissors Medium Size	As per Sample	Each
81	Scotch Tape 20-25 mm	Sensa, Deer, Deli	Each
82	Scotch Tape 45-50 mm	Sensa, Deer, Deli	Each
83	Seal Locks	As per Sample	Each
84	Sharpeners	As per Sample	Each
85	Short hand book	As per Sample	Each
86	Soap 140 gram	Lifebuoy, Safeguard, Dettol or equivalent	Each
87	Stamp pad	As per Sample	Each
88	Stapler Machine Medium with Puller	As per Sample	Each
89	Stapler Pin 23/15	As per Sample	Each pkt
90	Stapler Pin 23/17	As per Sample	Each pkt
91	Stapler Pin 23/20	As per Sample	Each pkt
92	Stapler Pin 23/24	As per Sample	Each pkt
93	Stapler Pin 23/6	As per Sample	Each pkt
94	Stapler Pin 23/8	As per Sample	Each pkt
95	Stapler Pin 24/6	As per Sample	Each pkt
96	Sticky Notes 76mm x 19mm x 4 colours	As per sample	Each pkt
97	Sticky Notes 76mmx76mm	As per sample	Each pkt
98	Stock Register 200-250 Pages	70-gram VRG Paper with page numbering	Each
99	Stock Register 400-500 Pages	70-gram VRG paper with page numbering	Each
100	Stock Register 900-1000 Pages	70-gram VRF paper with page numbering	Each
101	Student file with Clip	As per Sample	Each
102	Student file with Tag	As per Sample	Each
103	Student Progress Card (Different colours)	As per sample	Each

104	Tag Large	As per Sample	Each
105	Tag Small	As per Sample	Each
106	Thumb Pin	As per Sample	Each
107	Tissue Paper Box	150 sheets	Each
108	Tissue Roll	As per Sample	Each
109	Toner Canon 2525 NPG-51	Original	Each
110	Toner Colour Printer Laser jet Pro 400	HP Original or equivalent	Each
111	Toner Fax Machine FX-9	Canon FX-9 or equivalent	Each
112	Toner HP 1120(32A)	HP Original or equivalent	Each
113	Toner HP 1200 (15A)	HP Original or equivalent	Each
114	Toner HP 2015 (53A)	HP Original or equivalent	Each
115	Toner HP 2035, 2055- 5A	HP Original or equivalent	Each
116	Toner HP 4250 (42A)	HP Original or equivalent	Each
117	Toner HP 6800	HP Original or equivalent	Each
118	Toner HP M402dn (26A)	HP Original or equivalent	Each
119	Toner HP M404 (59A)	HP Original or equivalent	Each
120	Toner HP P1102(85A)	HP Original or equivalent	Each
121	Toner for Printer HP 107A	HP Original or equivalent	Each
122	Typing Rabin for Olympia Typewriter		Each
123	White Board Duster	As per Sample	Each
124	White Board Marker (Black, Blue, Green, Red)	As per Sample	Each
125	Refilling of Fire Extinguishers	ABC Dry Chemical Powder and CO2 or equivalent	Each
126	Antivirus (Anti-Virus 05 PCs License for 2 years)	Malware Bite or Equivalent	Each Pack
127	Antivirus (Bit Defender)	For 4 Computer	Each
128	Face Hybrid Biometric	ZKTecho Or Equivalent	Each
129	Access Control Machine (Biometric, Card, Code Support)	Support Up-to 2000 Thumbs or equivalent	Each
130	CAT-6 Cable	Pure Copper or equivalent	Per Meter

131	Computer Printer 30-40 PPM	HP or Equivalent	Each
132	Computer Printer 20-30 PPM	HP or Equivalent	Each
133	Computer Printer 15-20 PPM	HP or Equivalent	Each
134	Crimping Tool Box Set Including RJ45 crimper, Tester & Cutter	Best Quality or equivalent	Each
135	Hand Mic ,Wireless Mic, Over Head Mic	(SGDR, Shure, sennheiser) With Floor Stand or equivalent	Each
136	Head Phone	(Wired with Microphone Over the Ear Headphones) Logitech or Audionic or equivalent	Each
137	KEY Board	HP or Equivalent	Each
138	KEY Board Wireless	HP or Equivalent	Each
139	USB (4,8,16,32,64 GB)	Samsung, Kingston, Sony, HP or equivalent	Each
140	Repair/ Up gradation of Computers	Core i3 or equivalent	Each
141	Repair/ Up gradation of Computers	Core i5 or equivalent	Each
142	Magnetic Door Lock with Indoor Button, 12V Adapter		Each
143	Mouse	HP or Equivalent	Each
144	Mouse Wireless	HP or Equivalent	Each
145	Multimedia (3200 Lumens to 3600 Lumens)	(Sony/Panasonic/Hitachi) or equivalent	Each
146	Lamp holder of overhead projector	As per sample	Each
147	Adjustable Roof Stand for Multimedia (Best Quality)		Each
148	Tripod Portable Projector Screen	Size 6 x 6 feet	Each
149	Scanner	HP ScanJet Pro 2500 F1 Flatbed or Equivalent	Each
150	Slide Presentation Pointer		Each
151	Laser Pointer		Each
152	USB Cable 10,15,20 Meter		Each
153	VGA Cable 1-2meter		Each
154	VGA Cable 10,15,20,25 Meter		Each
155	Power Cable 1-2 meter		Each

156	Power Cable 10,15,20,25 Meter		Each
157	HDMI Cable 1-2 meter		Each
158	HDMI Cable 10,15,20,25 Meter,		Each
159	Rewriteable DVD		Each
160	Hard Drive (Expansion) 1TB, 2TB, 3TB, 4TB		Each
161	Batteries for Walkie Talkie (Wireless Sets) 01 year Warranty	Ni-MH Batteries Pack BP-264 7.2V/ 1400 mAh	
162	Desktop computer systems	Core i7 12th Generation or higher	Each
		RAM: 8 GB,HDD: 256 GB SSD	
		DVD RW, LCD 23"	
		Windows 10 Professional 64 bit	
		All other Original accessories	
163	Desktop computer systems	Core i5 12th Generation or higher	Each
		RAM: 8 GB,HDD: 256 GB SSD	
		DVD RW, LCD 23"	
		Windows 10 Professional 64 bit	
		All other Original accessories	