

BIDDING DOCUMENTS

Tender No. 37-19
FRAMEWORK CONTRACT OF ANNUAL STATIONERY STORE ITEMS FOR
FINANCIAL YEAR 2018-19

FINANCIAL YEAR (2018-19).



KING EDWARD MEDICAL UNIVERSITY, LAHORE



KING EDWARD MEDICAL UNIVERSITY, LAHORE

TENDER No. 37-19

FRAMEWORK CONTRACT OF ANNUAL STATIONERY STORE ITEMS FOR FINANCIAL YEAR 2018-19

KING EDWARD MEDICAL UNIVERSITY, LAHORE UNDER PPRA RULES 2014(amended up to 30.11.2017).

Tender Fee:	Rs. 500/-
Last date of Issuance:	As per tender notice.
Receiving Date & Time:	As per tender notice.
Opening date & Time:	As per tender notice.
Venue:	<u>Patiala Block KEMU, Lahore</u>
Bid Security:	2% of estimated value in the shape of CDR in the name of Vice Chancellor, KEMU, Lahore (A copy with technical Proposal also).

PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm:

Complete Address:

Office Telephone /Fax No:

Name of authorized representative:

Cell No. of Authorized Representative:

CNIC No. (Copy attached):

Sales Tax Reg. No:

Income Tax No. (N.T.N):

Amount of Tender Fee deposited:
(Copy Attached)

(AFFIDAVIT MUST BE PROVIDED ON STAMP PAPER OF Rs. 20/-)

We M/S -----solemnly affirm that we are not suspended/Black listed/defaulters of any Government/Autonomous Institution at any time. We accept the terms & conditions of the bidding documents. In case of any violation of any of the terms and conditions, our security/call deposit may be forfeited. We further undertake that such an action of the administration shall not be challenged in any court of law.

We also confirm to abide by all the terms and conditions laid down in the bidding documents or any subsequent amendment made therein by the KEMU. Maintenance of equipment/items and replacement of the defective items / parts will be done without any cost during warranty.

**SIGNATURE OF THE BIDDER
STAMP**



KING EDWARD MEDICAL UNIVERSITY, LAHORE

Tender No. 37-19
FRAMEWORK CONTRACT OF ANNUAL STATIONERY STORE ITEMS FOR
FINANCIAL YEAR 2018-19
UNDER PPRA RULE 2014

TERMS & CONDITIONS

1. Sealed offers are invited from all importers/Suppliers/manufacturers/whole sale dealers/ distributors having good repute for the Purchase of above mentioned goods for King Edward Medical University, Lahore on **FOR Basis** according to the specifications attached with the bidding documents, as per schedule.
2. Tender should be addressed to the Vice Chancellor, King Edward Medical University, Lahore.
3. The following documents must be attached with the tender. Otherwise the tender shall be rejected without consideration:-

S. No.	KNOCK OUT CLAUSES	YES/NO	PAGE#
1	Original receipt for purchase of tender		
2	An affidavit on stamp paper of Rs. 20/- regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted (as per sample).		
3	Original CDR of bid security (2% of estimated price) in the name of VC KEMU.		

The bid should be submitted, all pages numbered with an index, bound in pin.

4. The bid shall be received under the following PPRA rule:

38(1) single stage one envelope containing the proposal.

Evaluation Criteria

A. Technical Evaluation

- a) Company's Profile & Performance
- b) Product/services specifications, manufacturer, model, authorization, warranty etc.

B. Financial Evaluation

Lowest rate

Company's Profile & Performance/Eligibility Criteria.

For the purposes of evaluation the word "Product" means the specific item included in the bid. Marking will be as follows:-

DO NOT FILL THIS FORM. JUST ATTACH THE REQUIRED DOCUMENTS. THIS IS A SAMPLE FOR YOUR INFORMATION.

Sr. No.	Parameters	Details	Total Marks	Remarks															
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Total marks: 100

Qualifying marks: 65%

Product/Services Evaluation

1.	Acceptance of Make/manufacturer/model	<table border="1"> <tr> <td>i</td> <td>No</td> <td></td> </tr> <tr> <td>ii</td> <td>Yes</td> <td></td> </tr> </table>	i	No		ii	Yes		Approved/Rejected
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In case the procurement comprises different categories of goods, works or services the evaluation shall be item wise.

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- i. Is received after the date and time fixed for its receipt.
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- iii. Is conditional.
- iv. Is given by a firm black listed, suspended or removed from any institution Public or Private in the Country.
- v. Is received with a validity period shorter than that specified in the bidding document.
- vi. Does not conform to the general conditions in the bidding documents.
- vii. Is received without the bid security as specified in bidding documents.
- viii. Is not duly signed by the bidder or the authorized representative.


General Terms.

1. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
2. The bidder shall submit the bid indicating the goods to be supplied, a brief description of the goods, their packing, quantity, price schedule with unit price and total bid price of the goods.
3. Alternate offers without separate tenders will not be considered.
4. The bidder is required to offer competitive price. All prices must include the General Sales Taxes and other taxes/ duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the procuring agency.
5. Prices shall be in Pak Rupee on FOR basis and in case of CPT/CFR in the currency of the country of origin.
6. Bids shall remain valid for period of (180) days after opening of Technical bid. The bid validity will be extendable equal to the period of the original bid validity with mutual consent of the parties. A bid valid for a shorter period shall be rejected as non-responsive.
7. If the bid acceptance within the bid validity period is not accepted by the bidder, the bid security shall be forfeited.
8. The successful bidder shall furnish a Performance Security equal to 5% of the bid value in the shape of Pay Order/CDR in the name of VC KEMU before the final order.
9. No interest shall be payable by the procuring agency on the securities.
10. The KEMU authorities, at any stage of the procurement may ask the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.
11. Failure to submit the tender in the manner prescribed in the invitation to tender may render the tender unacceptable.
12. The authority reserves the right of accepting the quantity offers fully or in part subject to technical scrutiny.
13. The offer should be strictly as per specifications of the tender.
14. A bidder quoting against this Invitation to bids shall be deemed to have read and understood the conditions thereof and the particulars of the goods/services required by the purchaser and their specification etc.

SPECIAL TERMS

1. The equipment/machinery shall be supplied on "Turn Key" basis, meaning thereby that all the pre-requisites for the efficient working of the machinery to be supplied and installed by the contractor are fulfilled.
2. **The contractor may be required by KEMU authorities to get the sample of one or all the tender items approved prior to final purchase order.**
3. Vermin protection & Rodent proof measures shall be the responsibility of the contractor/supplier.
4. Downtime (the period during which a machine is out of action or unavailable for use) shall not be allowed beyond 12 hours. If it exceeds it will result in a deduction of 0.1% of the cost of purchase per day from security deposit and the contractor may face blacklisting.
5. **GUARANTEE CERTIFICATE.** The manufacturer/supplier shall submit a certificate at the time of delivery that the products being supplied are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given in the bidding documents. The contractor shall supply two copies of service manual.
6. The inspection committee of King Edward Medical University, Lahore will conduct inspection of the supplied items.
 - a. If found substandard and not conforming to the specifications as per data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
 - b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods thus supplied would be usurped, bid security forfeited and proceedings for blacklisting initiated.
7. The transportation of the goods/equipment to their final destination shall be arranged and paid for by the contractor/supplier.
8. **LATE DELIVERY:** Supply should be done in accordance with the time schedule mentioned in the purchase order. In case of late supply, beyond the specified period, a penalty @ of 0.067 % per day of the cost of contract will be deducted from the final payment.
9. **INCIDENTAL CHARGES.** The supplier shall be responsible for all the incidental service charges including taxes. The procuring agency shall not pay any extra amount against any expenditure incurred, as the contract shall be construed as fixed amount and includes all costs.
10. A bidder quoting against this Invitation to bid shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.
11. In case of a dispute, the decision of the Vice Chancellor, KEMU, Lahore shall be final.

B


The Vice Chancellor, *Sulaiman*
King Edward Medical University,
Lahore. *Dr!*

Specifications for Stationery Items 2018-19			
Sr. No.	Item Name	Quantity	Unit Name
1	ACR Form Gazzetted	1000	Piece
2	Ball Point Plano 0.8mm (Blue)	346	Packets
3	Ball Point Plano Plain (Best Quality)	62	Packets
4	Binding Tape 2" (Best Quality)	55	Piece
5	Binding wire clip	200	Piece
6	Box file Meran Single Ring (Best Quality)	200	Piece
7	Box file with ring (Best Quality)	470	Piece
8	Contigency Register 70gm (Best Quality)	20	Piece
9	Drafting Pad small (70gm) (150 pages) (Best Quality)	100	Piece
10	Envelope A4 brown 70gm	7500	Piece
11	Envelope Brown 9x4 70gm (Best Quality)	6000	Piece
12	Envelope large brown 70 gm	1200	Piece
13	Envelope White 9x4 Plain 70 gm	2000	Piece
14	Expense Register 250 pages 70gm	77	Piece
15	File cover KEMU (Monogram)	13650	Piece
16	Fluid & thinner (Best quality)	10	Piece
17	Fluid white pen kita / equivalent	292	Piece
18	Gell Pen Uni micro (Best Quality)	224	Packets
19	Gum Small 05 own (Best Quality)	176	Piece
20	Gum Stick 21 gm UHU / equivalent	535	Piece
21	Ink Blue, Black Dollar equivalent 60 ml	113	Piece
22	Ink for stamp pad (Best Quality)	226	Piece
23	Lead Pencil Deer / equivalent	284	Packets
24	paper A4 120gm best quality	30	Piece
25	Paper A4 size 100 gm Imported	150	Piece
26	Paper A4 size 80gm (Imported)	2956	Piece

B

Handwritten signature and date: 8/1/19

Handwritten initials: J.S.

Specifications for Stationery Items 2018-19			
27	Paper Clip (Best Quality)	116	Piece
28	Paper Legal Size 100 gm (Imported) (Best Quality)	150	Piece
29	Paper Legal Size 80gm Imported (Best Quality)	355	Piece
30	Paper Puncher 1 Hole (Best Quality)	50	Piece
31	Paper Puncher 2 hole (Best Quality)	62	Piece
32	Pin Remover (Best Quality)	107	Piece
33	Pointer Dollar / equivalent (Blue + Black)	262	Packets
34	Rubber Dux (Best Quality)	305	Packets
35	Scissor (best quality)	100	Piece
36	Scotch Tape 1" Deer / equivalent	124	Piece
37	Scotch Tape 2" Deer / equivalent	124	Piece
38	Scotch Tape 3" Deer / equivalent	142	Piece
39	Separator Plastic	10	Packets
40	Stapler Fuji Medium / equivalent	101	Piece
41	Stapler Pin Silver X24/6	660	Packets
42	Stick Note 2x3 Different Colors	110	Packets
43	Stick Note 3x3 different colors	110	Packets
44	Table Diary Update (Best Quality)	102	Piece
45	Table Set Marble (best quality)	40	Piece
46	Tag Small 01 Guchi Pack	216	Packets
47	Tape Dispenser	50	Piece
48	Uni Ball Signo blue + black best quality	112	Packets
49	Ward Card 3rd year	100	Piece
50	Ward Card 4th year	450	Piece





BIDDING DOCUMENTS

Tender No. 38-19
PURCHASE OF MATERIAL REQUIRED FOR 159TH ANNUAL SPORTS WEEK TO
BE HELD IN FEBRUARY 2019
FINANCIAL YEAR 2018-19
FINANCIAL YEAR (2018-19).



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PARTICULARS OF THE PARTICIPATING FIRMS

Name of Firm: _____

Complete Address: _____

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(AFFIDAVIT MUST BE PROVIDED ON STAMP PAPER OF Rs. 20/-)

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3. Vermin protection & Rodent proof measures shall be the responsibility of the contractor/supplier.
4. Downtime (the period during which a machine is out of action or unavailable for use) shall not be allowed beyond 12 hours. If it exceeds it will result in a deduction of 0.1% of the cost of purchase per day from security deposit and the contractor may face blacklisting.
5. **GUARANTEE CERTIFICATE.** The manufacturer/supplier shall submit a certificate at the time of delivery that the products being supplied are brand new, of latest approved model, absolutely free from material and manufacturing defects and are in accordance with the specifications given in the bidding documents. The contractor shall supply two copies of service manual.
6. The inspection committee of King Edward Medical University, Lahore will conduct inspection of the supplied items.
 - a. If found substandard and not conforming to the specifications as per data sheet provided by the bidder, the same shall be returned for replacement at the cost of supplier.
 - b. If the supplier fails to replace the goods rejected by the inspection committee within the stipulated time, the goods thus supplied would be usurped, bid security forfeited and proceedings for blacklisting initiated.
7. The transportation of the goods/equipment to their final destination shall be arranged and paid for by the contractor/supplier.
8. **LATE DELIVERY:** Supply should be done in accordance with the time schedule mentioned in the purchase order. In case of late supply, beyond the specified period, a penalty @ of 0.067 % per day of the cost of contract will be deducted from the final payment.
9. **INCIDENTAL CHARGES.** The supplier shall be responsible for all the incidental service charges including taxes. The procuring agency shall not pay any extra amount against any expenditure incurred, as the contract shall be construed as fixed amount and includes all costs.
10. A bidder quoting against this invitation to bid shall be deemed to have read and understood the conditions thereof and the particulars of the stores required by the purchaser and their specification etc.
11. In case of a dispute, the decision of the Vice Chancellor, KEMU, Lahore shall be final.


The Vice Chancellor,
King Edward Medical University,
Lahore 

159th Annual Sports Week 2019

Medals & Shields		
Sr.#	Specifications	Quantity
1	Medals	300
2	Shield (Metal) Large 13"	7
3	Shield (Metal) 9"	7
4	Wooden Shield 9"x7"	60
5	Wooden Shield 10"x8"	70

Tenting, Catering, DJ Sound System & Refreshment

Sr.#	Specifications	Quantity
1	Pavillian for 230 Persons with Chairs and Sofas for Three Days	230 Persons
2	Stalls for MBBS Classes for Three Days	06 Nos
3	DJ Sound system for four days 26 th February to 1 st March	2 pair Speakers, 2 monitors with 1pair cordless mics
4	Food Boxes and Refreshment for Students and Guests for Three days	500 Persons
5	Lights of Hope (concert) on 26 th February 2018	3 pair Speakers, 2 monitors with 1pair cordless mics
6	Stage for Lights of Hope (Concert)	1 (size 25X25)
7	Catering for Funfair (Final Day only)	1 main canopy (size 120X120) with 20 stalls

Printing Publishing		
Sr.#	Specification	Quantity
1	Sports Magazine Art Paper 115gm, 4 Color Printing both Side	1300 Nos.
2	Certificate of Merit A4 Size 260gm, Art Card, 4 color Printing	800 Nos.
3	Certificate of Post A4 Size 260gm, Art Card, 4 color Printing	200 Nos.
4	Invitation Cards with Envelope, KEMU Logo	500 Nos.

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5	Sports News Letter 128grm, Art Paper, Both Sides, 4 color Printing	1500 Nos.
6	Organizer Card with Ribbon and Cover	220 Nos.
7	Sports Club Flex 100grm, Offset Paper, 4 color Printing	10 Nos.
8	Back Drop Flex Back Drop Flex (Cloth) 16X19 feet	01 Nos.
9	Flex Banner 25X12 feet	04 Nos.
10	Flex 5X3 feet per flex	40 Nos.
11	Sports Badges	100 Nos.
12	Sports Calendar	25 Nos.

Detail expenditure of Miscellaneous of 159th Annual Sports Week 2019.

Sr.#	Particulars	Quantity
1	Cloth	02 Roll
2	Cloth	06 Roll
3	Pocket	11
	Pocket	06
4	Flower Bokay	04
	Flower Basket	02
5	Stick	04
6	Wood	200 Feet
	Labour	
	Nut Bolt	
7	Coil (Rent)	06
	Installation+Removal	
8	Banners	02 Meter
9	Flower Basket	04
10	Bottles	80
11	Gas Ballons	100
12	Gas Ballons	100
13	Gas Ballons	100
14	TCS	50

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