



University of Science & Technology Bannu

Main Campus, Bannu Township Ph. No. 0928-633817-18, Fax No. 0928-633821, URL: <http://www.ustb.edu.pk>

Dated: December 31, 2020

University of Science & Technology, Bannu

Tender Notice No: 09/2020-21

University of Science & Technology Bannu invites sealed quotations on single stage one envelop basis from reputable firms registered with Sales Tax/ Income Tax Department with active tax payer status for Supply of Stationery items, Sweeping Materials and Toner etc from the Recurring Budget of UST-Bannu and PSDP project of Women Campus.

The tender documents will be issued on submission of a Bank Draft of Rs.2000/- (Non-refundable) from December 31, 2020 to January 19, 2021 during the office hours (Saturday and Sunday holidays) from the office of Store Officer. The tenders/ quotations will be received in sealed envelopes through Registered Post/Courier Services on **January 19, 2021** up to 11:00 a:m along with 02% earnest money of the quoted cost in the form of Call Deposit in favor of Treasurer UST, Bannu and will be opened on the same day at 12:00 noon in the Conference Room, Admin Block of Main Campus Township Bannu, in the presence of the bidders / their representatives who may like to attend.

Detailed Specifications, quantity, terms and conditions are given in the tender documents. The UST, Bannu reserves the right to reject any or all tenders clarifying the reasons for rejection. This advertisement is also available on the University and KPPRA website www.ustb.edu.pk, www.kppra.gov.pk.

Registrar
University of Science & Technology, Bannu

TENDER DOCUMENT

**For Supply of Stationery items, Sweeping Materials and Toners etc to UST-Bannu from the
Recurring Budget and PSDP project of Women Campus**



Issued by

Store Section / Secretary Purchase Committee

Administration Block, main Campus Township

University of Science & Technology, Bannu

Khyber Pakhtunkhwa, Pakistan

Ph # 0928 - 633817-18, Fax # 0928-633821, <http://www.ustb.edu.pk>

Table of Contents

S. No	PARTICULARS	PAGE#
1.	Tender Notice / Tender Schedule	01
2.	Tender Application Form	02
3.	Tender Specification	03-04
4.	Terms & Conditions	05

Mandatory Documents:

- i) Sale Tax/Income Tax Certificates/NTN or FTN with active tax payer status.
- ii) Professional Tax Certificate
- iii) Non-Blacklisting Certificate on Judicial Stamp Paper of Rs.100/=.
- iv) 2% earnest money of the total bid cost in the shape of CDR.



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Registrar
University of Science & Technology, Bannu

Tender Application Form

Tender No.09/2020-21



University of Science & Technology, Bannu

Office of the Store Officer/Secretary CPC

Administration Block, main Campus Township

www.ustb.edu.pk

1. Registered Name of the Firm (Block Letters) _____																
2. Name of CEO (Block Letters) _____																
3. CNIC Number								-								-
4. Contact Information: _____																
i. Head Office: _____																
ii. Franchise/Outlet: _____																
iii. Postal Address: _____ _____																
iv. Office No: _____ Cell No: _____ Email: _____																
5. Registration with sale Tax (Copy to be attached) _____																
6. National Tax No. (NTN): _____																
7. Aggregate of the total quoted price _____																
8. Amount of CDR (@2% of the total Amount _____																

I/We certify that I/We have carefully read all the schedule of specification, terms and condition of the tender and will abide by the terms and condition laid down in the bid document.

Signature of CEO/Bidder with stamp

Dated: ____/____/____



**Tender Specification
Tender No-09/2020-21**

University of Science & Technology, Bannu

S NO.	ITEMS	SPECIFICATIONS	QTY	Unit Price with taxes (Rs)	Total Price with taxes (Rs)
<u>A-Stationery items</u>					
1.	File Cover	Standard Size: 9.2 x 13.5 inches, (University Name & Monogram Printed) Sample will be provided	10,000 No's		
2.	Ball Point (Crystal)	Picasso Cloud preferably or equivalent, (Blue, Black)	50-Pack		
3.	Permanent Marker	Dollar or best quality	10 -Box		
4.	Pointer Pen	Dollar or best quality Blue/Black	100-Pack		
5.	Pencil	HB	20-Pack		
6.	Eraser	Bazaar or equivalent	50-Nos		
7.	Sharpener	Best Quality	50-Nos		
8.	Whitener pen	Multipurpose, Quick Dry, Imported, Standard quality	40- Nos		
9.	Binding Tap	3" core, 2"W x 15 yards. Different Color	300-Nos		
10.	Stamp Pads	Best Quality	50-Nos		
11.	Gum Stick	21 gm, preferably SHARI	240- No's		
12.	Payment Voucher	Yellow, each pad of 100-leaves	25-pads		
13.	Paper Shredder	Shredding Medium: Card, CD, Paper, Paper clips Shred capacity:30 sheets A4 70g	01-No		
14.	Scissor for Lawn Cutting	(24") Steel Handle	02-Nos		
<u>B-Sweeping Materials</u>					
15.	Brush Commode	Best Quality	100 No's		
16.	Broom (White)	Large size best quality 500gm	240 No's		
17.	Surf Cleaner	Local made, 1kg pack	200-kg		

18.	Viper large	Best Quality	150 No's		
19.	Finial Bottle	Best quality, 3-Liter	200- Bottle		
20.	Pechora stand	Best Quality	150 No's		
21.	Dustbin	Best Quality Medium size	100 No's		
22.	Dustbin	Best Quality Large size	20 No's		
23.	Brush Floor	Best Quality	150 No's		
24.	Acid	Best Quality	30-Liter		
C. Purchase of Stationer Items/Toners etc from Women Campus PSDP Project					
1.	Paper Ream	A4 Size, imported, 80gm	15-Reams		
2.	White Board	8x4, best quality a/w installation	05-Nos		
3.	White Board Marker	Black Color, Dollar	10-Pack		
4.	Duster	Best quality	20-Nos		
5.	Gum Stick	Best Quality	10-Nos		
6.	Envelope	A4 Size, best quality	100-Nos		
7.	Envelope	File Size, best quality	200-Nos		
8.	White Board Marker Ink	Dollar	05-Nos		
9.	Toner/Cartridge	Original, 26A	03-Nos		
10.	Photocopier Toner	Original, Canon 06	02-Nos		
11.	File Cover	VIP, best quality	300-Nos		
12.	Ball Point	Picasso Cloud, Blue/Black/Red	15-Packs		
13.	Pointer Pen	Blue, Black	20-Packs		
14.	Wall Clock	Best Quality	10-Nos		
15.	Whitener Pen	Best quality	10-Nos		
16.	Air Freshener	Best quality	06-Nos		
17.	Tissue Box	Best Quality	12-Nos		

Bidder Signature/Stamp with Date: _____

Note:

1. The unit rate for the items will be considered.
2. The rate of items must include all charges of transportation & Installation etc.
3. The rate shall be inclusive of all taxes/duties (Federal/Provincial).
4. For tax exemption, proper tax exemption certificate/evidence shall be provided from the quarter concerned.

Terms & Conditions

1. Rates should be quoted in Pak rupee against each item desired for bid.
2. Income Tax and Sale Tax shall be deducted at source as per rules.
3. In case of non-supply of required item(s) mentioned in the Tender documents, CDR will be forfeited in favor of the University.
4. The number of items can be increased or decreased with the approval of the Competent Authority.
5. No tender or bid shall be entertained without deposition of Tender fee @ Rs.2000/- in favor of Treasurer University of Science & Technology, Bannu.
6. No tender/bid shall be accepted without tender application form duly signed by the firm.
7. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per KPPRA Rules).
8. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
9. The bidders must submit Non-Black List Certificate (confirming that bidder has never been blacklisted by any Government/Semi Government Organization) along with their offer, failing which their offer will be rejected.
10. Conditional / incomplete tenders will not be accepted.
11. **Bid Validity:** The bid prices must be valid for at least **90 days** from the date of Tender opening. Bid extension if needed will be given as per rules.
12. **Delivery Schedule:** The successful bidder will be bound to complete supply of items within 45-days after issuance of supply order otherwise penalty at the rate of 1.5% per day late supply for the first 10 days and 4% for the subsequent period will be imposed accordingly.
13. **Payment Schedule:** Payment to the supplier will be released in 45 days subject to satisfactory inspection report from end user/Head of department/expert for the item/equipment.

14. **Earnest Money:** 2% earnest money in shape of CDR shall be deposited in the name of Treasurer, University of Science & Technology, Bannu failing which the bid document will not be entertained. The bid security of unsuccessful bidder(s) will be returned after award of supply order to the successful bidder(s), while CDR to the successful bidder(s) will be released after execution of the order/contract/payment.
15. **Late submission of Bid(s):** Any bid received after the prescribed date and time for submission of bids shall be returned unopened to the bidders.
16. **Disqualification of Supplier and Contractors:** University of Science & Technology, Bannu shall disqualify a supplier/contractor if it finds at any time that the information submitted by him concerning his qualification as supplier/contractor was false and materially inaccurate or incomplete.
17. **Rejection of Bid(s):** According to rule No.47 of KP Procurement of Goods Works and Services rules 2014, University of Science & Technology, Bannu may reject all bids or proposal at any time prior to the acceptance of bid/proposal.
18. **Acceptance of Bid(s):** The bidder with lowest evaluated bid if not in conflict with any other law, rules, regulation or policy of the Government of Pakistan shall be awarded the procurement contract.

Bidder Signature/Stamp with Date: _____