



The Islamia University of Bahawalpur

TENDER NOTICE

INVITATION FOR BIDS

Sealed Tenders are invited from GST & Income Tax registered Manufacturer/Firms or their Authorized Distributors/Dealers/Suppliers for Supply of **Stationery Items** on item rate Basis for Main Store of the Islamia University of Bahawalpur on FOR basis as per detail given below:-

Sr-No.	Category (Specifications in Tender Documents)	Estimated Cost	2% Bid Security
A	Stationery Items for Main Store	Rs. 2,940,140/-	Rs. 58,803/-

- Interested bidders may get the Tender Documents containing detailed specifications, terms and conditions from the Purchase Section, Treasurer's Office Abbasia Campus, the Islamia University of Bahawalpur during office hours 8:00 A.M. to 4:00 P.M. on submission of written application on letter head and a copy of CNIC OR can be downloaded from the IUB Website www.iub.edu.pk or PPRA website www.ppra.punjab.gov.pk on payment of (nonrefundable fee) Rs.1000/- through HBL Bank challan in A/C 14730000010403 or pay order in the name of the Treasurer Islamia University of Bahawalpur.
- 2% bid security (re-fundable)** of the total estimated cost as mentioned above in shape of Bank Guarantee shall be attached with the bid, otherwise bid will not be entertained.
- Single Stage – Single Envelope** bidding procedure will be adopted as per PPRA Rules.
- Procurement shall be governed under the Punjab Procurement Rules 2014.
- The rates should be quoted inclusive all taxes. Copy of paid bank challan Professional tax also be Provided.
- The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for rejection of all bids or proposals, but shall not be required to justify those grounds.
- Tender must reach in the Treasurer's Office on or before **29.09.2023** by **11:00 A.M.** which will be opened on the same day at **11:30 A.M.** in the presence of bidders or their representatives.
- All bids submitted after the given time, incomplete and alternate bidding shall not be accepted.
- All prevailing taxes will be applicable as per Govt. Rules & Regulations, i.e. (income tax, Sales tax, etc).
- The offered rates shall be valid upto 90-days from the date of opening of the tender.
- In case of closed/forced holidays, tender opening time/date will be considered as the next working day.



Treasurer
The Islamia University of Bahawalpur
Abbasia Campus, Bahawalpur.
Phone: 062-9250245, 9250328
Fax No: 062-9250255



The Islamia University of Bahawalpur

PROCUREMENT OF STATIONERY ITEMS FOR MAIN STORE TENDER-A FORM

1. Name of Firm: _____
2. Mailing Address: _____
3. Phone No: _____ 4. Fax No: _____
5. Tender Fee Challan No. & amount _____ CDR No. & Amount _____
6. General Sale Tax No: _____ 7. Income Tax No. _____
8. Professional Tax No: _____

Sr. #	Items As per Specification or Equivalent	Qty	Rate per Item with all Taxes
1	Eraser Piano WR 01	100 Nos	
2	Paper 70gm A4 Size AA/Equivalent	1000 Ream	
3	Paper 70gm Legal Size AA/Equivalent	100 Ream	
4	Scale Steel Fine Quality	100 Nos	
5	White Board Marker Dollar	1500 Nos	
6	Ink White Board Marker Piano	150 Nos	
7	Ball Point Blue Solo Fine	1500 Nos	
8	Ball Point Black Solo Fine	1500 Nos	
9	Ball Point Red Solo Fine	600 Nos	
10	Box File Blue Uni Plastic Made Blue color	200 Nos	
11	Led Pencil Dollar	500 Nos	
12	Stapler Pin Heavy Duty 23/17 23/10 Fuji	50 Nos	
13	Stapler Pin 24/6 Dollar	1000 Pkt	
14	Gum Stick 35g Bahadur Yes	200 Nos	
15	Packing Tape 2-inch fine quality 30 meter length PM	100 Nos	
16	Paper weight Marble Made fine quality	100 Nos	
17	Transparent 1" BULL ADHESIVE TAPE	200 Nos	
18	Transparent 2" BULL ADHESIVE TAPE	200 Nos	
19	Pointer Blue Dollar	1000 Nos	
20	Pointer Black Dollar	1000 Nos	
21	White Board Duster fine quality	200 Nos	

Note: All the bidders are required to mention the details of their product being offered by in clearly mention the name & relevant major specifications of their offered product while quoting the financial bid as well. Mere reproduction of our tender documents will not serve the purpose and the bid may be liable to be rejected by the procuring agency in such cases.

INSTRUCTIONS / TERMS & CONDITIONS:

1. Bid should be proper sealed & stamped and addressed in the name of Treasurer, the Islamia University of Bahawalpur and reach in this office (Procurement Wing) as per schedule given in advertisement.
2. The Tender Opening Committee will open the bids on same date & time advertised in newspaper in the presence of bidders, who wish to attend. In case of bid submission / opening date falls on the public holiday, the submission / opening date will be next working day at same time.
3. Bid received after due date / time will not be accepted under any circumstances.
4. The bid should be submitted along with **2%** Earnest Money Demanded (EMD) in the form of Demand Draft or CDR in favor of the Treasurer, The Islamia University of Bahawalpur.No bid shall be acceptable without EMD.
5. Bid shall remain valid for 90 days which can be increased with the mutual consent of both parties from the date of opening of the financial bid.
6. The vendor should ensure that no other Govt. organization is being offered / benefited more than this Price/discount. If the same is found at any stage recovery will be made accordingly.
7. For any Damages / Shortage during transit, bidder will be responsible & the same must be replaced within maximum 7 working days or within the time allotted by the University.
8. **5%** Security of the ordered value will be deducted at the time of payment and the said amount will be released upon the satisfactory report of end user.
9. The supply will be checked by the Technical / Inspection Committee. However, the successful vendor / supplier will ensure / responsible to supply the goods / items according to complete specification mentioned in tender document / Supply order, otherwise the whole supply will be rejected.
10. In case the vendor fails to complete the job or provide substandard articles, or withdraw his offer for any reason, the EMD will be forfeited.
11. The material must be supplied in one lot. Part supplies will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
12. No advance payment will be made in favor of tender awarded firm.
13. Item wise Lowest bid / offer will be accepted subject to the approval of the Competent Authority and the payment will be made according to policy of University / approval of competent authority.
14. Stamp Duty (Stamp Papers) @ 0.25% of total amount must be attached with the bill as per rules at the time of payment.

15. The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
16. The Store Section on report of end user shall notify the supplier in writing / through telephone immediately of any defect that occurs during the warranty period. On receipt of such intimation / notification within the warranty period, the supplier shall attend the breakdown call within a maximum of 06 working hours.
17. All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
18. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules 2014.
19. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
20. While quoting the rates of required / specified supplies, its make & model/brand should be written against each. The rates should be quoted only in Unit / Per Kg. / Per Litter / Pack/ Ream. Each according to the nature of the quotations / bids.
21. The supply shall be accepted subject to the condition of final and unchallengeable approval of the Purchase / Inspection Committee of the University.
22. The successful bidder /supplier will ensure/responsible to supply above items according to specifications.
23. Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of Supply Order.
24. In case of any dispute / violation of any term & condition of the tender clause, the decision of the Vice- Chancellor of IUB will be considered final, which will not be challengeable in any court of law.

ASSISTANT TREASURER (PROCUREMENT)

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submit bids / rates in conformity / compliance with the given instructions.

Name of Firm: _____
Name of Bidder: _____
Signature: _____
Dated: _____

Please attach the following:

- i) Copy of CNIC
 - ii) Cop of original Tender Form Fee of HBL Challan / Demand Draft
 - iii) Copy of CDR against each tender category. (Original must be attached with Financial Bid)
 - iv) Copies of Income Tax, Sales Tax & Professional Tax
 - v) Last six month bank statement attested by concerned bank.
- Copy of current Sales Tax active / not black listed firm certificate issued by FBR