

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-067

**Supply of Stationery, Computer Items, Lavatory &
Kitchen items, Electric and Miscellaneous Items
(Framework Contract for Financial Year 2018)**

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-067

Supply of Stationery, Computer Items, Lavatory & Kitchen items, Electric and
Miscellaneous Items

(Framework Contract for Financial Year 2018)

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Supply of Stationery, Computer Items, Lavatory & Kitchen items, Electric and Miscellaneous Items**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery, commissioning of all specified items through framework contract for the financial year 2018, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal and Financial Proposal** before **01:00 PM** on **28-12-2017**. Technical Proposals will be opened on same day at **01:30 PM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Dr. Zaheer Ahmed, Tel. # 068-5882464

2.4. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.5. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Previous/Current customers of related designing, composing and printing of prospectus, with contact person and telephone/fax numbers.
- iv. Detailed product design information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank letter of financial standing
- viii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- xi. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- xii. Signed and stamped Tender document
- xiii. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Agents in Pakistan for Supply.
- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after signing of the contract on judicial stamp paper of the value PKR. 1200/-which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds and order will be placed as per requirement time to time throughout financial year 2017-18.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. Delivery period will be 45 days from the date of issuance of purchase order/supply order.

- 5.11.** Delivery shall be completed according to the agreed upon schedule.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.14.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** In case any supplies/material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19.** Delivery of the items will be free of charge at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20.** Items being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote. Brochures mentioned and product details must be attached.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item

b. Company Profile

- I. Age of the company
- II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No

Fax No

**Supply of Stationery, Binding Materials, Printed Stationery, Computer Items,
Lavatory & Kitchen items, Miscellaneous & Electric Items**

(Specifications & Bid Form)

Stationery					
Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes
1	Stapler machine with Side Hook	(24/6)	Nos.	165	
2	Heavy Duty Stapler Machine Fuji Kangro or equivalent Better Stapling Capacity: 300 sheets	Applicable Staples: 23/6-23/25	Nos.	25	
3	Stapler Pins dollar/equivalent better	24/6	Pkt.	800	
4	Stapler Pins dollar/equivalent better	23/25	Pkt.	50	
5	Stapler Pins dollar/equivalent better	23/23	Pkt.	50	
6	Stapler Pins dollar/equivalent better	23/20	Pkt.	50	
7	Stapler Pins dollar/equivalent better	23/17	Pkt.	100	
8	Stapler Pins dollar/equivalent better	23/15	Pkt.	50	
9	Stapler Pins dollar/equivalent better	23/13	Pkt.	50	
10	Stapler Pins dollar/equivalent better	23/10	Pkt.	30	
11	Stapler Pins dollar/equivalent better	23/8	Pkt.	50	
12	Paper Tray 2 tier good Quality Metal Body	Medium Size	Nos.	50	
13	Envelop White Colour Fine Quality	11"x6"	Nos.	7500	
14	Envelop White Colour Fine Quality	A4	Nos.	5000	
15	Envelop White Colour Fine Quality	A3	Nos.	2000	
16	White Board Marker Blue Dollar/Equivalent Better	5 mm	Nos.	500	
17	White Board Marker Green Dollar/Equivalent Better	5 mm	Nos.	200	

18	White Board Marker Black Dollar/Equivalent Better	5 mm	Nos.	500	
19	White Board Marker Red Dollar/Equivalent Better	5 mm	Nos.	250	
20	Pointer Blue Dollar/Equivalent Better	0.3 mm	Nos.	250	
21	Pointer Black Dollar/Equivalent Better	0.3 mm	Nos.	250	
22	Pointer Red Dollar/Equivalent Better	0.3 mm	Nos.	250	
23	Paper Ream 85 grm Double A, Legal size,500 sheet equivalent/better	Legal Size	Ream	100	
24	Paper Ream 85 grm Double A, A4 size,500 sheet equivalent/better	A4	Ream	400	
25	Paper Ream 80 grm Double A, A4 size,500 sheet equivalent/better	A4	Ream	500	
26	Paper Ream 70 grm IK Tru Tone 70 gm A4 size, 500 sheet equivalent/better	A4	Ream	3000	
27	Paper Ream 70 grm IK Tru Tone 70 gm A3 size, 500 sheet, equivalent/better	A3	Ream	50	
28	Paper IK Tru Tone/Paper one 70 gm F4 (Legal) size, 500 sheet equivalent/better	F4	Ream	500	
29	Punch Machine Double Hole Opal/Lotus, Equivalent/better	30 No.	Nos.	100	
30	Punch Machine Double Hole Opal/Lotus, Equivalent/better	40 No.	Nos.	100	
31	Highlighter Pink, Master Flora, Chisel Tip Equivalent/better	HL 90	Nos.	100	
32	Highlighter Orange, Master Flora, Chisel Tip Equivalent/better	HL 90	Nos.	100	
33	Highlighter Green, Master Flora, Chisel Tip Equivalent/better	HL 90	Nos.	150	
34	Highlighter Yellow, Master Flora, Chisel Tip Equivalent/better	HL 90	Nos.	150	
35	Highlighter Blue, Master Flora, Chisel Tip Equivalent/better	HL 90	Nos.	100	
36	Highlighter Markers, Chisel Tip 1x4 pkt, (Mixed Colors)	(Mixed Colors)	Pkt.	100	
37	Paper Cutter with knife SDI (M) (0426) or equivalent/better	M 0426/3.33"x 2.22" (Inch)	Nos.	200	
38	Text Corrector Fine metal Tip, 0.8 mm, 7ml, Sensa, Equivalent/better	0.8 mm/7ml	Nos.	1200	
39	Led Pencil (Grade 2H), 1x12 pcs box, Pelikan, Gold Fish,ORO Granite, equivalent/better	2 1/2	Pkt/D ozen	250	
40	Thumb Pin Silver / Drawing Pins	Standard Size	Pkt. (Each of 50 No.)	50	
41	Thumb Pin Multicolor Fency	Standard Size	Pkt. (Each of 50 No.)	150	

42	Stamp Pad Blue Colour, pelican or equivalent/better	70x110 mm	Nos.	80	
43	Duster for white board fine quality two Sides	6 Inch	Nos.	500	
44	Attendance Register for Staff printed 50 leaf	03 Nos.	Nos.	100	
45	Stock Register / Inventory Register 500 L printed, 75 gm paper	3 No.	Nos.	150	
46	Paper Clips (Multicolor), L/Size, 100pcs box	33 mm Jumbo	Pkt.	50	
47	Paper Clips (Multicolor), M/Size, 100pcs/box	Medium Size	Pkt.	100	
48	Box Files. (Globe Lever Arch File - 280x340mmx1.8). Imported	280x340mm x1.8	Nos.	1200	
49	Document file bag with handle plastic	Standard Size	Nos.	50	
50	Ball Point Piano Silk Blue Color, Equivalent/Better	(Each of 10 No.)	Pkt	500	
51	Ball Point Piano Silk Red Color, Equivalent/Better	(Each of 10 No.)	Pkt	300	
52	Common Pin /Paper Pin (Chrysanthemum) size No.2 china	21.0 cm x 14.3 cm	Pkt	100	
53	Paper Fastener/File Fasteners -1x50, Nichico Equivalent/Better	80 mm Strong steel fasteners	Pkt	100	
54	Flags File Reference Multicolor, Good Quality	76x76 mm	Pkt	500	
55	Stainless Steel Rulers (Scale), Embossed Good Quality	12 " (Inch)	Nos.	100	
56	Paper Cutting Sheet - Plastic, Good Quality	12x12 Inch	Pkt	10	
57	Register Simple / Plain Register 300 L, 75 gm paper	65 No.(300 Pages)	Nos.	100	
58	Pen Holder/Jar for Holding Pen, Steel black Color, Good Quality	Standard Size	Nos.	50	
59	Ink Bottle for pen Blue Dollar Equivalent/Better	60 ml	Nos.	400	
60	Postit Notes Rectangle/Square Colored Good Quality	3x3	Pkt.	500	
61	Paper weight Marble (square/Rectangle shape) Good Quality	3"x3"x1-1/4"	Nos.	50	
62	Paper Separator Pad Multicolor (200 pages)	A4 size 8"x10"	Pkt.	100	
63	Pair of Scissors (Stainless Steel)	7" (Inch)	Nos.	50	
64	Note book diary ruled, 100 leaf, B-5 size	B-5 size	Nos.	100	
65	Letter Received Register / Diary Register	200 Pages	Nos.	80	
66	Gell Pen Uniball Red 1x12, Dollar Gel-1, Equivalent/Better	Dollar 0.7	Pkt.	150	

67	Gell Pen Uniball Blue 1x12, Dollar Gell-1, Equivalent/Better	Dollar 0.7	Pkt.	200	
68	Pin Opener, Good Quality Multicolor	SRL-45	Nos.	100	
69	Calculator Citizen 14 Digit, Equivalent or Better, CT-9814	CT-9814	Nos.	60	
70	CK Heavy Duty Punch Machine, Equivalent/Better	2 Hole KW-95	Nos.	10	
71	Punch Machine Double Hole Opal, Equivalent/better	15 No.	Nos.	20	
72	Heavy Duty Punch Machine good Quality	YT-95	Nos.	10	
73	Note Pads spiral binding 5"x8" without designing	5"x8"	Nos.	150	
74	Pencil Sharpener (S.S) Good Quality Fine Blade	Good Quality	Nos.	200	
75	Board Marker refill Ink (Blue), Dollar Equivalent/Better	15 ml	Nos.	200	
76	Board Marker refill Ink (Black), Dollar Equivalent/Better	15 ml	Nos.	200	
77	Board Marker refill Ink (Red), Dollar Equivalent/Better	15 ml	Nos.	100	
78	Ball Point Signature Needle Tip Black Color, Equivalent/Better	(Each of 10 No.)	Pkt	100	
79	Gell Pen Uniball Black 1x12, Dollar Gell-1, Equivalent/Better	Dollar 0.7	Pkt.	200	
80	Earser Eraser/Rubber, Al-30 Pelikan, ORO, Dux	AL 30	Nos.	500	
81	Water Sponge Damper Good Quality	Standard Size	Nos.	50	
82	Ring File Good Quality	SD A4 (35mm)	Nos.	300	
83	Double Tape White Color Good Quality	1" (Inch)	Nos.	15	
84	Ink for Stamp Pad (Violet + Black Color)	Size; 28.5 ml	Nos.	20	
85	Cut Box for File/Document Placement Black Color, Good Quality	Standard Size	Nos.	500	
86	Register Dispatch printed 200 L, 68 gm paper high finished	Standard Size (68 gm)	Nos.	100	
87	Marker Permanent Blue Dollar/Equivalent Better	5mm	Nos.	100	
88	Marker Permanent Black Dollar/Equivalent Better	5mm	Nos.	100	
89	Marker Permanent Red Dollar/Equivalent Better	5mm	Nos.	50	
90	Dollar ink (fountain pen) black, equivalent/Better	60 ml	Nos.	10	
91	Masking Tape I inch, Good Quality	01 inch	Nos.	100	

92	Paper Clips (Silver), M/Size, 100pcs/Pkt	Standard Size	Pkt	50	
93	Plastic Separator Sheet Pad Multicolor (200 Pages)	Standard Size	Pkt.	200	
94	File Flapper (Rexion) 3"x24" white doori Fine Quality	Standard Size	Nos.	100	
95	Dok/Document Wallet Folders (Best Quality)	Standard Size Files	Nos.	100	
96	Visiting Card Book fine quality (L)	200 pages	Nos.	50	
97	Table Planner Good Quality	2018	Nos.	50	
98	Scientific Calculator	fx-115 ES Plus	Nos.	10	
99	Pencil Color (24 in Packet), Fine Quality	2 1/2	Pkt.	20	
100	Corban Paper	Standard Size	Pkt.	20	
101	Drawing Sheets hard (Red)	30x24	Nos.	60	
102	Drawing Sheets hard (Blue)	30x24	Nos.	60	
103	Drawing Sheets hard (Yellow)	30x24	Nos.	60	
104	Drawing Sheets hard (Green)	30x24	Nos.	60	
105	Drawing Sheets hard (Pink)	30x24	Nos.	60	
106	Drawing Sheets Soft (Red)	30x24	Nos.	60	
107	Drawing Sheets Soft (Blue)	30x24	Nos.	60	
108	Drawing Sheets Soft (Yellow)	30x24	Nos.	60	
109	Drawing Sheets Soft (Green)	30x24	Nos.	60	
110	Drawing Sheets Soft (Pink)	30x24	Nos.	60	
111	Color Marker (12 In Packet)	Standard Size	Pkt.	5	
112	Battery Cell Pencil Type, Toshiba equivalent/Better, Good Quality	AA Size	Nos.	100	
113	Battery Cell Pencil Type, Toshiba equivalent/Better, Good Quality	AAA Size	Nos.	200	
114	Ink Stamp Pad Black Colour, pelican or equivalent/better	70x110 mm	Nos.	30	
115	Cash Book Register Printed 75gm paper, 250 L (Sample available in University)	Standard Size	Nos.	40	
116	Supplier Register printed 75 gm paper, 250 Lf	20 Nos.	Nos.	40	

117	Clear Bag	F/S 36.5 x 24 cm	Nos.	20	
118	Quaid E Azam Picture Sample available at University	Office Standard Size	Nos.	50	
119	Globe Circular	Standard Size	Nos.	25	
120	Small Cells for Calculator	CT-9814	Nos.	50	
121	Small Cells for Calculator	Fx-115 ES Plus	Nos.	20	
122	Electric Ring Bell for Office Wireless range 200 meter good quality	Electric Bell	Nos.	50	
123	Table Flag (Pakistan)	Standard Size	Nos.	50	
124	Extension Leads	5m Wire with 8 three pins sockets	Nos.	200	
125	<p>Desk Organizer Set Good Quality Durable Metal Body 5-Pcs</p> <p>ORGANIZATION BREEDS SUCCESS. Optimize your time and accomplish your goals with this 5 piece desk set</p> <p>Three Step Tray, Letter Shelf, Pen Holder, Memo holder and D Cup-Middle</p> <ul style="list-style-type: none"> • ENHANCE YOUR WORK STATION with modern, elegant mesh material while eliminating mess and clutter • SEPARATE CUPS for tacks and clips eliminate searching for supplies or suffering push-pin pricks again • DUAL PAPER TRAY for your “Just In” and “In Process” paperwork keeps you projects sorted and on track • SEPARATE INCOMING AND OUTGOING MAIL with the 3 compartment envelope sorter 	Steel	Nos.	25	
126	Binder Clip Good Quality one-inch width	19 mm	Dozen	60	
127	Binder Clip Good Quality one-inch width	25 mm	Dozen	60	
128	Binder Clip Good Quality two-inch width	32 mm	Dozen	60	
129	Binder Clip Good Quality two-inch width	41 mm	Dozen	60	
130	Binder Clip Good Quality two-inch width	51 mm	Dozen	60	
131	Stationery Stand Good Quality (Wooden)	wooden	Nos.	25	
132	Ink Remover Suny/Fuji/ORO		Nos.	100	

133	Visiting Card	UV one sided printing with University Logo	Nos.	20000	
134	Glue Stick/Gum Stick (UHU/Dollar/3M)	35 grm	Nos.	300	
135	Glue Stick/Gum Stick (UHU/Dollar/3M)	20 grm	Nos.	100	
136	PVC Insulation Tape (L) 50 Y Excel/Opal/Seven Star	40 mm	Nos.	36	
137	Masking Tape (L) 36 yards	1 Inch	Nos.	36	
138	Transparent Tape (L) 50 Y Excel/Opal/Seven Star	1 " (Inch)	Nos.	150	
139	Transparent Sheet / Binding Sheet Different colours (100 pack sheets)	A4	Pkt.	150	
140	Carde board Sheet	2 1/2' * 2'	Nos.	100	
141	Green Cloth for Binding	Better Quality	Meters	20	
142	Black Cloth for Binding	Better Quality	Meters	20	
143	Card Amri Paper	Standard Size	Nos.	150	
144	Gum Bottle, Decent/Metro	Kilo Gram	Nos.	10	
145	Binding spiral	6 mm	Nos.	15	
146	Binding spiral	8 mm	Nos.	25	
147	Thread White	8 No	Roll	5	
148	Thread White	10 no	Roll	5	
149	Needle Thread	5 No	Dozen	1	
150	Painting Brush	2" Inch	Nos.	4	
151	Hard Board Cutter	18" Inch	Nos.	2	
152	Polythine Sheet L=60"	15 mm	Meter	100	
153	UHU Tube	60 ml	Nos.	48	

154	Elfi	1.5 gm	Nos.	48	
155	Book Binding Tape (Green) (L) 30 Yard, Sensa/Deer/Opal	2 Inch	Nos.	450	
156	Book Binding Tape (Blue) 30Y	2 Inch	Nos.	400	
157	Book Binding Tape (Black) 30Y	2 Inch	Nos.	400	
158	Plastic Rope / Doori	High thermal Stability	Rolls	100	
159	Masking Tape 50Y	2 Inch	Rolls	60	
160	Transparent Tape 50Y	2" Inch	Nos.	60	
161	Binding Tape (red) 30Y	2 Inch	Nos.	350	
162	Color Paper for Binding Multicolor 100/pkt	A4	Pkt.	5	
163	Binding Tape Green 30 yard	3 Inch	Roll	25	
164	Transparent Tape Nichico equivalent better	3 Inch	Roll	12	
165	Packing Tape Brown	2" Inch	Roll	150	
166	Tape Dispenser Good Quality	3" Inch	Nos.	20	
167	Plain Cover Sheets for Register	8" x 10-1/2"	Sht	75	
168	Plastic Plain Cover Sheets for Register	8" x 10-1/2"	Sht	75	
169	Tape Dispenser Good Quality	1" (Inch)	Nos.	25	
170	Office Files Cover With University Logo Printed (Sample available at University)	Standard Size	Nos.	5000	
171	Rubber Stamp Printy (Assistant Professor & Lecturer) (Sample available at University)	Standard Size, 4912	Nos.	100	
172	Official Letter Head Pad KFUEIT (Sample available at University)	A4	Nos.	500	
173	Printed Pockets Cards (Sample available at University)	3"x5" Inch	Nos.	5000	
174	Printed Library Book Slips 100 pages (Sample available at University)	4"x5.5" Inch	Pad.	5000	

175	Library Pocket Envelop Printed (Sample available at University)	9.5"x9.5" Inch	Nos.	5000	
176	File Cover (KFUEIT Monogram) meeting (With Pocket) (Sample available at University)	Bleach Card 300Grm	Nos.	3000	
177	File Covers (KFUEIT Monogram) Standard (Cosmo Type) Personal file (HR) light blue Colour (Sample available at University)	Size; 300Grm	Nos.	3,500	
178	Outward Gate Pass Pad Sample Available at University, Printed on 60 gm page, 3 copies per set, 50 set pad carbonized	21 cm x 15 cm	Pad	20	
179	Indent Book printed coloured rice paper (each set of 5 sheet)	Set (Each set of 5 sheet)	Pad	100	
180	Issue Request Pad Sample available at University, Printed on 60 gm page, 3 copies per set, 50 set pad carbonized	21 cm x 15 cm	Pad	200	
181	Log Book (Vehicle) Printed 100 L, 75 gm paper	Each	Nos.	100	
182	Peon Book printed 9"x5.5" 100 L	Each	Nos.	100	
183	Check Distribution Register, printed 75 gm paper, 200 leaf	Each	Nos.	15	
184	Answer Sheet Examination	Sample available in Examination deptt	Nos.	15000	
185	Envelope Large Thread & Paper	Sample available in Examination deptt	Nos.	1500	
186	Envelope Medium Thread & Paper	Sample available in Examination deptt	Nos.	1500	
187	Examination Continuation Sheet	Sample available in Examination deptt	Nos.	15000	
188	Admission File	Sample available in Admission deptt	Nos.	5000	
Computer Consumable					
Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes
189	USB	16 GB	Nos.	25	
190	Mouse Pad (Black)	Better Quality	Nos.	100	

191	DVD-R	10 pcs pack	Nos.	50	
192	External Hard Drive (Western Digital Portable)	1TB	Nos.	30	
193	Printer Toner	MF 127 Fw	Nos.	4	
194	Printer Toner	125a MFP	Nos.	12	
195	Printer Toner	M 750 dn	Nos.	2	
196	Printer Toner	HP 401 DN	Nos.	10	
197	Printer Toner	M 127 fn	Nos.	50	
198	Printer Toner	M 806 DN	Nos.	2	
199	Printer Toner	Pantum 6600NW PB-210S	Nos.	4	
200	HP Printer Toner Powder	1 Kg Pack	Pkt	100	
201	USB (Metal Body) 8GB	8 GB	Nos.	25	
202	USB Extension Hub (Plastic Made)	7 port 3.0 Port	Nos.	25	
203	Brush for Key Board Cleaning	Small	Nos.	50	
204	TP Link	300mbps	Nos.	30	
Lavatory and Kitchen Supplies					
Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes
205	Dusting Cloths Good Quality (Cotton Rags)	13"x24" (Inch)	KGs	500	
206	Tissues Papers (100 Pairs), Rose Petal or equivalent/better	Medium Size Packet	Box	1000	
207	Air Freshener (Assorted Flavors) Aspire Collections, Good quality equivalent/better	300 ml	Nos.	500	
208	Dust Bin Plastic Good Quality	Medium Size 35cm x 24 cm	Nos.	300	
209	Dust Bin Plastic Good Quality	Large Size 41cm x 24cm	Nos.	50	
210	Glass for Water, Kiran Toyo 275 ml, Petal TT 014 280 ml, Petal Fine TT 037 290 ml, Nova/Toyonasic/Ocean Or equivalent	Pkt (Each of 06 Piece)	Set	75	
211	Scotch Brite Green Kitchen Scouring Pad 3 M with Foam	S-Shape 3M	Nos.	200	
212	Tea Cup with Saucer, Japan/Taiwan/China SQU 1621 auratic	Pkt (Each of 06 Piece)	Set	75	

	or equivalent				
213	Table Spoon / Rice Spoon (M) stainless steel	Medium Size	Dozen	75	
214	Party Pack Tissue, Rose Petal or equivalent better	Medium Size Packet	Pkt.	100	
215	Electric Kettle Steel Made	1.7 Liter	Nos.	30	
216	Tea Spoon Stainless Steel	Steel	Dozen	75	
217	Water Jug Luminarc/Toyo nasic/Ocean or equivalent	Glass Made	Nos.	75	
218	Plates bone good fine quality	Medium Size	Nos.	50	
219	Cutlery Set with Stand good quality	Standard Size	Nos.	35	
220	Sugar Pot good quality	10x8 cm	Nos.	75	
221	Tray Plastic good Quality	(3 Piece set)	Set.	40	
222	Glass Pad Good Quality	Glass	Set	20	
223	Bowl Plastic good Quality	Medium Size	Nos.	10	
224	Bowl Plastic Good Quality	Large Size	Nos.	10	
225	Spoon Stand Good Quality	MADE S.S,CAN ACCOMODATE 6 GLASS	Nos.	15	
226	Spoon Serving Good Quality	Stainless Steel	Nos.	25	
227	Mug Simple White Color good Quality	Standard Size	Nos.	25	
228	Paraat S.S	Medium Size	Nos.	10	
229	Broom (Sarkanda)	Standard Size	KGs	100 kg	
230	Narial Broom Stick	Standard Size	KGs	75 kg	
231	Flower Broom	Standard Size	KGs	100 kg	
232	Acid Cleaner	Standard Size	KGs	200 kg	
233	Wiper Large	Standard Size	Nos.	75	
234	Wiper Small	Standard Size	Nos.	75	
235	Mope Rope Type	Standard Size	Nos.	50	
236	Mope Wiper	Standard Size	Nos.	50	
237	Mope Stick Type	Standard Size	Nos.	75	
238	Stick Brush Plastic	Standard Size	Nos.	50	
239	Carpet Brush Plastic	Standard Size	Nos.	50	
240	Soap Safeguard, Dettol or equivalent better large size	115g	Nos.	300	
241	Surf 3 kg, Surf Excel or equivalent	1 kg	Nos.	45	

	better	Packing			
242	Web Cleaning Brush	Standard Size	Nos.	25	
243	Phenyle 2.7 L Bottles	2.7 L Bottles	Nos.	1000	
244	Bucket Plastic	Medium	Nos.	75	
245	Glass Cleaner Bottle/ Glint large size	Standard Size 750ml	Nos.	100	
246	Scraper Steel	Standard Size	Nos.	50	
247	Vim Liquid 500 ml bottle	500 ml Bottle	Nos.	100	
248	Broom Handle/Chori Gola	Standard Size	Nos.	50	
249	Bucket Plastic Large	Standard Size	Nos.	25	
250	Outdoor Plastic Dustbin handle and wheels	Size. 120L 910x530x480 mm	Nos.	25	
Electrical & Miscellaneous Items					
Sr. No.	Name of Articles	Size	Unit	Estimated Quantity	Rate Per Unit inclusive all taxes
251	UPS Good Quality	1.2 KVA	Nos.	15	
252	Dry Battery 150 Amp good Quality	150 Amp	Nos.	15	
253	Electric Heater for Office	Best quality 3 rod with safty switch, coper wire installation	Nos.	35	
254	Auto Energy Saver (Emergency Light)	220V	Nos.	10	
255	Hammer with Handle	(1/2 kg)	Nos.	5	
256	Wall Clock with toshiba cell	Medium Size	Nos.	50	
257	Window Blinder	4'x5.8"	Nos.	15	
258	Water Dispenser (PEL) Equivalent/Better	i-2 Taps ii-Cabinet With Fridge iii-Child Safety Lock iv-Hot & Cold Water v-Thermostat Refrigerator	Nos.	30	
259	UPS	2000VA	Nos.	1	
260	Table Setting Marbale	Standard Size	Nos.	30	
261	Office Table Glass	60"x38" Large Table	Nos.	35	
262	Office Table green cloth	For Office Table	Meters	35	
263	Name Plate S.S	Standard Size	Nos.	30	
264	Notice Board with Glass & Lock	5'x4'	Nos.	25	

	Aluminium frame				
265	Microwave Oven (Medium) Dawlance, equivalent/Better	Best quality	Nos.	15	
266	Wooden Bench	6'x2'	Nos.	10	
267	Room Air Cooler Electric (Made Plastic)	Standard	Nos.	20	
268	Desk Name Plate	Standard Size	Nos.	25	
269	Refrigerator Dawlance, equivalent/Better	10-cu-ft-refrigerator	Nos.	15	
270	White Board	8'x4'	Nos.	30	
271	Book Rack	Wooden	Nos.	10	
272	Utensils Rack	S.S, Three Steps, with four legs support and best quality	Nos.	5	
273	Towel Rod	S.S, golden colour	Nos.	20	
274	Towel Hand	Medium Size	Nos.	50	
275	Head P-Caps for Cleaning staff wearing	Standard Size	Nos.	25	
276	Electric Instant Water Geyser Cannon or equivalent better	DSZF20-LJ 25CF	Nos.	10	
277	Tube Light 40w Complete	Standard	Nos.	100	
278	DAP	Standard	Kg	500	
279	Urea Fertilizer	Standard	Kg	500	
280	Farmyard Manure	Standard	Kg	500	
281	Volley Ball	Standard	Nos.	50	
282	Basket Ball	Standard	Nos.	50	
283	Foot Ball	Standard	Nos.	50	
284	Table Tennis Ball	Standard	Box.	25	
285	Volley Ball Net	Standard	Nos.	10	
286	Elect Cable 7/29 Two Core	Standard	Nos.		
287	Safety Gloves Leather	Standard	Pair	25	
288	Pipe Water Rubber 1"	Transparent	Nos.	25	
289	Pipe Water Rubber 2"	Transparent	Nos.	25	
290	White Boards 8'x4', Melamite sheet	Standard	Nos.	100	
291	Mattress Foam Size 78"x42"x4"	Standard	Nos.	50	
292	Pillow Cotton with cover with zip or Marrow stitch	1Kg Filling, Standard Size (18"x29")	Nos.	50	
293	Glue White	Bottle	Kg	20	
294	Elfy	Elephant	Each	100	
295	DCP Fire Extinguisher 4Kg	DCP	Each	50	

296	First Aid Kit with Medicine	Sani plast / Bandage, Methglated Spirit, Pyodin 60ml, Cotton Crepe bandage, Polyfax 20g, Quench Cream 15g, Corisporin (Eye Ointment 3g), Optachlor (Eye drops 10ml), T-Zinc Tablets 10mg, Brufen (400), Scissor (Medium C & F Panadol TabletsSize)	Kit	50	
297	Pad Lock 50", Tri circle	Tri circle	Nos.	100	
298	WD- Spray	WD	Nos.	50	
299	Lamination Sheet	Size 8'x4'	Nos.	50	
300	Lasani Sheet	Size 8'x4'	Nos.	50	
301	Neem Gol Gola	Size ¼ "x ¾ "	RFT	50	
302	MS Nail	Size 2" , 14 No	Kg	20	
303	MS Nail	Size 1" , 17 No	Kg	20	
304	MS Nail	Size ¾", 20 No	Kg	20	
TOTAL: _____					
Total in Words:					_____

Note:

- It is mandatory to submit the Sample of each item by the Supplier free of cost in the premises of the University.
- The University will get the sample item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- The supplier has to quote unit rate of each item and sum up the total unit cost at end and submit the 2 percent earnest money of the total unit cost. The estimated quantity may be increased or decreased based on the actual requirement throughout the financial year 2017-18.

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company (Including Financial Profile)
- ii. List of Previous/Current customers of related Supplies, with contact person and telephone/fax numbers.
- iii. Detailed product design information
- iv. Copy of National Tax Registration Certificate
- v. Copy of Sales Tax Registration Certificate
- vi. Bank letter of financial standing
- vii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- viii. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- ix. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- x. Signed and stamped Tender document

. Detailed Evaluation

(Minimum Passing Score Required is 60 Points)

TECHNICAL EVALUATION CRITERIA FOR TENDER NO#045			
Specifications are available at Annex-A			
Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN)	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	After sale Services Available	--	10
5	Technical Evaluation of quoted items	--	60
5.1	Specification matched as provided in Annex-A	30	
5.2	Literature in printed shape attached	2.5	
5.3	Reliability	2.5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients in favour of such equipment	5	
5.7	Guarantee / Warranty (as the case may be)	5	
5.8	Provision of training to concerned user	2.5	
5.9	Free Installation (if required) as per requirement	2.5	
Total		--	100