

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

Tender Notice for Procurement of Crockery

The Institute of Management Sciences (IMSciences) is an autonomous body established under the auspices of the Government of the Khyber Pakhtunkhwa. Institute of Management Sciences (IMSciences) is a leading educational institute of the country and has been ranked as one of the best business schools of Pakistan.

Sealed bids are invited from well-established/reputed firms registered with provincial & federal tax authorities of the Government of Pakistan. Tender documents containing bidding procedure terms & conditions and items specifications can be obtained from the undersigned or can be downloaded from the KPPRA or Institute's websites.

Sealed bids should be submitted latest by December 24, 2019 at 11:00 A.M along-with earnest money of 2% of total value of the bid amount in the form of bank draft/Call deposit in favor of Director, Institute of Management Sciences, Peshawar.

Bids will be opened on the same day at 11:45 AM in the presence of interested bidders or their authorized representatives, if any, in the Conference Room of the Institute of Management Sciences (IMSciences), 1-A, Sector E-5, Phase-VII, Hayatabad, Peshawar on the above noted date and time.

Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained at the time of bid opening.

Procurement Officer

Institute of Management Sciences, Peshawar
Plot No: 1-A, E-5, Phase-7, Hayatabad,
Peshawar.
Tel: 091-5861024-25(Extension#653)

**TENDER DOCUMENTS FOR THE
PROCUREMENT OF CROCKERY FOR THE INSTITUTE**

December 9, 2019

**INSTITUTE OF MANAGEMENT SCIENCES
PESHAWAR**

Tender Notice for Procurement of Crockery

Introduction

The Institute of Management Sciences (IMSciences), Peshawar is an autonomous body established under the auspices of the Government of the Khyber Pakhtunkhwa. Institute of Management Sciences (IMSCIENCES) is working towards promotion of management and IT education. IMSciences is planning to procure crockery for the Institute. Details about the items are mentioned in *Annexure-II*

Qualification of the Vendor

The following vendors are eligible to apply for the tender:

1. Only registered Firm/Supplier can participate in the tender.
2. The Firm/Supplier registered with tax authorities of Pakistan.
3. The Firm/Supplier that have never been black listed by any Government agency or authority.
4. The Firm/Supplier should have a documented track of completing at least three (3) similar assignments, during last two (2) years

Documents Required

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Copy of valid Professional Tax Certificate.
3. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
 - a) Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
 - b) Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.
4. Full Address and contact numbers of the office(s).

Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “Single Stage - Single Envelop Procedure.

Response time:

The sealed bids duly marked as “Bid/Proposal for Crockery for IMSciences, Peshawar” must reach the office of the Procurement Officer, IMSCIENCES at plot #1-A, E-5, Phase7, Hayatabad, Peshawar on or before 11:00 A.M, December 24, 2019.

Opening of bids:

- Bids received shall be opened on December 24, 2019 at 11:45 A.M. in the Board Room of RSB Building of the Institute.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

Bid Price

- Bid prices quoted should be inclusive of all taxes and stamp duties.
- The prices quoted shall be binding on the tenderer for a period 90 days.

Evaluation of bids:

All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

Rejection of bids:

- All bids submitted after the time prescribed shall be rejected and returned.
- Failure in submission of the above required documents will result the rejection of bid/proposal.
- Any bid received without earnest money, shall be rejected.
- IMSciences reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Award of Tender:

- Tender would be awarded on the basis of lowest quoted rate(s).

Earnest Money

- Earnest money at the rate of 2% of the quoted bid may also be submitted with the bid/proposal in form of bank draft/Call deposit in favor of Institute of Management Sciences, Peshawar.

Other:

1. Payment will be released after successful delivery as per the specifications mentioned the subject tender document, and upon the satisfaction of end user(s).
2. The Bidder must submit duly filled checklist form.
3. Conditional Bids will not be entertained.
4. Stamp duty will be deducted from the vendor as per Government applicable rate.

Note: Tenders, in sealed covers, addressed to the Procurement officer, IMSciences, Peshawar, may be sent through registered post/courier service or may be delivered in person.

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

Name of the Tenderer
Authorized Signatures
& Official Stamp






Institute of Management Sciences Peshawar








Check List





Name of the Firm Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Earnest Money @ 2% as Bank Pay Order/Draft is attached with the Pre-qualification Proposal	Yes_____ No._____
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Name & Designation_____	 _____ Authorized Signature & Stamp

Institute of Management Sciences, Peshawar

Detail of Items

S.No	Item Name and Specification	Quantity	Picture	Delivery Schedule
1	<u>Vessel/ Patila:</u> Branded Toyo Nasic, Nova, Metro or equivalent, Material Aluminum atleast 9 kg weight, Shape Round, Inner Diameter:10 Inch, Thickness: 4-6 mm, Capacity 15 liter, with two handles	2 No		Within 5 days after date of issue of work order.
2	<u>Pressure Cooker:</u> Branded Toyo Nasic, Nova, Metro or equivalent 13 Liter, Dia 24.5 cm, Depth: 21.5 cm, with all related accessories, heads and nuts, black color plastic handle	2 No		Within 5 days after date of issue of work order.
3	<u>Stick Blender:</u> Branded Harley, Versa or equivalent. Power: 220-240V, 50Hz, 800W, LED three speed setting, Durable stainless steel blade and anti-splash blade guard, Detachable SS mixing stick, Single-handle operation, Optional accessory: whisk, 600mL beaker, 500mL chopper	6 No		Within 5 days after date of issue of work order.
4	<u>Salan Plates:</u> Nationally known brand. Deep Plate, Size 9 Inch, high grade plastic material with double glaze, smooth surface, easy to clean, white color, round shape	30 dozen		Within 5 days after date of issue of work order.
5	<u>Rice Plates:</u> Nationally known brand. Round Plain white color high grade plastic material with double glaze, smooth surface, easy to clean, white color, round shape. Rice Plate, Size: 13 inch / 9.5 inch	10 dozen		Within 5 days after date of issue of work order.

6	<p><u>Bowl</u> Nationally known brand. Depth 2 inch, Dia 4 inch, plastic material with double glaze, smooth surface, easy to clean, white color, round shape, round bowl, white color with no painting design, casual and simple style</p>	10 dozen		Within 5 days after date of issue of work order.
7	<p><u>Plastic Basket:</u> Branded Euro, Burger or equivalent. Size:- 52cm x 43cm x 21cm, best quality plastic made, white or red color.</p>	3 No		Within 5 days after date of issue of work order.
8	<p><u>Steel Tub:</u> Branded Behren, Flowers or equivalent. Size 3 ft, round shape, material stainless steel metal. Steel hanger included.</p>	2 No		Within 5 days after date of issue of work order.
9	<p><u>Spoons:</u> Hoffmayer, PK or equivalent, Color: Silver Finish: Simple shiny Style: Classic Size: 5 inch Set : 6 pieces</p>	18 dozen		Within 5 days after date of issue of work order.
10	<p><u>Water Glasses</u> Branded Toyo Nasic, Nova or equivalent. 300 ml capacity glass with plain surface, 6 pcs/ pack.</p>	12 dozen		Within 5 days after date of issue of work order.
11	<p><u>Water cooler</u> Branded BEST, RAHBAR or equivalent, high grade plastic made, 2 gallon capacity, orange and white color, best quality foam inside the edge and surface of the cooler.</p>	12 No		Within 5 days after date of issue of work order.
12	<p><u>Measurement Scale</u> Branded Detecto, C-Tech or equivalent, weight measurement digital scale, height measuring stand with weighing scale, load capacity 200 to 300 kg.</p>	1 No		Within 5 days after date of issue of work order.

13	<p><u>Hot Pot:</u> Branded Royal, Jumbo Jet or equivalent, Stainless Steel Casserole with Plastic Cover & Bottom Hot-Pot Insulated Casserole Food Warmer Thermo ware Casserole, 5 liters capacity, made of plastic, lid and hanger included.</p>	4 No		Within 5 days after date of issue of work order.
14	<p><u>Tea cups glass made:</u> Branded Rolex, Pyrex or equivalent. 3 x 3 inch glass made cups. 180 ml capacity. Glass Tea Cup with silicone sleeve</p>	5 dozens		Within 5 days after date of issue of work order.
15	<p><u>Table sheets (Rexene):</u> Lamba or equivalent. Purely white color. Rexine made soft surface with dhaga paste on back side soft finishing. Length = 150 ft Width = 3 ft total</p>	150 running feet		Within 5 days after date of issue of work order.
16	<p><u>Table cover:</u> Plastic made small ultra thin soft table mat transparent waterproof for dining table. Soft finishing. Length = 150 ft Width = 3 ft</p>	150 running feet		Within 5 days after date of issue of work order.

Note: Vendors may contact IMS procurement section for samples.

Institute of Management Sciences Peshawar

Financial Proposal

Supply of Items to IMSciences

Name of the firm: _____

Address _____

S.No	Item	Qty	Unit Rate(Rs.)	GST	Total Amount in Rs.
1	Vessel/ Patila	2 No			
2	Pressure Cooker	2 No			
3	Stick Blender	6 No			
4	Salan Plates	30 dozen			
5	Rice Plates	10 dozen			
6	Bowl	10 dozen			
7	Plastic Basket	3 No			
8	Steel Tub	2 No			
9	Spoons	18 dozen			
10	Water Glasses	12 dozen			
11	Water cooler	12 No			
12	Measurement Scale	1 No			
13	Hot Pot	4 No			
14	Tea cups glass made	5 dozen			
15	Table Sheet (Rexene)	150 running ft			
16	Table plastic cover	150 running ft			
Total Amount in Rs.					

Name & Designation

Authorized Signature & Stamp