**INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR**

*management education with public spirit*

*and market dynamism*

**Tender Notice for the Procurement of Stationery Items**

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

The Institute invites proposals from parties/contractors/firms for the “Procurement of Stationery Items”. Sealed bids are invited from well-established/reputed firms registered with Khyber Pakhtunkhwa Revenue Authority and the relevant tax authorized of the Government of Pakistan for the subject procurement. Tender documents containing bidding procedures, terms & conditions, scope of work and items specifications can be obtained from the undersigned or downloaded from the Institute’s website.

Sealed bids along with the earnest money of 2% of the total value of the bid amount in the form of bank draft/call deposit in favor of “Institute of Management Sciences, Peshawar” should be submitted latest by 19th February, 2019 at 10:30 a.m. Bid security shall be submitted from the account of the firm/bidder/contractor who submits the bid.

Bids will be opened on the same day at 11:00 a.m. in the presence of the interested bodies or their authorized representatives, if any, in the conference Room of the Institute of Management Sciences, Peshawar (IMSciences) 1-A, E-5, Phase 7, 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 the bid opening.

**Manager Administration**

Institute of Management Sciences, Peshawar

Plot No: 1-A, E-5, Phase-7, Hayatabad,

Peshawar.

Tel: 091-5861024-25

|  |
| --- |
| **TENDER DOCUMENTS FOR**  **PROCUREMENT OF STATIONERY ITEMS**  **1 February 2019**    **INSTITUTE OF MANAGEMENT SCIENCES**  **PESHAWAR** |

**Institute of Management Sciences Peshawar**

**Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Description** | **Yes** | **No** |
|  | Covering Letter |  |  |
|  | Profile of the Firms |  |  |
|  | Sales Tax Registration |  |  |
|  | National/Income Tax  (Annual Turnover supported by latest Income Tax Return) |  |  |
|  | Valid Professional Tax Certificate |  |  |
|  | Earnest Money |  |  |
|  | Affidavits on Judicial stamp paper attested by Oath Commissioner |  |  |
| * 1. The Service Providing Firm has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body) |  |  |
| * 1. No work rescinded in past |  |  |
|  | Undertaking |  |  |

|  |  |
| --- | --- |
| Contact Person  Name & Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature & Stamp |

**Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.**

**INTRODUCTION**

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 working towards promotion of management and IT education.

IMSciences is planning to procure stationery items. Details about the specifications and quantity of stationery items are mentioned in annexure I.

**TERMS AND CONDITIONS OF TENDER**

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects.  Any of the provisions/terms can be altered, initiated, admitted or included in the terms & condition by the procurement committee; however this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete or which do not fulfill the requirements given hereinafter may be rendered disqualified.

**Qualification of the Vendor/Firm**

The following vendors are eligible to apply for the tender:

1. The firm/company registered with relevant government tax authorities.
2. The firm/company which has never been black listed by any Government agency or authority.
3. Bidders shall submit complete profile of the firm and items in the proposal.
4. The bidder must have at least three years of experience in the relevant business.

**Documents Required**

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

1. Registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Tax Returns of last three years of the firm/supplier
3. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
4. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
5. Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.
6. 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 Envelope” procedure.

**Response Time:**

Sealed bids duly marked as **“Bid/Proposal for Procurement of Stationery Items”** must reach the office of the Manager Administration IMSciences, **Peshawar**, Plot #1-A, E-5, Phase, 7, Hayatabad, Peshawar on or before 10:30 a.m on February 19, 2019.

**Opening of Bids:**

Bids received shall be opened on February 19, 2019 at 11:00 a.m in the conference room of the Institute.

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

**Bid Price:**

1. The prices quoted shall be binding on the tenderer for a period of at least 60 days.
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges.
3. Taxes will be recovered as per rules and regulations of the government.

**Evaluation of Bids:**

1. All bids should comply with the eligibility criteria and other terms and conditions mentioned here after.

**Rejection of Bids &Dispute:**

1. All bids submitted after the prescribed date and time shall not be entertained.
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without earnest money, shall not be entertained.
4. IMSciences reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
5. Any dispute arising during course of completion of assignment will be referred to the Director IMSciences and his decision will be final and binding upon the bidder.

**Award of Tender:**

1. Tender will be awarded on the basis of lowest quoted bid.
2. Payment of Bills will be made after successful supply of items as per terms & conditions of the contract and upon satisfactory report by the end user(s).

**Earnest Money**

1. Earnest Money (refundable) @ 2% of the quoted price shall be submitted with the financial bid in the form of Bank Draft/Call Deposit in favor of the Director, Institute of Management Sciences Peshawar without which bid will not be accepted for consideration.

**Other:**

* Successful Supplier shall ensure to complete the supply of the Stationery Items at the earliest but not later than 15 days of issuance of purchase/supply order.
* Payment will be released after successful delivery as per the specifications mentioned in this document, and upon the satisfaction of Procurement Committee.
* The Bidder must submit duly filled checklist form.
* Conditional Bids will not be entertained.
* Copy of valid Professional Tax Certificate. To be provided at the time of award of contract.
* All due taxes would be deducted from payments, as per applicable Govt. rules.
* Stamp duty @ 1% of the value of bid would be deducted from the vendor.

**Note:** Tenders, in sealed covers, addressed to the Convener Procurement Committee, 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**

**Details of Stationery Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **S #** | **Name of Item(s)** | **Qty** | **Specification** |
|  | Box files | 600 | Best quality D-Ring file, A4 size, No.W39 files. As per sample |
|  | File separators | 100 packs | A4 size best quality plastic sheets with color index, comet or equivalent. Pack of ten sheets. |
|  | A/4 size paper ream | 600 units | Nationally known brand AA, supreme or equivalent best quality paper, 80 g, white color, 500 sheets pack. |
|  | Ball points blue | 40 pkts/ 400 pcs of 10 pcs/ pkt | 10 pcs pack. Branded piano, clipper or equivalent, blue/black/red color ball points. |
|  | Permanent markers | 12 pcs | Best quality blue color markers. Bullet (170) and chisel (190) nib model. |
|  | Sticky Flags Paper | 20 packs | Best quality memo paper. 3 pads cardboard dispensers. 75 x 25 mm. 100 sheets per pad/ 3 different colors. |
|  | Sticky Flags Plastic | 40 packs | 100 x 5 plastic sheets 50 mm x 15 mm, best quality index tabs. 5 different colors cardboard dispensers. Pack (box) of 24 pcs. |
|  | Sticker sheets | 20 packs | Best quality multipurpose label sheets, A4, 210 x 297 mm, pack of 100 sheets |
|  | Flip charts | 100 pcs | Flip Chart, **25 x 30**-Inches, White color, best quality paper. |
|  | USB Flash drives 64 GB | 5 pcs | 64 GB best quality high speed USB flash drives. Kingston, Philips or equivalent. |

Note:

* All the above items should be delivered within 7 days after issue of purchase order.
* Sample of the item(s) may be seen at the Institute.
* Quoted rates (inclusive of all taxes) of all items should be of superior quality.

**Institute of Management Sciences Peshawar**

**Financial Proposal**

Name of the Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Item | Quantity | Unit Rate  (Rs.) | GST | Total (Rs.) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Name & Designation Authorized Signature & Stamp