



TENDER DOCUMENT

For the Procurement of Stationery and Printing Services

The deadline for submission of the tender document is: 11:00 AM, May 17, 2022

Tender Opening: 11:45 AM, May 17, 2022

**Procurement Officer
Institute of Management Sciences, Peshawar, Plot No: 1-A, E-5, Phase-7,
Hayatabad, Peshawar.
Tel: 091-5861024-25**

A. TENDER NOTICE

(For the Procurement of Stationery and Printing Services)

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 KPRA & FBR for the Procurement of Stationery and Printing Services. Tender documents containing bidding procedure, terms & conditions, items & their specifications can be obtained from the office of the undersigned during office hours.

Sealed bids should be submitted latest by May 17, 2022 at 11:00 A.M along-with earnest money of 2% of total value of the bid amount in the form of Call deposit Receipt in favor of Director Institute of Management Sciences, Peshawar.

Bids will be opened on the same day at 11:45 A.M in the presence of interested bidders or their authorized representatives, if any, in the Basement Board Room, Research & Seminar Block of the Institute of Management Sciences (IMSciences), 1-A, Sector E-5, Phase-VII, Hayatabad, Peshawar at the stipulated 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**

B. DATA SHEET

1	Bid Inviting Entity and Address	Institute of Management Sciences, Peshawar Plot No: 1-A, E-5, Phase-7, Hayatabad, Peshawar. Tel: 091-5861024-25
2	a. Name of the Work b. Place of Execution	Procurement of Stationery and Printing Services, IMSciences, Phase 7, Hayatabad Peshawar.
3	Due Date, Time & Place for Collection of Tender Documents	1. Tender Documents should be collected on or before May 17, 2022, at 11:00 am from the procurement Officer, Institute of Management Sciences, Peshawar Plot No: 1-A, E-5, Phase-7, Hayatabad, Peshawar.
4	Due Date, Time & Place for Tender Opening	The tender will be open at 11:45 AM, May 17, 2022 in the Board Room of RSB Building of IMSciences, Phase 7, Hayatabad Peshawar.
5	Contact Person	Procurement Officer, IMSciences, Phase 7, Hayatabad Peshawar. Tel: 091-5861024-25

C. Institute of Management Sciences Peshawar

Check List

Name of the Firm, Address(Telephone, Fax & E-mail) Profile	
Year of Establishment	
KPRA Registration	
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._____
Relevant experience and past performance	
Affidavit(that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Name & Designation_____	_____ Authorized Signature & Stamp

D. 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 the promotion of management and IT education in this regard.

IMSciences is intending the Procurement of Stationery and Printing Services. Details about these items are mentioned in **Annexure-II**.

E. INSTRUCTIONS TO THE BIDDERS

1. 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 Federal & Provincial tax authorities.
3. The Firm/Supplier that have never been black listed by any Government agency or authority.
4. Bank Account Number and Branch.
5. Professional Tax Certificate.
6. Legal status along with proof of registration with one of the federal or provincial registration acts.

2. 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. Proof of legal Status of the Company/Firm.
3. In case party fails to provide professional tax certificate the due amount would be deducted from the bill of the vendor.
4. Professional Tax Certificate.
5. 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.
6. Full Address and contact numbers of the office(s).

3. Other Terms & Conditions

- Copy of valid Professional Tax Certificate to be provided at the time of award of contract.
- Vendor has to provide all the items within 30 working days otherwise penalty will be imposed and penalty @ 0.1% per day for each day of the delay up to a maximum of 10% of the contract price.
- Payment would be made upon completion of delivery of the items.
- 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.

- All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.
- The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- The proposal/bidder shall submit audited financial statements for the last three years and account balance statement for the current ongoing years.
- The proposals should be in accordance with enclosed specifications and technical design.
- Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred. The Vendor is bound to mention all items rates in a section otherwise the bid will be considered as nonresponsive.
- Vendor may submit the bid for the whole tender or any section(s).
- The bidder/ proponent must submit the proposals in sealed envelopes and as per specified procurement method (Single-stage-Single envelop/post qualification).

G. 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 KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “Single Stage - Single Envelop/post qualification” procedure.

a. Response time:

The sealed bids duly marked as “Bid / Proposal for Procurement of Stationery and Printing Services for IMSciences” 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 on May 17, 2022.

b. Opening of bids:

Bids received shall be opened on May 17, 2022 at 11:45 AM in the Basement Board Room, Research & Seminar Block of the Institute.

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

c. Bid Price

Bid prices quoted should be inclusive of all taxes and stamp duties.

The prices quoted shall be binding on the tender for a period 60 days.

d. Evaluation of bids:

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

e. 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.

f. Award of Tender:

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

g. Earnest Money

Earnest money at the rate of 2% of the quoted bid may also be submitted with the bid/proposal in form of Call Deposit Receipt (CDR) in favour of Director Institute of Management Sciences, Peshawar.

H. VARIATIONS / REPEAT ORDERS

The Procuring entity may during the execution of the Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KPP Rules 2014.

I. PACKAGING

Material/works/service should be packed suitably in appropriate wooden/metallic boxes/containers/pallets in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.

Each pack or container should clearly indicate the following information:

- Purchase Order Number and date.
- Name of Product/Deliverable.
- Quantity
- Gross and net weights
- Name of Manufacturers/service providers

Manufacturer's instructions regarding the maximum storage life of the product and the storage conditions must be followed.

Material/works/service should be delivered at the stores of procuring entity in original packing of the manufacturer.

Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item should be provided in English. If required by Procuring entity, technical experts should be sent by the manufacturer for application of the item at site.

J. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014.

If a bidder is not satisfied with the decision of the Committee he may take recourse to the KP PPRA. The mere fact of lodging a complaint shall not warrant suspension of procurement process. Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by PPRA whose decision will final and binding on both the parties.

K. INDEMNITY

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his own expense to conduct negotiations for settlements of any litigation that may arise there from.

L. SUB-LETTING CONTRACT

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

M. FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

F. AFFIDAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/-)

We undertake that our Firm M/S _____ is never black listed by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

In case of any dispute, decision of the Procurement Committee of IMSciences, Peshawar, would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.

I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Signature : _____

Name : _____

Designation : _____

Company : _____

Company Seal: _____

Dated: - _____

N. Detail of ItemsSection 1: Office Stationery

Sr. No	Description	Quantity	Details / Specification	Sample/ Design
1	Ball Points	1000	Dollar Clipper or Equivalent, packing of 10 Pens in each Packet (Blue colour)	As Per Sample
2	Ball Points2	30Pcs	Uni Ball Eye fine packing of 10 Pens in each Packet (Black 01 Box, Blue 02 Boxes)	As Per Sample
3	Writing Pads (25 pages)	1000Pcs	To be Printed with HRDC Logos on Title Page (25 Pages). As per sample provided	As Per Sample
4	HRDC Folder	800Pcs	A4 Size Folder, Art Card 310gm, Colored Printing Both Sides With Two Pockets Inside	As Per Sample
5	Certificate Folder	400	Leather Folder, A4 Side, Coloured Uv Printing on Both Sides Inside Four Ribbons on sides	As Per Sample
6	White Board Marker	144Pcs	White Board Dry Erase Marker Refillable, Excellent Quality, Best Use For White Board, (Balck 60 Pcs, Blue 60 Pcs, Red 24 Pcs)	
7	Flip Chart	500Pcs	White charts Regular size, 100 Pcs Bundle.	
8	Highlighter	30Pcs	Highlighter for Paper, Fax, Copy - Multi colors.	
9	Whitners	12Pcs	white Fluid Correction Pen , Fine Metal Tip, Special Soft & Comfortable Multi Purpose & Quick Dry, Good Quality	
10	Masking Tape	80Pcs	Paper tape, 1", 20 yards , strong Sticking capacity, easy adherence to even slightly irregular surface.	As Per Sample
11	Scotch Tape	12Pcs	Transparent scotch tape, 1", 50 yards, strong Sticking capacity, easy adherence to even slightly irregular surface.	As Per Sample
12	Binding Tape	12Pcs	Binding Tape, Duct Tape, 2", 14 Yards Cloth Tape, ideal for Book binding, strong Sticking capacity,(Random Assorted color).	As Per Sample
13	Zop Cards	1500Pcs	Chart cut Piece of Different Colors,	As Per Sample
14	Ruler (12 Inch)	12Pcs	Clear etching mark for your convenient measurement, mperial, metric, and double-sided same content, 0.6 mm thickness with measurement of 30 cm, Stainless steel materia, long-lasting, WBM or Equivalent	
15	Rubber	50Pcs	Soft Eraser, PVC Free , ORO or Equivalent	
16	Sharpner	50Pcs	High Carbon Blade, Textured lines for superior Grip, ORO or Equivalent	
17	Box File	100Pcs	Capacity55mm, Dimension (mm) - 285x345x75, Blue or Black color Box file with complete Set and clips for 350-400 A4 size Pages 80gm, (REX, Best/ Import Quality or equivalent).	As Per Sample
18	Stapler (Regular)	12Pcs	Stapler Machine, metal body, Excellent quality, 24/6-26/6, 25 Sheets, Premium Quality.	
19	Stapler Pin (Box)	24Pcs	Staple Pin / Stapler Pin 24/6, Made with high quality material, 1000pcs per packet, Dollar or Equivalent.	
20	Permanent Marker	24Pcs	Ultra Smooth, Good for Regular use, Permanent Marker, permanent on Plastic, Glass, Metal, Fibre, Film, Paper & Board, and more, (Blue 01 Box & Black 01 Box)	
21	Pencils	60Pcs	Picasso Executive 2-1/2 HB / Best Quality with Rubber on one end.	
22	Cutter	12Pcs	Positive Blade Lock, Good quality paper knife, Large size – 18 mm, Locking Mechanism.	

23	Paper Rim (Bundle)	50Bundle	Size: A4, Nationally known brand AA or equivalent, 80 gms (Bundle of 5 Paper Ream of 500 pages)	
24	Stapler Remover	12Pcs	Premium Quality, Use for removing Staple 24/6 & No. 10 Pins, Having Steel Durable body with plastic grip	
25	Punch (Large)	1Piece	2-Hole Heavy Duty Hole Punch Machine (Max capacity 70 pages) (80 grams papers), Flip-openconfetti tray for easy emptying	
26	Large Stapler	1Piece	Heavy duty stapler, Premium Quality, Stapling Capacity: 60mm, Measure: 40.5x39.5x45cm, Loading Capacity: 30-200 Pages 80 gm, Staple Capacity:100. Deli or Equivalent	
27	Large Stapler Pins	12Pcs	Premium Quality, Heavy Duty Staple pins with different sizes (23/24 Size - 04 Packs) , (23/15 Size- 04 Packs), (23/13 Size- 04 Packs),	
28	File Separator	24Pcs	A/4 size plastic sheets with color Index Imported, pack upto Index of 20, Chanai or Equivalent	
29	Glue Stick	12Pcs	Weight: 22 Gram, Non Toxic Acid Free Glue, UHU stick or Equivalent	
30	Calculator	12Pcs	Large 12 Digits - Two way power Calculator Casio or Equivalent	
31	Sticky Notes Pad	36Pcs	Pack of 400 sticky Notes, 3 x 3 inches - 25 x 4 Colors, Easy stripped, Multi colors.	
32	Color Pages (12 Packet, Multi colors)	12Packets	A/4 Size color Pages, Multi colors, Best Quality Paper, above 70gms.	
33	Air Fresheners	12Pcs	Room Air Freshner 300 ml air fresheners perfume for office use.	
34	Face Mask	250Pcs	Surgical one time use face mask, 7 inch length, 3 layers with two ear hangers, Bacteria Filtration, Efficiency (BFE) >=95%	
35	PVC Clear Binding Cover	200Pcs	A4 Size Transparent binding sheet, Use for binding books papers, and files, 18.mm Thickness, High Quality.	As Per Sample
36	A4 (envelopes)	500Pcs	Thick White Paper Envelope A4 Size 70 GSM Paper Quality Pieces For Letters Couriers	As Per Sample
37	A6 (envelopes)	200Pcs	Thick White Paper Envelope Legal Size 70 GSM Paper Quality Pieces For Letters Couriers	As Per Sample
38	Small (envelopes)	1000Pcs	9 x 4 / 9 x 4.5 Size Envelope / Office Envelop / Document Envelope / White Envelop / Mail Envelop.	As Per Sample

Section 2: Printing Services

S.No	Description	Quantity	Details / Specification	Sample/ Design
1	Certificate Printing	500Pcs	A4 Size, Check Card, Half White Color, Digital Coloured Printing, Each Certificate with Different Names Printed	As Per Sample
2	Group Photo Printing	500Pcs	A4 Size, Digital Photo Paper Printed	As Per Sample
3	Handouts / course material	30,000Pages	Photocopy of Documents (A4 Pages), Single side, Double Side, (Requirement - AS Per Actual Training Requirement) Binding of Pages as 100 Pages	As Per Sample
4	Printing of panaflex	20Pcs	(5x2 Flex with Standee 20 Pcs), Matt Quality (Requirement - AS Per Actual Training Requirement)	
5	Printing of panaflex	20Pcs	(8x10 Back Drop flex 20 Pcs) Matt Quality (Requirement - AS Per Actual Training Requirement)	

6	Designing and Printing of PTC Guidelines	12000	<p>Size A5 (5.30 / 8.30) Size.</p> <p>Cover Page Cover page of 310-gram art card with Shinning lamination.</p> <p>Inner Page Inner page of 80 gram black and white Printing. Offset paper, 48 pages/24 sheets. Gummed with stapled. Designing Specification Simple Designing</p>	As Per Sample
7	Printing of Engineering Manual	7000	<p>Size A4 Size.</p> <p>Cover Page Cover page of 240-gram art card with Shinning lamination.</p> <p>Inner Page Inner page of 80 gram black and white Printing. Offset paper, 72 pages/36 sheets. Gummed with stapled.</p>	

NOTE:

- Financial bid proposal shall be submitted on prescribed format at ***Annex-III***.
- Quoted rates should be inclusive of all taxes.
- Quoted rates should be in the units (pieces, packets, number, kg, Rims) mentioned in the tender document.
- Vendor may visit and must get an idea of the samples at the concerned section before submitting their quotes.
- Vendor may visit & verify the sample with the concerned section before finalizing the delivery.
- The Vendor is bound to mention all items rates in a section otherwise the bid will be considered as nonresponsive.
- Vendor may submit the bid for the whole tender or any section(s).

O. Financial Proposal**Section 1: Office Stationery**

S.No	Description	Quantity	Rate (Rs)/Unit	Total Price (Rs)
1	Ball Points	1000		
2	Ball Points2	30Pcs		
3	Writing Pads (25 pages)	1000Pcs		
4	HRDC Folder	800Pcs		
5	Certificate Folder	400		
6	White Board Marker	144Pcs		
7	Flip Chart	500Pcs		
8	Highlighter	30Pcs		
9	Whitners	12Pcs		
10	Masking Tape	80Pcs		
11	Scotch Tape	12Pcs		
12	Binding Tape	12Pcs		
13	Zop Cards	1500Pcs		
14	Ruler (12 Inch)	12Pcs		
15	Rubber	50Pcs		
16	Sharpner	50Pcs		
17	Box File	100Pcs		
18	Stapler (Regular)	12Pcs		
19	Stapler Pin (Box)	24Pcs		
20	Permanent Marker	24Pcs		
21	Pencils	60Pcs		
22	Cutter	12Pcs		
23	Paper Rim (Bundle)	50Bundle		
24	Stapler Remover	12Pcs		
25	Punch (Large)	1Piece		
26	Large Stapler	1Piece		
27	Large Stapler Pins	12Pcs		
28	File Separator	24Pcs		
29	Glue Stick	12Pcs		
30	Calculator (???)	12Pcs		
31	Sticky Notes Pad	36Pcs		
32	Color Pages (12 Packet, Multi colors)	12Packets		
33	Air Fresheners (???)	12Pcs		
34	Face Mask (???)	250Pcs		

35	PVC Clear Binding Cover	200Pcs		
36	A4 (envelopes)	500Pcs		
37	A6 (envelopes)	200Pcs		
38	Small (envelopes)	1000Pcs		
Total-B				

Section 2: Printing Services

S.No	Description	Quantity	Per Unit Price (Rs)	Total Price (Rs)
1	Certificate Printing (Size)	500Pcs		
2	Group Photo Printing (Size)	500Pcs		
3	Handouts / course material (Size)	30,000Pages		
4	Printing of Panaflex (Size)	20Pcs		
5	Printing of Panaflex (Size)	20Pcs		
6	Designing and Printing of PTC Guidelines (???)	12000		
7	Printing of Engineering Manual (???)	7000		
Total-B				

Name & Designation

Authorized Signature & Stamp