

INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR

Tender Notice for Procurement of Stationery, Printing, Office Supplies and Toiletry Items

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 relevant tax authorities, Government of Pakistan for the subject procurement. Tender documents containing bidding procedure terms, & conditions, scope of work and items specifications can be obtained from the undersigned or downloaded from the KPPRA or Institute's websites.

Sealed bids should be submitted latest by March 3, 2020 at 10:00 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 Institute of Management Sciences, Peshawar.

Bids will be opened on the same day at 10:30 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.

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

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, 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 b) Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.	
Contact Person Name & Designation _____	_____ Authorized Signature & Stamp

**TENDER DOCUMENTS FOR
PROCUREMENT OF STATIONERY, PRINTING, OFFICE SUPPLIES AND
TOILETRY ITEMS**

February 17, 2020

**INSTITUTE OF MANAGEMENT SCIENCES
PESHAWAR**

Tender Notice for Procurement of Stationery, Printing, Office Supplies and Toiletry Items

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 in this regard.

IMSciences is planning to procure Stationery, Printing, Office Supplies and Toiletry Items.

Details about these items are mentioned in *Annexure-I*

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.
3. The Firm/Supplier that have never been black listed by any Government agency or authority.

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. In case the party fails to provide professional tax certificate the due amount would be deducted from the bill of vendor.
3. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
 - c) Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
 - d) 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 Procurement of Stationery, Printing, Office Supplies and Toiletry Items for IMSciences” must reach the office of the Procurement Officer, IMSCIENCES at plot #1-A, E-5, Phase7, Hayatabad, Peshawar on or before 10:00 A.M. on March 3, 2020.

Opening of bids:

Bids received shall be opened on March 3, 2020 at 10:30 A.M. 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.

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.

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 Call Deposit Receipt (CDR) in favour of Institute of Management Sciences, Peshawar.

Other Terms& Conditions

- Copy of valid Professional Tax Certificate. To be provided at the time of award of contract.
- 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.

Institute of Management Sciences, Peshawar

Detail of Items

Section 1: Stationery

S #	Description	Quantity	Specification	Delivery Schedule
1	Blue ball points	1000 pcs	<ul style="list-style-type: none"> Piano, Clipper or equivalent, Blue color Ball point, (as per sample) 	Should be delivered in IMSciences within 7 days after date of issue of work order.
2	Scotch Tape 1”	50 pcs	<ul style="list-style-type: none"> Nationally known brand Transparent tape, Sizes: width 12mm length 30 meter (as per sample) 	
3	Transparency Sheets	5 Packets	<ul style="list-style-type: none"> A/4 Size Thickness 3.0 mm Color transparent Rectangular shape Acrylic material Pack of 100 sheets (as per sample) 	
4	File Separators	50 Sets	<ul style="list-style-type: none"> A/4 size best quality plastic sheets with color index, comet or equivalent. Pack of twelve sheets. (as per sample) 	
5	A/4 size paper ream	250 reams	<ul style="list-style-type: none"> Nationally known brand AA, Supreme or equivalent best quality paper, 70 g, white color, 500 sheet pack. (as per sample) 	

Section 2: Printing

1	Envelopes (A/4 size)	2000	<ul style="list-style-type: none"> • Paper: 100 g VRG Paper • Size 14" x 10" • Four color printing (as per sample)	Should be delivered in IMSciences within 7 days after date of issue of work order.
2	Wooden Shields with Boxes	50	<ul style="list-style-type: none"> • Walnut Wooden Shield having Engraved Laser Printing with Box • Size 7 x 9 (as per sample)	

Section 3: Office Supplies

1	AA Battery Cells	100 pcs	<ul style="list-style-type: none"> • AA cell, 1.5v, leak proof heavy duty cells, Torpedo, Toshiba cell or equivalent. • Minimum expiry period 2 year at the time of delivery (as per sample)	Should be delivered in IMSciences within 7 days after date of issue of work order.
2	AAA Battery Cells	100 pcs	<ul style="list-style-type: none"> • AAA cell, 1.5v, leak proof heavy duty cells, Torpedo, Toshiba cell or equivalent. • Minimum expiry period 2 year at the time of delivery (as per sample)	
3	Wall Clocks	12 pcs	<ul style="list-style-type: none"> • 13 Inches Large Wall Clock, Non-Ticking Silent Quartz Decorative Clocks, Battery Operated, Round Retro, Big 3D Number Display. Champion or equivalent • Warranty at least 6 months 	

			(as per sample)	
4	Locks	30	<ul style="list-style-type: none"> Heavy duty locks, size 50 mm, 3 keys set with each lock (as per sample)	
5	Water Glasses	100 pcs	<ul style="list-style-type: none"> 300 ml capacity glass with plain surface, 6 pcs/pack. Toyo Nasic or equivalent. (as per sample)	

Section 4: Toiletry Items

1.	Air Fresheners	40 Bottles	<ul style="list-style-type: none"> 300 ml air fresheners perfume, perfect, Dunhill or equivalent. (as per sample)	Should be delivered in IMSciences within 7 days after date of issue of work order.
2.	Dish Washing Liquid	200 pcs	<ul style="list-style-type: none"> Branded best quality Max, Vim or equivalent size 500 ml (as per sample)	
3.	MOP cloth	200 pcs	<ul style="list-style-type: none"> Standard size best quality 2 Ft Length 6 Inch Width Polyester, Synthetic cloth Having two sides pockets for stand holding White color White color rope thread (as per sample)	
4.	MOP stand	50 pcs	<ul style="list-style-type: none"> Steel made, standard size 3 ft Aluminum rod with plastic end cap Length 1 ft multi ply by 	

			<p>2 fold.</p> <ul style="list-style-type: none"> Aluminum handle with 90 cm. Bolt nut for each stand with round holder made of steel. <p>(as per sample)</p>	Should be delivered in IMSciences within 7 days after date of issue of work order.
5.	Shopping bags Large	200 Kg	<ul style="list-style-type: none"> 100% degradable plastic, Small 35" x 45" Blue Color <p>(As per sample)</p>	
6.	Shopping bags Medium	200 Kg	<ul style="list-style-type: none"> 100% degradable plastic, Medium 30" x 40" Blue Color <p>(As per sample)</p>	
7.	Toilet Rolls	600 Rolls	<ul style="list-style-type: none"> Branded rose petal or equivalent, best quality Soft mega size, 550 sheets roll <p>(As per sample)</p>	
8.	Insecticide liquid	400 Bottles	<ul style="list-style-type: none"> Dettol or equivalent Size 250 ml <p>(As per sample)</p>	
9.	Wiper Large Size	60 pcs	<ul style="list-style-type: none"> Best quality material, iron frame, size large <p>(As per sample)</p>	
10.	Dust Cloth	500 pcs	Specification: Microfiber Cloth, size 3 x 2 ft, color yellow. (As per sample)	

NOTE:

- The vendor may contact the Procurement Section for sample/design.
- Vendor may submit the bid for the whole tender or any section(s).
- The winner is bound to provide the samples of each item before finalizing its supply.

Institute of Management Sciences Peshawar

Financial Proposal

Name of the firm: - _____

Address _____

Section 1: Stationery

S.N	Description	Qty	Unit Rate (Rs)	GST	Total Amount (Rs)
1	Blue ball points	1000 pcs			
2	Scotch Tape 1”	50 pcs			
3	Transparency Sheets	5 Packets			
4	File Separators	50 Sets			
5	A/4 size paper ream	250 reams			
Total Amount in Rs.					

Section 2: Printing

S.N	Description	Qty	Unit Rate (Rs)	GST	Total Amount (Rs)
1	Envelopes (A/4 size)	2000			
2	Wooden Shields with Boxes	50			
Total Amount in Rs.					

Section 3: Office Supplies

S.N	Description	Qty	Unit Rate (Rs)	GST	Total Amount (Rs)
1	AA Battery Cells	100 pcs			
2	AAA Battery Cells	100 pcs			
3	Wall Clocks	12 pcs			
4	Locks	30			
5	Water Glasses	100 pcs			
Total Amount in Rs.					

Section 4: Toiletry Items

S.N	Description	Quantity	Unit Rate (Rs)	GST	Total Amount (Rs)
1	Air Fresheners	40 Bottles			
2	Dish Washing Liquid	200 pcs			
3	MOP cloth	200 pcs			
4	MOP stand	50 pcs			
5	Shopping bags Large	200 Kg			
6	Shopping bags Medium	200 Kg			
7	Toilet Rolls	600 Rolls			
8	Insecticide liquid	400 Bottles			
9	Wiper Large Size	60 pcs			
10	Dust Cloth	500 pieces			
Total Amount in Rs.					
Grand Total Amount in Rs.					

Name & Designation

Authorized Signature & Stamp