**BIDDING DOCUMENT**

**RATE RUNNING CONTRACT (RRC)**

**BAHRIA UNIVERSITY HEAD OFFICE**



**BAHRIA UNIVERSITY ISLAMABAD**

**Note-1**: Bids are to be furnished on the Bid Form and Schedule of prices given in Section C & D of this document. Any bid not following the format may be considered non-responsive and may be rejected.

**Note-2**: Efforts have been made to avoid errors and omissions while preparing this document. However, errors or omissions may creep in while editing or processing for computerization and printing. Any such error, discrepancy or omission may be brought to the notice of Bahria University, which shall rectify / correct the same. University shall not be responsible, directly or indirectly, for any consequences, damage or loss, of action consequential or incidental, to anyone, of any kind, in any manner, resulting from typographical errors or omissions.

**Note-3**: Name of any brand or Part No. if mentioned in this document is to be taken for reference of the desired quantity of the item. Items of other brands equivalent in quantity shall always be accepted.



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| **BAHRIA UNIVERSITY ISLAMABAD****Discovering Knowledge** |

A. INVITATION TO BIDS

DDA / Stat / Misc / 2019 Dated: 13 November 2019

PROCUREMENT OF STATIONERY / PAPERS / TONERS / CLEANING MATERIAL

BAHRIA UNIVERSITY HEAD OFFICE ISLAMABAD

1. Bahria University Head Office Islamabad invites sealed bids from the original manufactures / their authorized distributors / general suppliers in Pakistan having own stationery store / shop registered with Income Tax and Sales Tax Departments for the procurement of following Misc. Stationery / Papers / Toners & Cleaning material items as one package / one job:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Items | Remarks | Annexure |
| a. | Misc. Stationery items | Complete one package | A |
| b. | Papers each category  | -”- | B |
| c. | Cleaning Material & Misc. Items  | -“- | C |
| d. | New Toners (Original) | -“- | D |
| e. | Toners (Refill of each printer) | --“-- | E |

2. Bidding Documents, containing the detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, evaluation criteria, clarification / rejection of bids, performance guarantee, schedule of Pre-bid meeting and place of pre-bid meeting etc are available for the interested bidders at Deputy Director Procurement, Room No.9, Basement Head Office Building, Quaid Block, Bahria University Islamabad. Price of Bidding Documents is **Rs. 2,000/- (Rupees Two Thousand only)** (non-refundable) in shape of bank draft/DD/PO/Banker’s cheque and cash in favour of Bahria University Islamabad. The request of the tender documents must be submitted on proper letterhead whereas bidding documents can be downloaded from Bahria University website ([www.bahria.edu.pk](http://www.bahria.edu.pk)) for reference purpose only. The NTN Number of Bahria University is 2132767-0. The tender documents are available till **02 December 2019**.

3. Single stage two envelops procedure shall apply. The bids prepared in accordance with instructions in the bidding documents, must reach at Deputy Director Procurement’s Office Bahria University Head Office Islamabad by **1100 hrs on 03 December 2019** or before. Only technical proposal will be opened on **same day at 1130 hrs** in Director P & D Office in presence of the bidders who may choose to be present. The same will be forwarded to Deputy Director Admin for scrutiny. Date time of opening of financial proposals of shortlisted firms will be intimated through mail/phone. The University has the right to reject all or any bid prior acceptance by invoking Rule 33 of PPRA. This advertisement is also available on PPRA Website at [www.ppra.org.pk](http://www.ppra.org.pk). For any information regarding user requirement, please contact Deputy Director Admin on Phone Number **051-9260002 Extn 318** and for procurement, D D Procurement on Phone Number **051-9260002 Extn 259 & 340.**

President Standing Purchase Committee (P & D Directorate)

Bahria University Head Office Sector E-8,

Shangrila Road, Naval Complex, Islamabad

B. (i) **INSTRUCTIONS TO BIDDERS**

The following data for Purchase of Lift shall be applicable:

|  |  |  |
| --- | --- | --- |
| **S#** | **Attribute**  | **Details** |
| 1. | Name of Purchaser | Bahria University Head Office, Islamabad |
| 2. | Purchaser’s Address | Shangrila Road, Sector E-8, Islamabad |
| 3. | Collection of Bidding Documents From | Office of the Deputy Director Procurement,Basement Quaid Block, Room No.9, Islamabad |
| 4. | Price of Bidding Documents  | **Rs 2,000/- (Rupees Two Thousand only)** Non-refundable, receipt will be provided as per attached format. |
| 5. | Communication / Correspondence | Cdre (Retd) Iqbal Javaid SI(M), Director P & DBUHO Shangrila Road, Sector E-8, IslamabadEmail address: dpd@bahria.edu.pk Tele:051-20063257, / 051-9263409 & 051-111-111-028 Ext 259, 340Fax: 051-9263409 |
| 6. | Bid Submission Format | The bids and prices must be submitted on the formats set out in Section-D of this bidding document. The bids submitted on different formats may be considered non-responsive and may be rejected. |
| 7. | Submission of Bids by Hand | Bids are to be dropped in a Bid Box placed at the Deputy Director Procurement’s Office Basement Quaid Block Room No.9. |
| 8. | Submission of Bids by post | In case a bidder prefers to submit bid through courier, he must ensure that it is dispatched timely enough to reach procurement office before the date and time specified in section 2 of bidding document. The bids so dispatched must be addressed as under:The President Standing Purchase CommitteeC/O Director P & D Bahria University Head OfficeSector E-8, Shangrila Road, Islamabad |
| 9. | Non-Eligible Bidders | This Invitation for Bids is open to all eligible bidders, except as provided hereinafter.Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used under this Invitation for Bids. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices. |
| 10. | The Price Quoted shall be | DDP in Pak Rupees i.e inclusive of all applicable taxes & transportation charges, if any. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties. |
| 11. | Amount of Bid Security | 3% bid security with financial proposal in favor of “Bahria University Islamabad”.  |
| 12. | Form of Bid Security | a. The bid security shall be in the form of irrevocable, en-cashable Call-Deposit / Bank Draft / Pay Order in name of the Purchaser.b. No personal cheque will be acceptable at any cost.c. The previous bid security (if any) will not be considered or carried forward.d. The tenders found deficient of the amount as bid security compared to total bid price will not be considered. |
| 13. | Bid Validity Period | Bid should remain valid for 90 days from the closing date. Bid validity period for commercial bids shall be communicated when the same would be called for. |
| 14. | Criteria for Commercial Bid Evaluation  | a. Delivered Duty paid (inclusive of all applicable taxes & transportation charges, if any) price only.b. A bidder, cannot bid for selective items from the list and has to bid complete package as one job (Category wise packages). Soft copy of quotation to be provided.c. Moreover, Bidders cannot bid for partial quantities of an item. The bid must be for the whole quantity of an item required (Category wise packages).d. The bidder has to quote only one rate for each item as per tender specification, no separate other option will be accepted.e. Successful bidders will deposit pay order amounting to Rs.75,000/- in favour of “Bahria University Islamabad” for one year. |
| 15. | Criteria for Technical Bids Evaluation | A committee of experts will evaluate the proposals. |
| 16. | Execution  | The Purchase Order (as per attached format) will be issued to the supplier, who shall sign for its acceptance. The formal contract will be signed with mutual consent. |
| 17. | Arbitration | The Contract shall be construed according to the laws of Pakistan. Any difference of opinion or disputes arising between the parties in relation to this contract shall be settled amicably by the parties. In case of any difference / dispute arising between the parties the matter shall be referred to Rector Bahria University Islamabad as arbitrator whose decision shall be final and binding upon both the parties. No dispute one decided by the arbitrator shall be agitated in any Court of Law. |
| 18. | Liquidated Damages | 1% of the cost of entire order of such items as remained not supplied for every day up to maximum of 10 days. If supply is not made even after penalty for 10 consecutive days, the university has the right to cancel Purchase Order and get it done from next lowest bidder on risk and expense of the firm. |
| 19. | Any Other Condition  | Any other condition specific to this procurement / service order not included in this tender document can be included or communicated through work order, whose format is given in section E or letter of intent which shall be served before concluding contract. |
| 20. | Demand | Items required will be demanded on quarterly basis **OR** as per requirement in case of some specific need by Deputy Director (Admin) through email system. |

B. (ii) **SPECIAL INSTRUCTIONS TO BIDDERS**

|  |  |  |
| --- | --- | --- |
| **S#** | **Attribute**  | **Details** |
| 1. | Name of Project | Rate Running Contract (RRC), Bahria University Head Office. |
| 2. | Tender Published on | **16 November 2019** on PPRA & Bahria University websites and in 2 Newspapers on **17 November 2019.** |
| 3. | Medium | PPRA / Bahria University websites and Daily Jang (Rawalpindi) and The News Islamabad. |
| 4. | Source of Funds | Bahria University’s Revenue |
| 5. | Deadline for proposal Submission | **03 December 2019 at 1100 hrs** |
| 6. | Time, Date and Place for Proposal Opening | **03 December 2019 at 1130 hrs**, Only technical proposal will be opened for technical scrutiny. On receipt of TSR from Admin Office, financial bid of short listed firms will be opened later on. Date and time will be intimated through letter / phone. Bids will be opened in Director P & D Office, Sector E-8, Islamabad. |
| 7. | Bidding Procedure | **Single Stage Two Envelops Bidding Procedure** shall apply |
| 8. | Qualification of Bidders | a. The bidder must have at least five years of experience of in similar field (proof be attached). No of staff in respective organization.b. The bidder must have 03 years or more similar or high value of RRC with any organization in Pakistan. Documentary evidence to this effect must be provided with the Bid, which includes copies of purchase order, contract agreement, certificate from client for successful completion of contract etc.c. The bidder will facilitate visit of the assessment team from the university to ascertain the capability and infrastructure of the firm, if required by the university. Firms are advised to visit the university to understand / clarify BOQs / quantity prior submitting quotes.d. The bidder must submit National Tax, Sales Tax Registration Certificates and Income Tax clearance certificate on the last income tax return.e. The bidder must submit the following documents with the proposal to ascertain the financial capability:i. Audited Balance Sheet for last three years including profit & loss account & auditors notes.ii. Tax Return of last three years.f. The bidder must submit an affidavit on stamp paper of Rs.100/- to the fact that bidder has not been blacklisted by any organization of the Federal / Provincial Government.g. The bidder must submit leaflets, brochures & catalogues of quoted products. |
| 9. | Subject and File No. | Rate Running Contract (RRC) for Stationery, Papers, Cleaning Material and Toners, Bahria University Head Office(DDA / Stat / Misc / 2019) |
| 10. | Acceptance of Goods | The end user to inspect the goods delivered. Payment would be made on production of acceptance certificate issued by the end user. Date of acceptance shall be reckoned as the date of delivery. |
| 11. | Pre-bid meeting / visit to Procurement Office | Pre-bid meeting will be held on **21 November 2019 at 1100 hrs** in Bahria University Head Office. Dy Director Admin & Procurement will attend the meeting. |
| 12. | To meet the urgent requirement | Due to urgency of required items, those firms will be preferred whose setup of store/shops will be located in Islamabad / Rawalpindi. |
| 13. | Delivery of Items | Vendor will deliver all items to Admin Department alongwith invoice / delivery challan. |
| 14. | Tissue Paper / Roll / Mugs | Vendor will provide Tissue Paper / Roll / Mugs be printed with BU Logo. |

C. **Form of Bid**

To: (Name and Address of Purchaser)

 Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (description of goods and services) in conformity with the said bidding documents for the sum of (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

 We undertake, if our bid is accepted, to deliver the services in accordance with the delivery schedule specified in the schedule of requirements.

 If our bid is accepted, we hereby agree that our bid security as being provided herewith this “Bid Form” will remain with the Purchaser.

 We also agree to abide by this bid for a period of (number) days from the date fixed for bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

 Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

 We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of 20 .

(Signature) ( in the capacity of)

Duly authorized to sign Bid for and on behalf of

**Annex ‘A’**

D.i **Price Schedule in Pak Rupees**

Name of Bidder IFB Number Page of

**STATIONERY ITEMS LIST - BUHO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No** | **Stationary Items** | **Deno** | **Qty** | Price with all applicable taxes |
|  | **Battery Cell** | In Pair |  |  |
|  | Cell AA- Energizer  | --“-- |  |  |
|  | Cell AA (Power plus, Sony, Toshiba) | --“-- |  |  |
|  | Cell AAA - Energizer | --“-- |  |  |
|  | Cell AAA (Power plus, Sony, Toshiba) | --“-- |  |  |
|  | Battery 9 Volt, power plus | --“-- |  |  |
|  | Cell AA Automatic soap dispenser machine | --“-- |  |  |
|  | **CDs/ DVDs** | No. |  |  |
|  | CD-R/Box Maxwell/Sony | --“-- |  |  |
|  | CD-R/W Box Maxwell/Sony | --“-- |  |  |
|  | DVD R Maxwell/Sony | --“-- |  |  |
|  | DVD W/R Maxwell/Sony | --“-- |  |  |
|  | **Card Jacket IT** |  |  |  |
|  | PVC Card (HID Ultra Card CR-80) | No. |  |  |
|  | Printed Strips (Red) | --“-- |  |  |
|  | Printed Strips (Blue) | --“-- |  |  |
|  | Printed Strips (Green) | --“-- |  |  |
|  | Printed Strips (Black) | --“-- |  |  |
|  | Sealable Jacket (vertical) | --“-- |  |  |
|  | Sealable Jacket (Horizontal) | --“-- |  |  |
|  | **Clip** |  |  |  |
|  | Binder Clip/ Chutki 19mm, 32mm, 41mm - (Three Flower) | Packets |  |  |
|  | Paper Clip Small 26mm - (Three Flower) | --“-- |  |  |
|  | Paper Clip Large 36mm - (Three Flower) | --“-- |  |  |
|  | Paper weight (Marble) | No. |  |  |
|  | Paper Pin Extractor | --“-- |  |  |
|  | Paper Clip Different Color 26mm - (Three Flower) | Packets |  |  |
|  | **Draft Pad** | No. |  |  |
|  | Draft Pad ( Spiral) A-5 Alfalah (1238) | --“-- |  |  |
|  | Draft Pad Exclusive Spiral A-4 Alfalah (1237) | --“-- |  |  |
|  | Draft Pad Lucky Exclusive A-4 (without Spiral) | --“-- |  |  |
|  | Draft Pad Lucky (without Spiral) | --“-- |  |  |
|  | **Envelope** |  |  |  |
|  | Envelop (inner Cloth) A-4 | No. |  |  |
|  | Envelop (Plain) A-4 white | --“-- |  |  |
|  | Envelop (Plain) A-4 Khaki | --“-- |  |  |
|  | Envelop (Plain) A-5 | --“-- |  |  |
|  | Envelop (inner Cloth) A-5 | --“-- |  |  |
|  | Envelop 9x4 white | --“-- |  |  |
|  | Envelop 9x4 Khaki | --“-- |  |  |
|  | Envelop Khaki for Key Packing 6x4 | --“-- |  |  |
|  | Envelop Khaki Printed 11-1/2 x 15" 80 Grams | --“-- |  |  |
|  | Envelop Khaki Printed 14-14/2x18", 80 grams | --“-- |  |  |
|  | Envelop Khaki F/S Legal | --“-- |  |  |
|  | Envelop White F/S Legal | --“-- |  |  |
|  | Envelop White 5-1/2x7-1/2" | --“-- |  |  |
|  | Envelop White 9x4 Top Open | --“-- |  |  |
|  | Envelop Half A-4 White | --“-- |  |  |
|  | Envelop Legal Craft | --“-- |  |  |
|  | **Erasers** |  |  |  |
|  | Pelikan Soft A-L 30 | No. |  |  |
|  | **Files** |  |  |  |
|  | Box file 2" (for record ) - Alfalah No.1269 | No. |  |  |
|  | Box file 3" (for record) - Alfalah No.1270 | --“-- |  |  |
|  | Box file 3" (for record) - Nokyo 5152/NB | --“-- |  |  |
|  | Button File | --“-- |  |  |
|  | Cut file box - Alfalah No.1126 | --“-- |  |  |
|  | File Box (Ring file) - Nokyo 074 A4 | --“-- |  |  |
|  | File Cover Blue Printed (BU) 350 gram card | --“-- |  |  |
|  | File Cover White printed (BU) 250 gram card | --“-- |  |  |
|  | File Cover white A-4 Size with pocket 300 gram | --“-- |  |  |
|  | File Dossier (folder) printed | --“-- |  |  |
|  | File Cover transparent plastic / Top transparent TT file | --“-- |  |  |
|  | Pocket file Clear Book (30 Pockets) | --“-- |  |  |
|  | Pocket loose (Plastic) for putting paper | --“-- |  |  |
|  | Spring file legal size | --“-- |  |  |
|  | Strip File (Shuya QW-324 A) | --“-- |  |  |
|  | **Files Miscellaneous** |  |  |  |
|  | Binding Strips (packet of 50) for holding paper in file | No. |  |  |
|  | Book Binding Plastic Sheets A-4 Size Imported | --“-- |  |  |
|  | File Board/ binder with flapper Legal size | --“-- |  |  |
|  | File Flags different color (Pkt of 5 colors) - Pronoti, Three flower, PET | --“-- |  |  |
|  | File Tags Small 6" (bundle of 50) | --“-- |  |  |
|  | File Tags Large 12" (bundle of 50) | --“-- |  |  |
|  | File basket | --“-- |  |  |
|  | File Tray in/out | --“-- |  |  |
|  | Paper Fastener | --“-- |  |  |
|  | Plastic transparent seal envelop | --“-- |  |  |
|  | Separator Sheet (Plastic) | --“-- |  |  |
|  | Separator Sheet (Card) | --“-- |  |  |
|  | **Folder** |  |  |  |
|  | Mail folder | No. |  |  |
|  | Meeting folder with clip and pocket | --“-- |  |  |
|  | **Gums** |  |  |  |
|  | Glue bottle large Dollar | No. |  |  |
|  | UHU medium 21 gram (Original) | --“-- |  |  |
|  | UHU large 40 gram (Original) | --“-- |  |  |
|  | **Highlighter** |  |  |  |
|  | Pelikan/ Dollar / Mercury yellow, green | Set |  |  |
|  | **Ink** |  |  |  |
|  | Ink Bottle large Dollar | No. |  |  |
|  | Ink Bottle Small Dollar | --“-- |  |  |
|  | Ink Bottle Pelikan 4001 Blue | --“-- |  |  |
|  | Ink For Stamp Pad (28.5ml ) Dollar | --“-- |  |  |
|  | **Markers** |  |  |  |
|  | Board Markers (non-permanent) Different Colors - Dollar | No. |  |  |
|  | Colored drawing marker 12 colors (Dollar) | Set |  |  |
|  | Marker Permanent (Black, Blue, Red) - Dollar | --“-- |  |  |
|  | Marker permanent (Black 1.0mm Dollar)  | --“-- |  |  |
|  | Universal Permanent Marker (Green/Blue Schneider Maxx 222F) | --“-- |  |  |
|  | **Office Equipment / Miscellaneous** |  |  |  |
|  | Calculator Citizen CT 2014 II 14 Digit | No. |  |  |
|  | Calculator Casio MJ 120, 12 Digit | --“-- |  |  |
|  | Computer Mouse A-4 Tech | --“-- |  |  |
|  | Keyboard A-4 Tech | --“-- |  |  |
|  | Keyboard and mouse wireless A4 Tech | --“-- |  |  |
|  | Mouse Pad A4 Tech | --“-- |  |  |
|  | Mugs with BU logo (set of 6) | Set |  |  |
|  | Numbering machine, 7 digit | No. |  |  |
|  | Pad locks medium size (Tri Circle) | --“-- |  |  |
|  | Ruler/ Scale (Steel) | --“-- |  |  |
|  | Rubber Band 1/2 kg packet | Packet |  |  |
|  | Sticker Sheet A4 size (Computer Label) (pkt of 100) | Packet |  |  |
|  | Sponge Damper Pad | No. |  |  |
|  | Table Pad | --“-- |  |  |
|  | Table Set Complete 9 pieces wooden | Set |  |  |
|  | Telephone Set Panasonic with CLI Malaysian (KX-TS3282B) | No. |  |  |
|  | Visiting Card (3.5" x 2") Four Colour (Packet of 100) | Packet |  |  |
|  | Table Year Planner | No. |  |  |
|  | Wall Calendar | --“-- |  |  |
|  | Wall Clock BU logo printed | --“-- |  |  |
|  | Water Jug - Toyo Nasic/Omroc | --“-- |  |  |
|  | Water Glass Toyo Nasic (Set of 6) | Set |  |  |
|  | White Board size 3x2 | No. |  |  |
|  | White Board size 5x3 | --“-- |  |  |
|  | White Board size 6x4 | --“-- |  |  |
|  | **Pen/Pointer/Ball Pen/Laser Pointer** |  |  |  |
|  | Ball Point Dollar Clipper (Black/ Blue/ Red) | Packet |  |  |
|  | Ball Point BP-1 (Black/ Blue/ Red) | --“-- |  |  |
|  | Correction Pen Uni (Japan) | --“-- |  |  |
|  | Laser pointer | No. |  |  |
|  | Pen Uniball UB-200 Vision Elite (Black/Blue) | Packet |  |  |
|  | Pen Schneider Xtra 895 (Green/Blue) | --“-- |  |  |
|  | Pen Uniball Eye UB 157 - (Blue/ Black/ Green/ Red/ Torque) | --“-- |  |  |
|  | Pen Uniball Signo 0.7 mm (Blue/Black/ Green/ Red ) | --“-- |  |  |
|  | Pen RG -100 (Blue/Black/ Green/ Red) | --“-- |  |  |
|  | **Pencil** |  |  |  |
|  | Colour Pencil - 24 Color (DUX,Piano,Dollar) | Packet |  |  |
|  | Colour Pencil - 12 (DUX, Piano, Dollar) | --“-- |  |  |
|  | Pencil (Picasso Computer Scanning Pencil with eraser) Shahsons #2 | --“-- |  |  |
|  | Pencil Soft - Dollar / HB | --“-- |  |  |
|  | Pencil Jar (Nike dark blue) | No. |  |  |
|  | **Punch Machine** |  |  |  |
|  | Punch Machine Single Hole | No. |  |  |
|  | Double Punch Small | --“-- |  |  |
|  | Double Punch Medium | --“-- |  |  |
|  | Punch Machine D/H medium size Kw trio 988) | --“-- |  |  |
|  | Punch Machine D/H heavy duty medium - maped 40 | --“-- |  |  |
|  | **Post It Pad** |  |  |  |
|  | 3x2 Pronoti, Three flower | Packet |  |  |
|  | 3x3 Pronoti, Three flower | --“-- |  |  |
|  | 3x3 Colored Pronoti, Three flower (not sticky) | --“-- |  |  |
|  | 3x4 Pronoti, Three flower | --“-- |  |  |
|  | 3x5 Pronoti, Three flower | --“-- |  |  |
|  | 4x6 Pronoti, Three flower | --“-- |  |  |
|  | **Paper Cutter** |  |  |  |
|  | Blade for paper cutter SDI 18mm (10 Pcs) | Packet |  |  |
|  | Paper cutter | No. |  |  |
|  | **Pins** |  |  |  |
|  | Common Pin - Three flower | Packet |  |  |
|  | Drawing Pin colorful - Three flower | --“-- |  |  |
|  | Drawing Pin - Three flower | --“-- |  |  |
|  | **Register** |  |  |  |
|  | Register Large Size 480 Sheet imported (Print mail office) | No. |  |  |
|  | Register Small Size 270 sheets | --“-- |  |  |
|  | Section Diary / Dock Register - (Printed) | --“-- |  |  |
|  | **Scotch Tape / Tape** |  |  |  |
|  | Binding Tape (Superior) 2" - Sensa, OPAL Excellent | No. |  |  |
|  | Insulation Tape (18mm x 20m) - Nitto | --“-- |  |  |
|  | Packing Tape 3" (Color) - OPAL Excellent | --“-- |  |  |
|  | Paper Tape 2" Three flower | --“-- |  |  |
|  | Scotch Tape 1" (Transparent) - Three Flower | --“-- |  |  |
|  | Scotch Tape 2" (Transparent) - Three Flower | --“-- |  |  |
|  | Tape Dispenser large - Three Flower | --“-- |  |  |
|  | Tape Dispenser 1" - Three Flower | --“-- |  |  |
|  | **Staples Machine/ Staple Pin** |  |  |  |
|  | Staple machine - Small | No. |  |  |
|  | Staple machine SID C-14 - Medium | --“-- |  |  |
|  | Staple machine, Heavy Duty - deLi No 0390 - Large | --“-- |  |  |
|  | Staple remover | --“-- |  |  |
|  | Staple machine, Heavy Duty Pin - 23/6, 23/8, 23/10, 23/13 | --“-- |  |  |
|  | Staple pin 24/6, 26/6 - 8, 10 | Packet |  |  |
|  | **Stamp/ Stamp Pad** |  |  |  |
|  | Stamp Pad Blue, Black, Green - New LANCER OA | No. |  |  |
|  | Stamp ordinary (for office use) | --“-- |  |  |
|  | Round rubber stamp (for office use) | --“-- |  |  |
|  | Stamp with auto printy | --“-- |  |  |
|  | Stamp with auto printy (Small) | --“-- |  |  |
|  | Date stamp for cheque / each | --“-- |  |  |
|  | **Sharpener** |  |  |  |
|  | Sharpener machine heavy duty Desk mountain | No. |  |  |
|  | Sharpener pencil Steel Type (Dux) | --“-- |  |  |
|  | **Scissors** |  |  |  |
|  | Drawing Scissors | No. |  |  |
|  | Large Size | --“-- |  |  |
|  | Medium Size | --“-- |  |  |
|  | **USB**  |  |  |  |
|  | 16 GB - Kingston, HP | No. |  |  |
| Grand Total Rs. |  |

Name of Bidder / Firm

Signature

Date Seal:

Cdr (Retd) Gul Faraz PN (Member)

Cdr (Retd) Qamar ul Hassan PN (Member)

Cdre (Retd) Iqbal Javaid SI(M) (President)

**Annex ‘B’**

D.ii **Price Schedule in Pak Rupees**

Name of Bidder IFB Number Page of

**PAPERS EACH CATEGORY - BUHO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No** | **Stationary Items** | **Deno** | **Qty** | Price with all applicable taxes |
|  | **Paper** |  |  |  |
|  | Colour Paper AA / HP 80 Gram (Different) 100 Sheets | Rim |  |  |
|  | Colour Paper AA / HP 80 Gram (Different) 500 Sheets | Rim |  |  |
|  | Chart Papers (White/ Blue/ Green/ Yellow) - Hard | No. |  |  |
|  | Fax Paper roll / FAX film roll | Roll |  |  |
|  | Letter Head A4 size Fancy paper (pad of 100 sheets) | Pad |  |  |
|  | Letter Head A-4 White Color (Pad of 100 sheets) | --“-- |  |  |
|  | Paper Imported A4 AA / HP 80 Gram(100 Sheet) pink color | --“-- |  |  |
|  | Paper Imported A4 AA / HP 80 Gram (500 Sheet) | Rim |  |  |
|  | Paper Legal Size AA / HP 80 Gram | --“-- |  |  |
|  | Transcript Paper A4 size | No. |  |  |
|  | Minute Sheet Green (Legal Size) (500 sheets) | Rim |  |  |
|  | Minute Sheet Green A-4 Size (500 sheets) | --“-- |  |  |
| Grand Total Rs. |  |

Name of Bidder / Firm

Signature

Date Seal:

Cdr (Retd) Gul Faraz PN (Member)

Cdr (Retd) Qamar ul Hassan PN (Member)

Cdre (Retd) Iqbal Javaid SI(M) (President)

**Annex ‘C’**

D.iii **Price Schedule in Pak Rupees**

Name of Bidder IFB Number Page of

**LIST OF CLEANING ITEMS - BUHO**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Description**  | **Qty** | **Price with all applicable Taxes** |
| **Air /Room Freshener** |
|  | Air Freshener (Aseel) 300ml  | Bottle |  |
|  | Air freshener (Airwick) machine | --“-- |  |
|  | Air freshener (automatic) refill (Airwick) Jasmine | --“-- |  |
|  | Roomi Air Freshener (Box) Jasmine (Mungalo) | No. |  |
|  | Roomi Air Freshener (Hanging) Jasmine (Mungalo) | --“-- |  |
| **Anti-Mosquito spray** |
|  | Anti-insect powder (bug, cockroach) – Copex, Mortein | Packet |  |
|  | DDT insect spray (BLACK FLAG) tin | Cane |  |
|  | Mospil Oil  | No. |  |
|  | Power Plus mosquito killer + 06 refilling | --“-- |  |
|  | Spray Mortein 400ml | --“-- |  |
|  | Spray pump gun (mosquito spray) | --“-- |  |
| **Broom/ Brush** |
|  | Coconut broom (for hard floor) | No. |  |
|  | Hard Broom handle plastic | --“-- |  |
|  | Plastic Brush Small | --“-- |  |
|  | Soft Broom | --“-- |  |
|  | Toilet Brush (with box) A-1 quality | --“-- |  |
|  | Wire Brush  | --“-- |  |
|  | Wire wool | --“-- |  |
| **Buckets** |
|  | Bucket medium 60 liters | No. |  |

|  |
| --- |
| **Cleaning /Scrubbing/ polish** |
|  | Acid (super lime) – Taizaab |  |  |
|  | Baking soda |  |  |
|  | Computer Cleaner (Insta Clean) |  |  |
|  | Dettol (500 ml) |  |  |
|  | Glass cleaner (Glint)  |  |  |
|  | Hand wash machine (Soap Dispenser)  |  |  |
|  | Harpic (Large) - Red  |  |  |
|  | Harpic (Small) - Blue |  |  |
|  | Kivi Revive all (Polish Furniture) |  |  |
|  | Lemon Max Bar (Large)  |  |  |
|  | Lemon Max Bar (Small)  |  |  |
|  | Lemon Max Bottle |  |  |
|  | Naphthalene balls  |  |  |
|  | Phenyl 3.5 ltrs (Finis perfumed) (Sc-Johnson) |  |  |
|  | Revolve spray wooden floor polish |  |  |
|  | Scotch Brite  |  |  |
|  | Scraper |  |  |
|  | Sponge (big) |  |  |
|  | Sponge (small) |  |  |
|  | Sun silk shampoo (200 ml) |  |  |
|  | Sweep bottle 1 Liter (Large Red)  |  |  |
| **Duster** |
|  | Duster Yellow (Large)  |  |  |
|  | Duster yellow (Medium)  |  |  |
|  | Phool duster (China) |  |  |
| **Dust Bin / Dustpan** |
|  | Dustpan |  |  |
|  | Dustbin (Large) Plastic |  |  |
|  | Dustbin (Medium) Plastic |  |  |
| **Misc Carpenter /Door/ Lock**  |
|  | Aluminum strip for door lock |  |  |
|  | Ambury paper (raig maal) |  |  |
|  | Brass gas valve |  |  |
|  | Door closer |  |  |
|  | Door handle lock (YANX) |  |  |
|  | Door keys lock |  |  |
|  | Door lock cylinder (brass) |  |  |
|  | Door locks  |  |  |
|  | German glue (wood work) |  |  |
|  | Hook lock aluminum door |  |  |
|  | Magic gel |  |  |
|  | Revolving chair machine 9” |  |  |
|  | Sammad bond |  |  |
|  | Spindale  |  |  |
|  | Table drawers lock |  |  |
| **Misc Electrical**  |
|  | Bracket fan (Pak Fan) |  |  |
|  | Drill machine with complete kit |  |  |
|  | Electrical 3 & 2 pin switch board |  |  |
|  | Electrical 3 & 2 pin Shu  |  |  |
|  | Epoxy  |  |  |
|  | Exhaust fan 12” (Pak Fan) |  |  |
|  | Exhaust fan 6” (Pak Fan) |  |  |
|  | Extension cord 06 port - Camillion |  |  |
|  | Office table lamp |  |  |
|  | Steel nails (1”,2”,2-1/2”,3”) |  |  |
| **Misc General** |
|  | Bathroom Slippers |  |  |
|  | Elfy |  |  |
|  | Glass mate |  |  |
|  | Hair brush |  |  |
|  | Ja-e namaz |  |  |
|  | Malmal cloth |  |  |
|  | Office Table Glass  |  |  |
|  | Name plate (Office) |  |  |
|  | Rubber mat 2’x3” X 1’x6”  |  |  |
|  | Rubber mat 2’x7” X 2’ |  |  |
|  | Rubber mat 6’ X 3’x6” |  |  |
|  | Rubber mat 10’ X 5’x8” |  |  |
|  | Carpet mat 5’ X 3”x6” |  |  |
|  | Smoke ashtray (Glass) |  |  |
|  | Tea glass disposable  |  |  |
|  | Vinegar (Sirka) |  |  |
|  | Water Thermos |  |  |
| **Misc Garden** |
|  | 1.5 ltr garden weed plant spray gun |  |  |
|  | Aari 24” |  |  |
|  | Axe with wooden handle |  |  |
|  | Dual wheel garden Cart  |  |  |
|  | Garden scissor  |  |  |
|  | Grass cutter machine electrical |  |  |
|  | Hand grass cutting machine |  |  |
|  | Khurpa lahori |  |  |
|  | Plant cutter |  |  |
|  | Plant pot with different sizes |  |  |
|  | Plant water pot |  |  |
|  | Reap hook (dranti) |  |  |
|  | Spade with long wooden handle (Kehi/belcha) |  |  |
|  | Tarpin oil (general) |  |  |
|  | Warnish and color  |  |  |
|  | Water plastic pipe 1”  |  |  |
| **Mops/Wiper** |
|  | Dry Mop 24” with steel handle  |  |  |
|  | Dry Mop steel refill 24” |  |  |
|  | Mop steel handle Bachara |  |  |
|  | Mop steel handle refill Bachara |  |  |
|  | Wiper with Handle |  |  |
| **Plastic Bags** |
|  | Polythene Bag Large 36”x40” |  |  |
|  | Polythene Bag Medium 18”x24” |  |  |
| **Soaps/ Hand Wash** |
|  | Hand wash Liquid Bottle 500ml (Saif Guard) |  |  |
|  | Hand wash Liquid Liteve (Saif Guard) |  |  |
|  | Soap Lux 80 gm  |  |  |
| **Sanitary Items**  |
|  | Basin mixer pantry (Master) |  |  |
|  | Bathroom Flush |  |  |
|  | Distemper paint (Berger) |  |  |
|  | Flush tank |  |  |
|  | Lota plastic (Fine quality) with handle |  |  |
|  | Mirrors for bathroom |  |  |
|  | Muslim shower (complete set ) (Master) |  |  |
|  | Muslim shower (Master) |  |  |
|  | Paint Brush 5 Inch Captain |  |  |
|  | Plumber tool bag |  |  |
|  | Showers (Master) |  |  |
|  | Siphon complete set (IFO) |  |  |
|  | Siphon for washroom pump |  |  |
|  | T chock shower |  |  |
|  | Tape (Toll for saintly/ Planting water) (Master) |  |  |
|  | T-cock bathroom WC water tankey (Master) |  |  |
|  | Threading tape and waste pipe (Osaka) |  |  |
|  | Toilet Seat cover  |  |  |
|  | Towel Large, Towel Small (BAWA) |  |  |
|  | Wash basin pipe |  |  |
|  | Wash room washel |  |  |
|  | Washel for WC, Tape |  |  |
|  | Water tape  |  |  |
|  | WC cover etc bathroom (ICL, IFO) |  |  |
| **Tissue paper/ Roll** |
|  | Double Horse Bachat Toilet Roll |  |  |
|  | HI-Jeen White |  |  |
|  | Institutional Rose Petal Party Pack Pink  |  |  |
|  | Rose Petal Party Pack White  |  |  |
|  | Super Horse Toilet Roll |  |  |
|  | Tissue Box (Rose Patel) - Luxury |  |  |
|  | Tissue Box (Rose Patel) - Supreme |  |  |
|  | Tissue Box (Rose Patel) - Tulip Regular |  |  |
|  | Tulip Bachat Toilet Roll white |  |  |
| **Washing Powder Surf** |
|  | Surf excel 45 gram |  |  |
|  | Vim Powder (450 gram) |  |  |
| Grand Total Rs. |  |

Name of Bidder / Firm

Signature

Date Seal:

Cdr (Retd) Gul Faraz PN (Member)

Cdr (Retd) Qamar ul Hassan PN (Member)

Cdre (Retd) Iqbal Javaid SI(M) (President)

**Annex ‘D’**

D.iv **Price Schedule in Pak Rupees**

Name of Bidder IFB Number Page of

**LIST OF PRINTER / PHOTOSTATE / FAX MACHINES / TONNERS (NEW ORIGINAL/GENUINE) – BUHO**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Printer** | **Price with all applicable Taxes** |
|  | HP Laser M-125A MFP 83 (A) |  |
|  | HP Laser Jet Pro 200 Color M 251n CF (210 A), CF (211 A), CF (212 A), CF (213 A) |  |
|  | HP Laser Jet Pro 300 Color PrinterCE (410 A), CE (411 A), CE (212 A), CE (213 A) |  |
|  | HP Laser Jet Pro MFP M 225dn (83 (A) |  |
|  | HP Laser Jet Pro 400 (05 (A) |  |
|  | HP Laser Jet Pro 400 M4 (old) (80 (A) |  |
|  | HP Laser Jet Pro M400dn (H280(FC) |  |
|  | HP Laser Jet Pro 400 M401dn (80 (A) 05 (A) |  |
|  | HP Laser Jet Pro 400 M402d (26 (A) |  |
|  | HP Laser Jet Pro M402dn (26 (A) |  |
|  | HP Laser Jet Pro MFP M435nw (93 (A) |  |
|  | HP Laser Jet Pro MFP M127FN (83 (A) |  |
|  | HP Laser Jet Pro MFP M127-M 128 (83 (A) |  |
|  | HP Laser Jet P80-M12a (85 (A) |  |
|  | HP Laser Jet Pro M12a (79 (A) (12 (A) |  |
|  | HP Laser Jet Pro M 130nw (17 (A) |  |
|  | HP Laser Jet Pro M12a CF 279a (79 (A) |  |
|  | HP Laser Jet Pro MFP M26a (79 (A) |  |
|  | HP Laser Jet Pro MFP M130a (17 (A) |  |
|  | HP Laser Jet 700 (M712) (14 (A) |  |
|  | HP Laser Jet (Color) 3600Q 6470 A, Q 6471 A, Q 6472 A, Q 7583 A |  |
|  | HP Laser Jet P 1005d (35 (A) |  |
|  | HP Laser Jet P 1010 (12 (A) |  |
|  | HP Laser Jet P 1020 (12 (A) |  |
|  | HP Laser Jet P 1102 (85 (A) |  |
|  | HP Laser Jet P 1105 (35 (A) |  |
|  | HP Laser Jet P 1132 MFP (85 (A) |  |
|  | HP Laser Jet 1320 (49 (A) |  |
|  | HP Laser Jet P 1606d (78 (A) |  |
|  | HP Laser Jet P 2035 (05 (A) |  |
|  | HP Laser Jet P 2055dn (05 (A) |  |
|  | RIC 40 A7icio SP 5200 DN (5200) |  |
|  | HP Laser Jet Pro MFP M125a (83 (A) |  |
|  | HP Laser Jet Pro MFP MIQ 5a (83 (A) |  |
|  | HP Laser Jet Pro MFP M28-M31 48 (A), 44 (A) |  |
|  | DNP CXD80 (Special Tonner for BU card |  |
|  | Fax machine Panasonic (KX-FT983) (Fax Roll) |  |
|  | Fax machine Panasonic (KX-FT983) (Fax Roll) |  |
|  | Fax machine Panasonic (KX-FT983) (Fax Roll) |  |
|  | Fax machine Panasonic KX-FL422 (KX-FAT88) |  |
|  | Fax machine Panasonic (KX-FL422) (KX-FAT88) |  |
|  | Fax machine Panasonic (KX-FL422) (KX-FAT88) |  |
|  | Xerox Photocopy machine (WE5857) |  |
|  | Photocopier machine Lexmark 845E |
|  | Photocopy machine Sharp AR-5726) |
|  | Photocopy machine Sharp AR-5726) |
|  | Photocopy machine canon-2520 |  |
| Grand Total Rs. |  |

Name of Bidder / Firm

Signature

Date Seal:

Cdr (Retd) Gul Faraz PN (Member)

Cdr (Retd) Qamar ul Hassan PN (Member)

Cdre (Retd) Iqbal Javaid SI(M) (President)

**Annex ‘E’**

D.v **Price Schedule in Pak Rupees**

Name of Bidder IFB Number Page of

**LIST OF PRINTER / PHOTOSTATE / FAX MACHINES (REFILL TONNERS) – BUHO**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Printer** | **Price with all applicable Taxes** |
|  | HP Laser M-125A MFP 83 (A) |  |
|  | HP Laser Jet Pro 200 Color M 251n CF (210 A), CF (211 A), CF (212 A), CF (213 A) |  |
|  | HP Laser Jet Pro 300 Color PrinterCE (410 A), CE (411 A), CE (212 A), CE (213 A) |  |
|  | HP Laser Jet Pro MFP M 225dn (83 (A) |  |
|  | HP Laser Jet Pro 400 (05 (A) |  |
|  | HP Laser Jet Pro 400 M4 (old) (80 (A) |  |
|  | HP Laser Jet Pro M400dn (H280(FC) |  |
|  | HP Laser Jet Pro 400 M401dn (80 (A) 05 (A) |  |
|  | HP Laser Jet Pro 400 M402d (26 (A) |  |
|  | HP Laser Jet Pro M402dn (26 (A) |  |
|  | HP Laser Jet Pro MFP M435nw (93 (A) |  |
|  | HP Laser Jet Pro MFP M127FN (83 (A) |  |
|  | HP Laser Jet Pro MFP M127-M 128 (83 (A) |  |
|  | HP Laser Jet P80-M12a (85 (A) |  |
|  | HP Laser Jet Pro M12a (79 (A) (12 (A) |  |
|  | HP Laser Jet Pro M 130nw (17 (A) |  |
|  | HP Laser Jet Pro M12a CF 279a (79 (A) |  |
|  | HP Laser Jet Pro MFP M26a (79 (A) |  |
|  | HP Laser Jet Pro MFP M130a (17 (A) |  |
|  | HP Laser Jet 700 (M712) (14 (A) |  |
|  | HP Laser Jet (Color) 3600Q 6470 A, Q 6471 A, Q 6472 A, Q 7583 A |  |
|  | HP Laser Jet P 1005d (35 (A) |  |
|  | HP Laser Jet P 1010 (12 (A) |  |
|  | HP Laser Jet P 1020 (12 (A) |  |
|  | HP Laser Jet P 1102 (85 (A) |  |
|  | HP Laser Jet P 1105 (35 (A) |  |
|  | HP Laser Jet P 1132 MFP (85 (A) |  |
|  | HP Laser Jet 1320 (49 (A) |  |
|  | HP Laser Jet P 1606d (78 (A) |  |
|  | HP Laser Jet P 2035 (05 (A) |  |
|  | HP Laser Jet P 2055dn (05 (A) |  |
|  | RIC 40 A7icio SP 5200 DN (5200) |  |
|  | HP Laser Jet Pro MFP M125a (83 (A) |  |
|  | HP Laser Jet Pro MFP MIQ 5a (83 (A) |  |
|  | HP Laser Jet Pro MFP M28-M31 48 (A), 44 (A) |  |
|  | DNP CXD80 (Special Tonner for BU card |  |
|  | Fax machine Panasonic (KX-FT983) (Fax Roll) |  |
|  | Fax machine Panasonic (KX-FT983) (Fax Roll) |  |
|  | Fax machine Panasonic (KX-FT983) (Fax Roll) |  |
|  | Fax machine Panasonic KX-FL422 (KX-FAT88) |  |
|  | Fax machine Panasonic (KX-FL422) (KX-FAT88) |  |
|  | Fax machine Panasonic (KX-FL422) (KX-FAT88) |  |
|  | Xerox Photocopy machine (WE5857) |  |
|  | Photocopier machine Lexmark 845E |
|  | Photocopy machine Sharp AR-5726) |
|  | Photocopy machine Sharp AR-5726) |
|  | Photocopy machine canon-2520 |  |
| Grand Total Rs. |  |

Name of Bidder / Firm

Signature

Date Seal:

Cdr (Retd) Gul Faraz PN (Member)

Cdr (Retd) Qamar ul Hassan PN (Member)

Cdre (Retd) Iqbal Javaid SI(M) (President)

E. **FORM OF CONTRACT**

RATE RUNNING CONTRACT (RRC) – SUPPLY OF STATIONERY, PAPERS,

CLEANING MATERIAL AND TONERS BAHRIA UNIVERSITY HEAD OFFICE

1. This contract is made on the day of 2019 between the Bahria University Head Office Islamabad (hereinafter called the Purchaser of One Part) and “M/s NTN No. GST No. located at Shop No. (hereinafter called the Contractor of other Part).

2. Both the parties have agreed to following term and conditions:

a. That wherein the Contractor has agreed to supply Stationery, Papers, Cleaning Material and Toners at the prices mentioned in Tender Documents Section-D (Price Schedule) and the purchaser has agreed to make payments within 30 days of delivery of acceptance of the items by user department.

b. That the contract is for one year with effect from 1st January 2020, its signing and shall remain enforce till contract for the next year is concluded.

c. That if the items supplied shall be new unused, compatible / fit as per OEM requirement for the machine/item concerned.

d. That, if the items found low quality, those shall be replaced with new ones within three days by the Contractor.

e. That, the prices are final and firm. No increase in the price shall be made during currency of this contract.

f. That payment shall be made through cheque in the name of Contractor.

g. That taxes shall be deducted as per Government Rules.

h. That in the event of failure on the part of the contractor to comply with the contractual obligations, the contract shall be liable to be cancelled at the desire of the purchaser and at the risk and expense of contractor. In such an event all payments in process shall be withheld and earnest money that is Rs.75,000/- shall be forfeited as penalty.

i. That this contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to the contract shall be settled amicably by both the parties. If not settled, the matter shall be referred to Rector BU Islamabad as arbitrator whose decision shall be final and binding upon the parties. No dispute once decided by the arbitrator shall be final and binding upon the parties. No dispute once decided by the arbitrator shall be agitated in any Court of Law.

3. IN WITNESS WHEREOF the parties have set their respective hand on those presently at Islamabad on the day of

1st PART (THE PURCHASER) 2nd PART (THE CONTRACTOR)

Name: M/s:

CNIC No. CNIC No.

F. **GENERAL OR SPECIAL CONDITIONS OF CONTRACT**

1. Firms are advised to visit the Deputy Director Admin to understand requirement of university.

2. Items will be required to be delivered when and as required.

3. Vender is responsible to arrange goods and manpower for supply of said items at BUHO.

4. On winning of contract, the vender will Deposit / Pay Order of (Refundable) Rs.75,000/- as security for one year.

5. That wherein the Contractor has agreed to Supply Stationery, Papers, Cleaning Material and Toners at the prices mentioned in Tender Document Section D (Price Schedule) and the purchaser has agreed to make payments within 30 days of delivery and acceptance of the items by user department.

6. That the contract is for one year with effect from 1st January 2020, its signing and shall remain enforce till contract for the next year is concluded.

7. That if the items supplied shall be new unused, compatible / fit as per OEM requirement for the machine concerned.

8. That, if the items found low quality, those shall be replaced with new ones within three days by the Contractor.

9. That, the prices are final and firm. No increase in the price shall be made during currency of this contract.

10. That payment shall be made through cheque in the name of Contractor.

11. That taxes shall be deducted as per Government Rules.

12. That in the event of failure on the part of the contractor to comply with the contractual obligations, the contract shall be liable to be cancelled at the desire of the purchaser and at the risk and expense of contractor. In such an event all payments in process shall be withheld and earnest money that is Rs. 75,000/- shall be forfeited as penalty.

13. That this contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to the contract shall be settled amicably by both the parties. If not settled, the matter shall be referred to Rector BU Islamabad as arbitrator whose decision shall be final and binding upon the parties. No dispute once decided by the arbitrator shall be agitated in any Court of Law.

14. Vender / General Supplier having own stores / shops in Islamabad / Rawalpindi will be preferred.

15. Any item which is not included in the list and required by end user will be provided by successful bidder in his category of items, stationery / toners / Cleaning Material / Paper on market rates in special cases).

16. No vendor will visit approach in any office except Dy Director Admin.

G. **SPECIFICATIONS**

As brands indicated in list

|  |  |
| --- | --- |
| Person to be contacted for Technical queries | DD (Admin) Cdr (Retd) Qamar ul Hassan PNUAN 051-111-111-028 & 9260002 Extn 318, 342 |

H. **DELIVERY TIME OR COMPLETION SCHEDULE**

The delivery schedule stipulates hereafter a delivery period during which the delivery is required to be completed, tested and accepted:

**As per Clauses of Contract Agreement**

I. **BID EVALUATION CRITERIA**

1. The bidder must submit National Tax No., Sales Tax No. Certificates (if applicable) & Income Tax clearance certificate on the last Income Tax returns.

2. The bidder must have at least five years of experience in similar job as requisitioned in the bid.

3. The bidder must have successfully completed at least three (03) contracts of similar nature and size during last two (02) years. Documentary evidence to this effect must be provided with the Bid, which includes copy of contract / purchase order, certificate from client for successful completion of contract, etc.

4. The bidder must submit the following documents with the proposal to ascertain the financial capability:

i. Audited Balance Sheet for last three years including profit & loss account & auditors notes.

ii. Tax Return of last year.

5. List of manpower working in the store / shop.

6. Capabilities with respect to HR / expertise held with firm.

7. An affidavit on legal stamp paper of Rs.50/- to the effect that bidder has not been blacklisted by any of the Federal Government private organization.

8. Undertaking that supply will be completed in due time with due diligence.

9. Any other binding / factor which BU may deem relevant in due course will be applied.

10. Disqualification of firms will be done in accordance with Rules 16 to 18 of PPRA.

11. Set up of bidder should be in Islamabad / Rawalpindi.

J. **FORMAT OF BID SECURITY REQUIRED**

1. **Rs.75,000/- Bid Security (Re-fundable)** in the form of Pay Order / Demand Draft in favour of Bahria University Islamabad is required.

2. The Bid Security shall be in Pak. Rupees and shall be in one of the following forms:

(a) Irrevocable en-cashable call-deposit/bank draft / pay order in name of the Purchaser.

3. Unsuccessful bidders’ bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed.

4. The successful Bidder’s bid security will be discharged upon the Bidder’s successful supply of Goods duly acceptable to the purchaser.

5. The bid security may be forfeited:

(a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form;

**OR**

(b) In the case of a successful Bidder, if the Bidder fails:

(i) To sign the contract in accordance with BD.

(ii) Fails to deliver the Goods within stipulated time period as per Schedule of Requirements.

6. Security of an amount of Rs.75,000/- is to kept with Bahria University Head Office.

K. **DETAILS OF STANDARDS (IF ANY) THAT ARE TO BE USED IN ASSESSING THE**

**QUALITY OF ITEMS SPECIFIED (PREPARED BY USER DEPARTMENT)**

End user will assess the quality of items specified in bidding documents. In case of any complain, the user will indicate to D D Admin as first step in written shapes, if not settled, later on the complaint against the vender against low quality of items and poor response from the vender may be informed to P&D Directorate for further necessary action.

L. **ANY OTHER DETAILS NOT INCONSISTENT WITH THESE RULES THAT THE PROCURING AGENCY MAY DEEM NECESSARY**

NIL

**R E C E I P T**

**RATE RUNNING CONTRACT (RRC) FOR STATIONERY, PAPERS, CLEANING MATERIAL AND TONERS, BAHRIA UNIVERSITY HEAD OFFICE**

Received of **Rs 2,000/- (Rupees Two Thousand only)** (non-refundable) payment from Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Mobile No. on account of Tender Documents Supplied to M/s , Address , in response to Bahria University Tender Notice.

Receipt No.

Signed:

For President Purchase Committee

Bahria University Head Office

Shangrila Road, Islamabad

Dated: 2019 Tele No.051-9261930

**ISSUE NOTE**

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For President Purchase Committee

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