



Tender form

Stationery

Financial Year 2022-2023

INVITATION TO BID & BIDDING INFORMATION

Sardar Bahadur Khan Women's University (SBKWU) Quetta invites sealed Bids/Tenders from well reputed Experienced Stationers/authorized dealers/ distributors/reseller/general order supplier having valid GST and NTN registration and should be active tax payer in FBR list for the supply of (Stationery). Bidding document can be viewed/ downloaded from the university website: www.sbkwu.edu.pk or obtained from Purchase office SBKWU brewery road, Quetta on the production of Green Challan of RS. 1000/- (Non-refundable) deposited to National Bank BMC Branch in the University Account No 3-9 in the name of treasurer SBKWU. Or through pay order of the above amount. This advertisement is also available on PPRA website at www.ppra.org.pk. The bids, prepared in accordance with the instructions in the bidding documents

Note: Bidders are strictly advised to read & make themselves aware of the Public Procurement Rules (PPRA) – 2004 available at the PPRA www.ppra.org.pk

Method of Procurement: Single stage two envelopes bidding procedures one containing the Technical proposal and the other financial proposal enclosed together in an outer single envelope.

1. Date of Receipt of tender _____ 10th _____ March; 2022 by 10:30 A.M
2. Date of opening of the tender _____ 10th _____ March; 2022 by 11:00 A.M
3. Venue _____ Executive Hall. SBKWU
4. Address _____ Sardar Bahadur Khan Women's University (SBKWU) Brewery Road Quetta
5. Phone Number _____ 9213303-5

Treasurer

SBK Women's University, Quetta



Vender Name and Detail:

1. Name & Address: _____

of the supplier _____

2. Sale Tax Registration No: _____

3. Income Tax Registration No _____

4. Telephone No: _____

5. Cell No: _____

6. Bank Challan # _____

List of Stationery items

Note:- Rates should be Quoted with All Taxes

S.No	Item	Qty	Unit Price including all Taxes	Total Price including all Taxes
1	Paper Legal 70 gm Paper One or Equivalent (Sample)	1000		
2	Paper A4 70 gm Paper One or Equivalent(Sample)	1000		
3	Scotch Tape Medium 1"	20		
4	Scotch Tape Large 2"	20		
5	Staple Remover	50		
6	Stock Register 8 Qr Kohenoor or Equivalent	15		
7	Stock Register 2 Qr	50		
8	Pencils Goldfish or Equivalent Doz	50		
9	Gum Stick Medium	100		
10	Paper Cutter	50		
11	Max Ball Pen or Equivalent Packets of 10 (Sample)	200		
12	Board Marker ink	200		
13	Box File Quality (Sample)	500		
14	Eraser(Sample)	200		
15	Gem Clips Packets	50		
16	Stamp Pads	50		
17	Dispatch Registers	50		
18	Calculator Medium	30		
19	Punch Machine Medium	50		
20	Punch Machine Large	5		
21	File Separator Plastic	100		
22	Binding Tape	100		
23	Writing Pads	100		
24	Color Card Packets	50		
25	Masking Tape	50		
26	Note Portion Pads(Sample)	500		
27	White Board Duster	300		
28	Stamp Pad Ink	50		
29	Color Paper Packets	50		
30	Register 200 page	100		
31	Sticky note yellow big	200		
32	File tag	500		
33	Sharpener (Sample)	200		

34	Ledger 150 pgs	10		
35	Ledger 350 pgs	10		
36	Envelope 9x4 Brown	500		
37	Laces tag pack	50		
38	Attendance register (Sample)	500		
39	Stapler medium(Sample)	200		
40	Stapler large	10		
41	Steel scale 12 inch	50		
42	Scissor	50		
43	Transparency sheet pack	10		
44	Common pin	100		
45	Dust bin(Sample)	30		
46	Duster cloth	500		
47	Board Marker Numbers	500		
48	Thumb pin box	50		
49	Signature pen(Sample)	100		
50	Signature pen (Shneider) or Equivalent No	20		
51	File board	500		
52	Highlighter	50		
53	Envelope legal Brown(Sample)	1000		
54	Envelope A4 Brown(Sample)	1000		
55	Blanco Pen(Sample)	50		
56	VIP File cover White (Sample)	1000		
57	24-6 Stapler pin	500		
58	23-8 stapler pin	100		
Total Cost				

Terms & Conditions

01. The rates to be quoted shall be inclusive of GST and all taxes upto 31-12-2023. However, the procuring agency may extend contract period beyond 31-12-2023 till finalization of the next tender.
02. Samples of the items where required should be provided by the vendor with the tender after the selection in financial bid opening.
03. Tender form should be filled in carefully and cutting/doubling be avoided. Conditionally tender will not be entertained.
04. An affidavit on a non-judicial Stamp Paper valuing Rs 100/- Should be attached with the tender to the effect that the firm has Never been indulged In any litigation or organization has never been black listed by any department or organization of the Govt;

05. Submission of any false statement concealing of information is likely to disqualify the bidder.
06. The vendor/vendors will be required to provide 2% call deposit. (Refund able) of the total value of items to be purchased without which the supply order will not be issued.
07. Items quantity can be reduced or increased by procurement committee and have the rights to select (items wise or whole package).

Eligibility Criteria

1. Valid NTN No
2. Valid GST NO
3. Non blacklisting certificate

Technical Evaluation Criteria:

S.#	Attributes	Score	Score Distribution
1	Registered Stationers	30	Stationery Registration Must be attached
2	Detailed company profile	5	
3	Projects Completed of similar nature	20	Documentary proof/evidence required
	1 - 2 Projects		5
	3 - 4 Projects		10
	5 - 6 Projects		15
	7 – 8		20
4	Service Personal Team	10	Detail of Employees with is required
	1-3 Service Deliver personals		5
	4-6 Service Deliver personals		10
5	Financial Health Certificate		

	Income Tax Annual Returns of last Years	15	
	Bank Statement of Last 1 Year	10	
6	Items Quoted	10	Detail specification of required Items as per requirement Quoted separately without amount in technical bid and with amount in financial bid
	50 %		5
	100 %		10

Minimum 70 marks are required for eligibility.

Work order will be award to the successful vendor after bid acceptance letter. Committee may ask to submitting bid security up to 10% of total work order, contract signing

Treasurer

Sardar Bahadur Khan Women's
University Quetta