



Shifa Tameer-e-Millat University

شفا تعمیرِ ملت یونیورسٹی

**SHIFA TAMEER E MILLAT
UNIVERSITY
ISLAMABAD**





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**TENDER
DOCUMENTS
FOR PAPER REAM
80GRAMS A4 SIZE
DOUBLE A**



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OFFICE OF THE PROCUREMENT COORDINATOR

Phone No. 051-8463395-4292

1. GENERAL

- i. Any bid without all taxes will not be entertained.
- ii. 2% earnest money call deposit in the name of STMU
- iii. Bid for supply paper A4 size 80Grams AA.
- iv. Conditional/incomplete/overwritten bid will not be entertained.
- v. The prices quoted must be valid for at least 30 days from the date of tender opening for the evaluation of tender.
- vi. The successful bidders will be required to supply the items up-to the end of financial year 2021-2022. The bid can be extended for further period as per STMU rules, if both the parties agree.
- vii. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- viii. The bid must accompany the following:
 - a. Firm Registration Certificate with the Federal/Provincial Government.
 - b. National Tax Number
 - c. Sales Tax Registration Certificate Number.
 - d. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
 - e. Dealership Certificate from original manufacturer for Pakistan (where required)
 - f. All bids must be properly sealed and delivered through mail (currier).
 - g. The provision of quoted rate in soft form is also required.

2. SCOPE OF SUPPLY

The bidder shall supply according to the prescribed specifications. Quantity will be increase/decrease on the same rate or may be repeat order on the same rate with the acceptance of the vendor.

3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules.

4. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

5. BID VALIDITY

The bid should remain valid and open for acceptance of STMU date of opening of bids.



6. BIDS PROPOSAL

The bid should comprise a single package containing two separate envelopes. Each envelope should contain separately the financial proposal and technical proposal. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold letters. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

7. The committee will evaluate the technical proposals. The Technical proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive bids will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The above stated standard evaluation criteria will be binding upon the bidders and will have no liability, on the University.

8. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the purchase office (STMU) till the last date mention on the advertisement. The bids will be opened in the presence of the bidders or their authorized representatives, who wish to be present.

9. LATE BIDS

Any bid received in the university after the prescribed deadline shall not be entertained.

10. UNIVERSITY’S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University reserves the right to accept or reject any or all tenders fully or partially without assigning any reason whatsoever.

11. CANVASSING

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

12. DELIVERY

The bidders shall make delivery of the items within 15 days from date of issuance of purchase order. A penalty of 2% of the item price per day subject to the maximum of 10% may be charged after expiry of the delivery time till the supply of the items. The delivery of items, their installation, testing and commissioning, shall be made at STMU by the suppliers, at their own expense, and transportation arrangements. .



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13. MODE OF PAYMENT

No advance payment will be made as per STMUt rules. 100% of gross bill payment will be made to the supplier after inspection of supplied items by a committee of experts constituted by the University after the successful and complete supply of the items. .

14. PRICE

The price of items will be inclusive of transportation and all taxes etc. No separate payment will be made by the University on this account.

15. TAXES

All Government taxes shall be deducted at source according to the relevant rules.

16. ARBITRATION

The decision of the University in all relevant matters will be final and unchallengeable
In any court of law anywhere.

SPECIAL CONDITIONS OF THE CONTRACT

1. **Inspection of materials.**

All material shall be subject to inspection and shall be approved by STMU Purchase committee/Technical Committee. The committee may reject such paper as per requirement.

3. **Responsibility against damages**

Before and up to the whole of the Supply/ and have been finally handed over to the University, the supplier shall be responsible for all and any damage caused to the materials thorough accident, improper handling, transport or any other cause whatsoever and, remove or replace the same and compensate the University against all such losses.

4. **Specifications**

The work shall comply to the requirement/ specification laid down in the B.O.Q of the tender.

5. Quality of each item should be supreme quality.



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This information must be kept in Technical proposal Envelop

To be filled by the bidders.

1. Name of bidders: -----

2. Address: -----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NTN. ----- Sales Tax No.: -----

6. Branches (if any):

i. -----

ii. -----

iii. -----

7. Type of Business:

i. -----

ii. -----

iii. -----

i. List of technical staff with qualification and experience

ii. Authorization of distribution / dealership

iii. Any other: -----

9. Previous Experience (name of organization where said or like equipment supplied/installed/
commissioned):

i.----- ii.-----

iii.----- iv.-----

v.----- vi.-----

vii.----- viii.-----

Please enclose any supporting document

Name and signature: - ----- Date: -----

Seal:



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Bid Required For Paper Ream (2000Quantity)

Brand, ---Double A,

Size, -- A4

Weight,--80 Grams

Quantity-- 2000 Ream