

**KHYBER COLLEGE OF DENTISTRY (M.T.I)
PESHAWAR**

**Procurement of Office Stationery, for
Khyber College of Dentistry (MTI)
Peshawar.**



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Peshawar**

Standard Bidding Documents (SBD)

Preface:

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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INTRODUCTION:

Medical Teaching Institution (MTI)/ Khyber College of Dentistry, Peshawar invites. Sealed bids from the eligible bidders for procurement of Office Stationery for KCD under Open Competitive Bidding under rule 6(2) (a) "Single Stage Single Envelope" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1) INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under, along with Standard Bidding Documents.
2. The bids will be opened on 22-07-2022 in presence of the bidders/representatives who choose to attend
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
4. The bid should be complete in all respect and must be signed by the bidder.
5. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. GST shall be included where applicable
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
7. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
8. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
9. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The offer is ambiguous;
 - d. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
 - e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:
 - f. Only typed tender on original prescribing letter pad, sealed & signed should be submitted, the quoted Price must be pre printed and hand written quoted price will not be acceptable. The tenders must be according to hospital specification; alternate rates (Double rates for single Items) will not be accepted.
10. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
11. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
12. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
13. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
14. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the KCD Peshawar's future bids.

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2) ELIGIBILITY CRITERIA:

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and for services KNTN.
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPP Rules 2014.

3) TERMS & CONDITIONS

01. The rates should be valid upto 30th June 2023.
02. By hand/quotation and hand written tenders will not be accepted, Original brochure will be attached with Bid.
03. Call Deposit must be attached with the tender documents otherwise tender document will not be received.
04. The successful bidder will supply the items within 30 days after the receipt of confirm supply order. If the supplier failed to supply the items within stipulated period of time then 02% penalty will be charged, 05% penalty will be charged for delivery more than 15 days.
05. All Government Taxes i.e Income Tax @4.5%, Sales Tax @ 17% and 1% Stamp Duty or **as per Government rules** will be deducted from the demand bill of the successful bidder.
06. The supply will be treated canceled if the suppliers supply wrong item or not according to specification and Call deposit will be forfeited.
07. Full particulars with specification, of each item with the country origin (ml/gm/kg, lit, No etc) should be mentioned with the tender/quotation against each item.
08. The supplier will be responsible for any loss during the transit and will have to replace the damage or lost items.
09. The firm (approved supplier) will be responsible for free service/repair/replacements of spare parts free of cost during the guarantee period which should be mentioned in the quotation and should not be less than one year.
10. The payment will be released on the receipt of complete supply. Security/Call deposit will be released after the expiry of the bid validity period of selected firms.
11. Security will be deducted as per applicable rules on each supply order of Equipments and will be released after warranty period.
12. THE DEAN KCD MTI Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.
13. The successful bidder will sign an agreement on Judicial Stamp Paper of Rs.100/- accepting all the terms and conditions mentioned above.
14. Any supplier who quotes/supplies substandard items/materials will be penalized with not only call deposit being forfeited but also firm will be blacklisted.

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4. GENERAL CONDITIONS: -

1. KCD Peshawar shall evaluate the bid in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, KCD Peshawar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
4. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
5. KCD MTI Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014

5. BID Security

Bid security Rs-30,000/- in shape of Call Deposit refundable drawn in favor of "DEAN KCD"

The bid security may be forfeited:

- i. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii. In the case of a successful Bidder, if the Bidder fails to sign the contract
- iii. If a successful Bidder unable to supply the items after issuance of 3 reminders, order will be placed to the next lowest bidder.

6. BID VALIDITY:

- i) The bids should be valid for a period of 90 Days.
- ii) In exceptional circumstances, KCD Hospital may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

7. BID VALIDITY: Rates approved will be valid till 30-06-2023

LIST OF OFFICE STATIONARY ITEM 2022-23

S. No	Description
1.	Attendance Register
2.	Ball Pen Crystal Best Quality
3.	Binding Paper Plastic A4 size
4.	Binding Paper Plastic Legal size
5.	Binding Tap
6.	Blue file box
7.	Calculator Small/Medium/Large
8.	Carbon Paper
9.	Card Paper for Certificates (A4 Size)
10.	Card Paper for Certificates (Legal Size)
11.	Color paper A4 size (different color)
12.	Carton Tape 02 inch
13.	Computer Paper Best Quality (A4 size)

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14.	Computer Paper Best Quality (Legal Size)
15.	Correction Pen
16.	Diary for the Patients appointment Year 2023 (Large size with on one page date)
17.	Dollar Ink Black/Blue.
18.	Duplicating Paper
19.	DVD writable per pc
20.	DVD Re-Writable Per pc
21.	Duster for white board
22.	Envelop 9x4 inch 11x5 (brown & white)
23.	Envelop A-4 –Full size (brown & white)
24.	Fax Roll
25.	File Cover with KCD monogram(Kacha Cover)
26.	File Cover with KCD monogram (Hard)
27.	File Folder
28.	File box / Box File
29.	Glue Stick
30.	Gum (Bottle)
31.	Highlighter
32.	Ledger Book
33.	Log Book
34.	Marker Erasable (White Board)
35.	Marker Permanent
36.	Note Book Small/Medium/Large
37.	Notice Boards (Small, Medium, Large)
38.	Paper clips
39.	Paper Cutter
40.	Paper Knife
41.	Paper pins
42.	Paper Scissor (Medium size)
43.	Paper Scissor (Large size)
44.	Pen cushion
45.	Pencil
46.	Phone Book Diary
47.	Peon Book
48.	Photostat Paper Best Quality (A4 size)
49.	Photostat Paper Best Quality (Legal Size)
50.	Photo graphic paper 4x6"
51.	Photo graphic paper A4 size
52.	Pointer (Blue &Black)
53.	Pointer (Wireless Presenter/Laser Pointer for presentation)
54.	Power Cable for Computer
55.	Punch Machine (Single) (Double)
56.	Planner for the 2022 and 2023
57.	Register simple large size
58.	Ribbons for Printer (EPSON LQ-300 & 350)
59.	Rubber
60.	Register plain no. 35
61.	Scotch tap cutter
62.	Scotch Tape (Transparent) 2 Inch

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63.	Sharpener
64.	Stamp Pad (plastic material)
65.	Stamp Pad Ink
66.	Stapler Machine (Medium size)
67.	Stapler Machine Heavy Duty
68.	Stapler Pin (Normal size) (Large size for heavy duty machine)
69.	Stapler Pins Remover
70.	Steel Ruler
71.	Stock Book Small/Medium/Large
72.	Student Register
73.	Sticking note pad (small, medium & large)
74.	Tags (Small & Large) per bundle
75.	Tags (different colors) per bundle
76.	Thump pins (steel head & Plastic Head)
77.	Toner for Printer (P1102, 1005,1020,05A, 81A, 83A, 79A, 26A)
78.	Tracing Paper
79.	White Boards (Small, Medium, Large)
80.	Pana Flex (per sq ft)
81.	Pana Flex with stand
82.	Log Book as per sample
83.	Prospectus magazine per page
84.	Visiting card as per sample
85.	