

**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 05-06-2023 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 Withdrawn bids will be returned unopened to the Bidders.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 2024.
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 @ 18% 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 30-06-2024

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 3 Inch
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

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13.	Correction Pen
14.	Diary for the Patients appointment Year 2024 (Large size with on one page date)
15.	Dollar Ink Black/Blue.
16.	Duplicating Paper
17.	DVD writable per pc
18.	DVD Re-Writable Per pc
19.	Duster for white board
20.	Envelop 9x4 inch Brown
21.	Envelop 9x4 inch White
22.	Envelop 11x5 inch Brown
23.	Envelop 11x5 inch White
24.	Envelop A-4 Brown
25.	Envelop A-4 White
26.	Envelop Legal size Brown
27.	Envelop Legal size White
28.	Fax Roll
29.	File Cover (Kacha Cover) simple good quality
30.	File Cover (Kacha Cover) with KCD monogram
31.	File Cover with KCD monogram (Hard)
32.	File Folder
33.	File box / Box File
34.	Glue Stick
35.	Gum (Bottle)
36.	Highlighter
37.	Ledger Book
38.	Log Book
39.	Magnifying Glass good quality
40.	Marker Erasable (White Board)
41.	Marker Permanent
42.	Note Book Small/Medium/Large
43.	Notice Boards (Small, Medium, Large)
44.	Page Separators (Different colours)
45.	Paper Computer Best Quality (A4 size)
46.	Paper Computer Best Quality (Legal Size)
47.	Paper Photostat Best Quality (A4 size)
48.	Paper Photostat Best Quality (Legal Size)
49.	Paper clips
50.	Paper Cutter
51.	Paper Shredder 10 Pages
52.	Paper Knife
53.	Paper pins
54.	Paper Scissor (Medium size)
55.	Paper Scissor (Large size)
56.	Pen cushion
57.	Pencil
58.	Phone Book Diary
59.	Peon Book
60.	Photo graphic paper 4x6"
61.	Photo graphic paper A4 size

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62.	Pointer (Blue & Black)
63.	Wireless Presenter/Laser Pointer for presentation Logitech professional presenter R800
64.	Power Cable for Computer
65.	Punch Machine (Single)
66.	Punch Machine (Double) best quality
67.	Punch Machine (Double) best quality extra large heavy duty
68.	Planner for the 2023 and 2024
69.	Register simple large size
70.	Ribbons for Printer (EPSON LQ-300 & 350)
71.	Rubber
72.	Register plain no. 35
73.	Scotch tap cutter
74.	Scotch Tape (Transparent) 2 Inch
75.	Sharpener
76.	Stamp Pad (plastic material)
77.	Stamp Pad Ink
78.	Stapler Machine (Medium size)
79.	Stapler Machine Heavy Duty
80.	Stapler Pin (Normal size) 24/6
81.	Stapler Pin (Large size for heavy duty machine)
82.	Stapler Pins Remover
83.	Steel Ruler
84.	Stock Book Small/Medium/Large
85.	Student Register
86.	Sticking note pad (small, medium & large)
87.	Tags Small per bundle
88.	Tags Large per bundle
89.	Tags (different colors) per bundle
90.	Thump pins (steel head & Plastic Head)
91.	Toner for Printer (P1102, 1005,1020,107A,05A, 81A, 83A, 79A, 26A) (Canon-057) (Canon LBP 226dw)
92.	Photocopier Toners (Canon Image Runner 2745i) (Sharp SL5620) (Canon IR 2318)
93.	Tracing Paper
94.	White Boards (Small, Medium, Large)
95.	White Boards Stand (Medium, Large)
96.	Pana Flex (per sq ft)
97.	Pana Flex with stand
98.	Log Book as per sample
99.	Prospectus magazine per page
100.	Visiting card as per sample