

Rs.1,000/-

# **TENDER DOCUMENT**

**For Category - A**

## **THE PURCHASE OF STATIONERY** **FOR EXAMINATION SECTION**



**University of Buner**  
**Buner KP**  
October 2019

# **TENDER DOCUMENTS FOR THE PURCHASE OF STATIONARY FOR EXAMINATION SECTION**

## **1. General**

- i. Any tender without earnest money will not be accepted.
- ii. Conditional / incomplete / overwritten bid will not be accepted.
- iii. Any bidder interested in bidding for one or more items separately is allowed to do so. However, preference will be given to bidder offering several items together.
- iv. The prices quoted must be valid for at least 90 days from the date of tender opening.
- v. Telephonic / telexed / faxed / telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
  - Firm registration Certificate with the Federal / Provincial Government
  - National Tax Number
  - Sales Tax Registration Certificate Number.
  - Certificate to the effect that they have never been blacklisted by any Government / Semi Government Organization.
  - Dealership certificate, from original manufacturer for Pakistan.

## **2. SCOPE OF SUPPLY**

The bidder shall supply the items as per specifications given in the attached Annex-1.

## **3. BID PRICE**

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

## **4. CURRENCY OF BID**

The prices should be quoted in Pakistani Rupees.

## **5. BID VALIDITY**

The bid should remain valid and open for acceptance of the purchase for a period of 90 days from the date of opening of bids.

## **6. EARNEST MONEY**

The bidder shall furnish, as part of his bid, earnest money equal to 2% of the quoted price with their offer in form of demand draft / Pay order in favor of Treasurer, University of Buner, issued by a Pakistani scheduled Bank or branch of a Foreign Bank operating in Pakistan. The demand draft / pay order shall be returned to the unsuccessful bidders on their written request as early as possible. The earnest money will be forfeited if a bidder shows his inability for supply of the items due to any reason for which order has been placed on him.

## **8. SIGNING OF BIDS**

He/She/The person signing the bid shall initially sign all the pages of the bid documents.

## **9. DEADLINE FOR SUBMISSION OF BIDS**

All bids must reach University on or before the prescribed deadline. The bids will be opened on the date and time as per tender.

## **10. LATE BIDS**

Any bid received in the University after the prescribed deadline shall be returned unopened to the bidders.

## **11. UNIVERSITY'S RIGHT TO ACCEPT ANY OR REJECT ALL BIDS**

The University reserves its right to accept any or reject all tenders without assigning any reason thereof and is not bound to accept the lowest tender either. No claim, as such would be entertained on this account, and will be unchallengeable in any court of law.

## **12. VARIATION IN QUALITY /QUANTITY**

The university shall have the power to order variation in the form, quality or quantity of the items or any part thereof and shall have the power to order the contractor/supplier to do so and the contractor/supplier shall comply with such orders.

## **13. CANVASSING**

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

## **14. DELIVERY**

The bidder shall make delivery of the items within as per supply order. A penalty of 1% of the total price per day may be charged after expiry of the delivery time till the supply of the above said items not later than 5-days. The delivery of mentioned items shall be made at University of Buner by the supplier with his own transportation arrangements.

## **15. PRICE**

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

## **16. GUARANTEE/WARRANTY**

The supplier shall furnish one-year guarantee for all the above-mentioned items. In case of defect in any item the supplier shall replace it free of cost within four weeks; otherwise the supplier will return the entire paid amount to University of Buner immediately.

## **17. TAXES**

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

## **18. TECHNICAL SPECIFICATIONS**

The university shall have the power to order at any time, the removing of any item or work executed which is not in accordance with the contract / technical specification. In case of default by the contractor to carry out such orders, the university shall have the power to have such items removed and re-executed through other arrangements at the sole risk, cost and responsibility of the contractor/supplier.

## **19. COMPLETION TIME**

The delivery of the items/stores shall be completed within the prescribed period and time and shall be considered as the essence of contract. In case of default on the part of the contractor to complete damages for the delay at the rate of 1% of the total price per day of delay not late than 5-days, till the complete supply of the said items.

## **20. INSPECTION OF ITEMS**

All items shall be subject to inspection and shall be approved by Competent Authority, before the same are installed in position. The Competent Authority may reject such materials/stores/items as are considered substandard by him.

## **21. RESPONSIBILITY AGAINST DAMAGES**

Before and upto the whole of the items are handed over to the university and a proper completion certificate/supplier thereof obtained by the contractor/supplier, the contractor shall be responsible for all or any damage caused to the items through accident, improper handling, transport or any other cause and shall be replaced by the Contractor upto the full satisfaction of Competent Authority.

## **23. MODE OF PAYMENT**

- a. No advance payment will be made as per Government rules.
- b. 90% payment will be made to supplier after inspection of the supplied items by a committee of experts constituted by the university if found in order in all respects after the successful and complete supply, installation and functioning of the items and remaining 10% will be kept as performance guarantee for one year and will be released after one year from the date of satisfactory supply of items.

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#### **24. SECURITY OF THE PRINTED MATERIAL**

- a) The firm will be responsible for safety and safe security of the printed Answer Books and will hand over all sort of rough material whether damaged or spoiled to the University. The firm will be responsible for leakage of the Answer Books or Continuation sheets.
- b) In order to ensure that adequate safety measures have been taken at the premises where the printing work of Answer Books is in progress. The Competent Authority will have the right to conduct surprise check/inspection. In case of any laxity in security and safety of answer books or continuation sheets it comes to the notice of the Authorities, the firm will be held responsible and will be liable to for taking legal action or penalty as deemed fit by the competition Authority.

#### **25. AGREEMENT**

The firm will be required to sign an undertaking on stamp paper worth Rs.100/- duly attested by the Oath Commissioner declaring therein to have agreed to the above terms and condition in totally.

**DETAILED SPECIFICATIONS OF STATIONARY ITEMS**  
**(ANSWER BOOKS & CONTINUATION SHEETS)**

S.No.	Item	Description	Quantity
1.	Answer Book (Annual System)	<ul style="list-style-type: none"> <li>• Total No. of leaves = 12</li> <li>• Weight = 68 grams</li> <li>• Serial No. on each Answer Book</li> <li>• Specimen Attached</li> <li>• As per Spicemen Sample will be provided to Committee</li> <li>• Fine Binding</li> <li>• Page Size A4</li> <li>• Color of Page = white</li> <li>• Front Page Printing = Green/ Blue Color</li> </ul>	10,000 (Ten Thousand only)
2.	Semester Final Term Answer Book (Main Campus)	<ul style="list-style-type: none"> <li>• Total No. of leaves = 10</li> <li>• Weight = 68 grams</li> <li>• Serial No. on each Answer Book</li> <li>• Specimen Attached</li> <li>• Fine Binding</li> <li>• Page Size A4</li> <li>• Color of Page = white</li> </ul>	100,000 (One Hundred Thousand only)
3.	Semester Mid Term Answer Book (Main Campus)	<ul style="list-style-type: none"> <li>• Total No. of leaves = 08</li> <li>• Weight = 68 grams</li> <li>• Serial No. on each Answer Book</li> <li>• Specimen Attached</li> <li>• Fine Binding</li> <li>• Page Size A4</li> <li>• Color of Page = white</li> </ul>	100,000 (one hundred thousand only)
4.	Continuation Sheet (Conventional System)	<ul style="list-style-type: none"> <li>• Total No. of leaves = 02</li> <li>• Weight = 68 grams</li> <li>• Serial No. on each Cont. Sheet</li> <li>• Specimen Attached</li> <li>• Fine Binding</li> <li>• Page Size A4</li> <li>• Color of Page = white</li> <li>• Front Page Printing = Green/Blue Color</li> </ul>	30,000 (Thirty Thousand Only)
5.	Semester Final Term Answer Book (For Affiliated Colleges)	<ul style="list-style-type: none"> <li>• Total No. of leaves = 12</li> <li>• Weight = 68 grams</li> <li>• Serial No. on each Answer Book</li> <li>• Specimen Attached</li> <li>• Fine Binding</li> <li>• Page Size A4</li> <li>• Color of Page = white</li> </ul>	100,000 (One Hundred Thousand only)
6.	Semester Continuation Sheet	<ul style="list-style-type: none"> <li>• Total No. of leaves = 02</li> <li>• Weight = 68 grams</li> <li>• Serial No. on each Cont. Sheet</li> <li>• Specimen Attached</li> <li>• Fine Binding</li> <li>• Page Size A4</li> <li>• Color of Page = white</li> <li>• Front Page Printing = Black Color</li> </ul>	30000 (Thirty Thousand Only)

7.	Box File	<ul style="list-style-type: none"> <li>Box Files (Plastic/PVC) A4 Size Box file</li> </ul>	300 No (Three Hundred Only)
8.	Paper Rim	<ul style="list-style-type: none"> <li>Paper RimA4 AA 80 gram</li> </ul>	50 No (50 Only)
9.	Paper Rim	<ul style="list-style-type: none"> <li>Paper RimA4 70 gram</li> </ul>	300 No (Three Hundred Only)
10.	Cloth Envelop for Answer Sheet Packing	<ul style="list-style-type: none"> <li>File Siz</li> </ul>	1000 No (One Thousand Only)

## Degree and DMC Printing Machine Specification:

Print speed, black	21 - 30
Color output	Black and white
<b>CATEGORY</b>	
Product type	Laser printers
Family brand	LaserJet
<b>FEATURES</b>	
Functions	Print scan and copy
<b>PRINTING MEDIA HANDLING</b>	
Envelope input capacity	yes
Output capacity	Up to 250 Sheets
Maximum output capacity (sheets)	Up to 250 Sheets
<b>SCAN SPEED</b>	
Scan speed (normal, letter)	Up to 30 ppm (With ADF Accessory)
Scan speed (normal, A4)	Up to 30 ipm (With ADF Accessory)
Scan speed duplex (normal, A4)	Up to 12 ipm (With ADF Accessory)

<b>Scan speed duplex (normal, letter)</b>	<b>Up to 12 ipm (With ADF Accessory)</b>
<b>CARTRIDGES AND PRINTHEADS</b>	
<b>Technology</b>	<b>Laser</b>
<b>Number of print cartridges</b>	<b>1 Black</b>
<b>Replacement cartridges</b>	<b>yes</b>
<b>PRINT SPEED</b>	
<b>Print speed black (normal, letter)</b>	<b>Up to 23 ppm</b>
<b>Print speed black (normal, A3)</b>	<b>Up to 12 ppm</b>
<b>Print speed black (normal, A4)</b>	<b>Up to 23 ppm</b>
<b>Print speed</b>	<b>Print speed up to 23 ppm (black)</b>
<b>Multitasking supported</b>	<b>Yes</b>
<b>Duty cycle (monthly, letter)</b>	<b>Up to 50,000 pages per month</b>
<b>Functions</b>	<b>Print, Copy, Scan</b>
<b>Duty cycle (monthly, A4)</b>	<b>Up to 50,000 pages per month</b>
<b>Print colours</b>	<b>Monochrome</b>
<b>Target user and print volume</b>	<b>For teams up to 10 users; Prints up to 5,000 pages/month</b>
<b>SCANNER SPECIFICATIONS</b>	
<b>Scan size (ADF), maximum</b>	<b>Optional ADF: 297 x 432 mm</b>
<b>Color scanning</b>	<b>Yes</b>
<b>Duplex ADF scanning</b>	<b>Yes</b>
<b>Warranty</b>	<b>1 Year at least</b>



<b>CONNECTIVITY AND COMMUNICATIONS</b>	
<b>Connectivity, standard</b>	<b>High speed USB 2.0</b>
<b>Network capabilities</b>	<b>Built-in Ethernet 10/100 Base-TX network</b>
<b>PROCESSOR</b>	
<b>Processor speed</b>	<b>600 MHz or More</b>
<b>MEMORY</b>	
<b>Memory</b>	<b>128 MB Minimum</b>
<b>SUPPORTED PRINTING MEDIA</b>	
<b>Media sizes supported</b>	<b>A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K</b>
<b>Media size, tray 3 ,if number of try 3</b>	<b>Optional Tray 3: A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K</b>
<b>Media size, tray 1,if number of try 3</b>	<b>A3, A4, A5, B4, B5, Oficio 216x340, 8K, 16K</b>
<b>Media size, tray 2,if number of try 3</b>	<b>A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K</b>
<b>Media types</b>	<b>Plain, Mid-weight, Light, LaserJet, Colored, Preprinted, Recycled, Intermediate, Letterhead, Prepunched</b>
<b>Media sizes supported, key</b>	<b>A4; A3</b>
<b>Media size (ADF)</b>	<b>Optional ADF: A3, A4, A5, B4, Legal, Letter, 11 x 17, Statement</b>
<b>SOFTWARE AND APPLICATIONS</b>	
<b>SUPPORTED OPERATING SYSTEMS</b>	
<b>Compatible Operating Systems</b>	<b>Windows OS compatible with In-Box Driver; Windows XP all 32- &amp; 64-bit editions, Windows Vista all 32- &amp; 64-bit editions, Windows 7 all 32- &amp; 64-bit editions, Windows 8/8.1 all 32- &amp; 64-bit editions (excluding RT OS for Tablets),Windows 10 all 32- &amp; 64-bit editions (excluding RT OS for Tablets) and Linux</b>
<b>PRINT RESOLUTION</b>	

<b>Print quality black (best)</b>	<b>Optical: 600 x 600 dpi; Optical: 1200 x 1200 dpi</b>
<b>Number of users</b>	<b>Multiple Users</b>
<b>ADVANCED FEATURES</b>	
<b>Scanner advanced features</b>	<b>Scan to PC</b>
<b>COPIER SPECIFICATIONS</b>	
<b>Copies, maximum</b>	<b>Up to 999 copies</b>
<b>Copy reduce / enlarge settings</b>	<b>25 to 400%</b>
<b>SECURITY MANAGEMENT</b>	
<b>Security management</b>	<b>Embedded Web Server: password protection, configurable login failure policy, configurable auto logout, IPv4 address protection, secure browsing via SSL/TLS</b>
<b>COMPATIBILITY</b>	
<b>Accessories</b>	<b>Sheet Media Tray, Sheet Reverse ADF Accessory. Installable via service authorized provider only. All Cables</b>