

University of Buner



Tender # 01/UOB/2024: Purchase of Stationary

University of Buner

Documents for Tender # 01/UOB/2024

Purchase of Stationary



Last date/time of Bid Submission: 24/12/2024 at 11:30 AM.

Opening of Bids: 24/12/2024 at 12:00 PM.

Venue: Conference Room, University of Buner, District Buner, Khyber Pakhtunkhwa.

University of Buner



Tender # 01/UOB/2024: Purchase of Stationary TENDER DOCUMENTS

1. GENERAL TERMS

- i. Any tender without earnest money will not be accepted.
- ii. Conditional / incomplete / overwritten bid will not be accepted.
- iii. The prices quoted must be valid for at least 90 days from the date of tender opening.
- iv. Telephonic / telexed / faxed / telegraphic quotations will not be entertained.
- v. The bid must accompany the following:
 - Firm registration/incorporation Certificate with the Federal / Provincial Government
 - National Tax Number (NTN) Certificate
 - General Sales Tax (GST) Certificate.
 - Certificate to the effect that they never been blacklisted by any Government / Semi Government Organization.
 - Dealership certificate, from original manufacturer.

2. SCOPE OF SUPPLY

Bids are invited from suppliers and upon the recommendation of the committee. The best firm shall be selected for the supply of required items and the bidder shall supply the item as per specification.

3. BID PRICE

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

4. CURRENCY OF BID

The prices should be quoted in Pakistani Rupees or any other currency upon mutual agreement.

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.

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6. EARNEST MONEY

The bidders 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 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 item due to any reason for which order has been placed.

8. SIGNING OF BIDS

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 and be received by the Office of Procurement Officer, University of Buner on or before the prescribed deadline that is 11:30 AM. The bids will be opened on the same day at 12:00 PM in the Conference Room, University of Buner, in presence of the bidders or their nominees who wish to attend.

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 the right to accept or reject any or all tenders by assigning cogent 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 SCOPE OF WORK

The university shall have the power to order variation in the form, quality or quantity of the item 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 including the following:

- a) Increase or decrease in the quality/quantity or scope of any work included in the contract.
- b) Omit any such work

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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 (3-6 weeks) from the date of issuance of supply order. A penalty of 2% of the total price per week may be charged after expiry of the delivery time till the supply of the above said items. The delivery of above-mentioned items shall be made at The University of Buner, by the supplier and transportation arrangements.

15. PRICE

The price of the items will be inclusive of all charges. 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 item. In case of defect/imperfection in the item the supplier shall replace it free of cost within four weeks; otherwise the supplier will return the entire paid amount to the University of Buner immediately.

17. TAXES

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

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 (as per clause 14) time

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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 2% of the total price per week of delay, till the complete supply of the said item.

20. INSPECTION OF ITEMS

The item shall be subject to inspection and shall be approved by Inspection Committee. The Competent Authority may reject such item as are considered by him substandard.

21. RESPONSIBILITY AGAINST DAMAGES

Before and up to the whole of the item is 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 up to the full satisfaction of Competent Authority.

22. MODE OF PAYMENT /RETENTION

- 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.
- c. Retention of money shall be as per the supply order terms and condition.

23. DOCUMENTS FOR PAYMENT

All suppliers are required to submit following documents for processing of claims of delivered item.

1. Invoice
2. Sales Tax Invoice
3. Copy of Supply order
4. Agreement/ Affidavit
5. Delivery Challan (SN/Model of delivered items should be mentioned)
6. Receipt Certificate form store department of University of Buner.

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7. Inspection Certificate
8. Warranty Certificate on supplier letter head (SN/Model of delivered items should be mentioned)
9. Copy of NTN
10. Active Tax Payer Certificate
11. Tax Exemption Certificate, if any
12. Other Documents, if any

24. TAX EXEMPTION

The University of Buner is located in a tax free zone and the tax exemption shall be treated as per the guidelines/rules in this regard.

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Tender # 01/UOB/2024: Purchase of Stationary 1.Detailed Specifications of Stationary Items (Answer Books & Continuation Sheets)

S.No	Item	Description	Quantity
1.	Semester Final Term Answer Sheet/Book (Affiliated Colleges)	➤ Total No. of leaves = 12 ➤ Weight = 68 grams ➤ Serial No. on each Answer Book ➤ Specimen Attached (Annexure A) ➤ Fine Binding ➤ Page Size = A4 ➤ Color of Page = white , Color of lines = Blue ➤ Front Page Printing = Blue Color	50,000 (Fifty Thousand only)
2.	Semester Final Term Answer Sheet/Book (Main Campus)	➤ Total No. of leaves = 10 ➤ Weight = 68 grams ➤ Serial No. on each Answer Book ➤ Specimen Attached (Annexure B) ➤ Fine Binding ➤ Page Size = A4 ➤ Color of Page = white, Color of lines = Green ➤ Front Page Printing = Green Color	50,000 (Fifty Thousand only)
3.	Semester Mid Term Answer Sheet/Book (Main Campus)	➤ Total No. of leaves = 08 ➤ Weight = 68 grams ➤ Serial No. on each Answer Book ➤ Specimen Attached (Annexure C) ➤ Fine Binding ➤ Page Size = A4 ➤ Color of Page = white, Color of lines = Black ➤ Front Page Printing = Black Color	50,000 (Fifty Thousand only)
4.	Continuation Sheet	➤ Total No. of leaves = 02 ➤ Weight = 68 grams ➤ Serial No. on each Cont. Sheet ➤ Specimen Attached (Annexure D) ➤ Fine Binding ➤ Page Size A4 ➤ Color of Page = white, Color of lines = Brown	50,000 (Fifty Thousand only)

2. Detailed Specifications of Stationary Items (Paper Rim)

S.No	Item	Description	Quantity
1.	A-4 Size Paper Ream	Double A 80-Gsm	100
2	Legal Size Paper Ream	Double A 80- Gsm	50
3	A-4 Size Paper Ream	Copymate 70- Gsm	1000
4	Legal Size Paper Ream	Copymate 70- Gsm	200

(Annexure A-i)

Page No. 8/20

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Tender # 01/UOB/2024: Purchase of Stationary

(Annexure A-ii)



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Tender # 01/UOB/2024: Purchase of Stationary

S.No.2 : Specimen of Semester Final Term Answer Book (Main Campus)

(Annexure B-i)

UNIVERSITY OF BUNER																																
www.ubuner.edu.pk																																
(FINAL TERM ANSWER SCRIPT)																																
087435																																
INSTRUCTIONS (Please read and follow carefully before attempting the paper)																																
1. Write on both side of page of answer book. Do not leave any page blank and do not turn out page from answer book. Further use all lines of a page of your answer sheet.																																
2. Mobile/Cellular Phones must be switched off, not to be put on silent mode. Any mobile ringing giving signals will be confiscated. Further more mobile phone cannot be used as calculator.																																
3. Candidates will not be allowed to enter in the Examination Hall after 15 minutes of the start of the paper and no extra time will be given for a paper.																																
4. No Candidate can leave Examination Hall before 1 hour of the start of the paper.																																
5. Candidate wants to leave Examination Hall before hall time will not be allowed to take question paper along with him/her.																																
6. No candidate will be allowed to attend washroom during examination without the permission of the superintendent.																																
7. In case of any ambiguity in a question, candidate should make an assumption, write it on answer book and carry on with question,																																
8. Candidate should not write anything on the question paper except their name and roll number. All rough work should be done on the answer book.																																
9. No color pens are allowed other than blue and black.																																
10. Exchange of any material (including calculator, pens, pencils, eraser, sharpeners, rulers etc.) are not allowed during examination.																																
11. Only plain clip boards without any prints/writings will be allowed during examination.																																
12. All continuation sheets must have signatures and seal of the Superintendent/Invigilator.																																
13. No answer book, question paper or any paper of any kind to be fetched out from Examination Hall.																																
14. This answer books required to be returned back to the supervisory staff even of no question has been attempted.																																
15. A candidate misbehaving with the invigilation staff shall be liable for the cancellation of paper/examination.																																
16. A candidate having in his/her possession books, paper of reference or material of any kind shall be expelled and disqualified.																																
17. Candidate walking out or instigating others to walk out the Examination Hall will be liable for the cancellation of paper and other penalties.																																
18. A candidate in possession of the fire-arms or any other weapon of offence in or around the Examination Hall shall entail the penalty or cancellation of Examination and any other action under the law of the University.																																
19. A candidate found involved in cheating/impersonation shall be liable for the cancellation of paper/whole examination along with other penalty under the university Law.																																
20. Smoking or use of any kind of drugs during examination is strictly prohibited. Any candidate found guilty will be penalized.																																
21. Body search of a candidate can be done at any stage during examination.																																
22. I have read all the instructions and I will abide by the rules of the University as mentioned.																																
Name: _____																																
Reg. No./Enrollment No. _____																																
Semester/Session: _____																																
Course Title: _____																																
Examination: _____																																
Program: _____																																
Department: _____																																
Date: _____																																
S.No. of continuation sheet(s): _____																																
Total No. of Continuation Sheets attached: _____																																
Signature of Candidate _____																																
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Marks Obtained																																
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Obtained Marks	Total Marks																															
Examiner/Grader Name: _____																																
Examiner/Grader Signature: _____																																
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Thumb Impression	Invigilator/Supdt./Dy.Supdt and Seal Stamp																															

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Tender # 01/UOB/2024: Purchase of Stationary

(Annexure B-ii)



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S.No.3 : Specimen of Semester Final Term Answer Book (Main Campus)

(Annexure C-i)



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(MID TERM ANSWER SCRIPT)

INSTRUCTIONS

(Please read and follow carefully before attempting the paper)

S.No. MC

034770

- Write on both side of page of answer book. Do not leave any page blank and do not turn out page from answer book. Further use all lines of a page of your answer sheet.
- Mobile/Cellular Phones must be switched off, not to be put on silent mode. Any mobile ringing giving signals will be confiscated. Further more mobile phone cannot be used as calculator.
- Candidates will not be allowed to enter in the Examination Hall after 15 minutes of the start of the paper and no extra time will be given for a paper.
- No Candidate can leave Examination Hall before 1 hour of the start of the paper.
- Candidate wants to leave Examination Hall before hall time will not be allowed to take question paper along with him/her.
- No candidate will be allowed to attend washroom during examination without the permission of the superintendent.
- In case of any ambiguity in a question, candidate should make an assumption, write it on answer book and carry on with question.
- Candidate should not write anything on the question paper except their name and roll number. All rough work should be done on the answer book.
- No color pens are allowed other than blue and black.
- Exchange of any material (including calculator, pens, pencils, eraser, sharpeners, rulers etc.) are not allowed during examination.
- Only plain clip boards without any prints/writings will be allowed during examination.
- All continuation sheets must have signatures and seal of the Superintendent/Invigilator.
- No answer book, question paper or any paper of any kind to be fetched out from Examination Hall.
- This answer books required to be returned back to the supervisory staff even of no question has been attempted.
- A candidate misbehaving with the invigilation staff shall be liable for the cancellation of paper/examination.
- A candidate having in his/her possession books, paper of reference or material of any kind shall be expelled and disqualified.
- Candidate walking out or instigating others to walk out the Examination Hall will be liable for the cancellation of paper and other penalties.
- A candidate in possession of the fire-arms or any other weapon of offence in or around the Examination Hall shall entail the penalty or cancellation of Examination and any other action under the law of the University.
- A candidate found involved in cheating/impersonation shall be liable for the cancellation of paper/whole examination along with other penalty under the university Law.
- Smoking or use of any kind of drugs during examination is strictly prohibited. Any candidate found guilty will be penalized.
- Body search of a candidate can be done at any stage during examination.
- I have read all the instructions and I will abide by the rules of the University as mentioned.

Name: _____

Reg. No./Enrollment No. _____

Semester/Session: _____

Course Title: _____

Examination: _____

Program: _____

Department: _____

Date: _____

S.No. of continuation sheet(s): _____

Signature of Candidate

Total No. of Continuation Sheets attached: _____

Q.No.	1	2	3	4	5	6	7	8	9	10
Marks Obtained										

Obtained Marks	Total Marks

Examiner/Grader Name: _____

Examiner/Grader Signature: _____

Thumb Impression

Invigilator/Supdt./Dy.Suptd.
and Seal Stamp

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Tender # 01/UOB/2024: Purchase of Stationary

(Annexure C-ii)



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S.No.4 : Specimen of Semester Final Term Answer Book

Roll No. _____ Semester: _____

S. No: MC

09991

Examination: _____ Program: _____



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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Annexure D-ii)



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Tender # 01/UOB/2024: Purchase of Stationary

Bill of Quantity

No	Tender Item & Specs	QTY	Rate	Total Amount

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Annex 1:

1. NAME OF BIDDING FIRM: _____
2. Firm NTN No: _____
3. Firm GST No: _____
4. Landline No: _____
5. Mailing Address: _____
6. **TENDER FEE**
 - a. Tender Fee Amount: **Rs. 1000/-** _____
 - b. Pay Order No. & Date _____
7. **BID BOND/EARNEST MONEY DETAILS**
 - a. Value of Bid: _____
 - b. Amount of Pay Order: _____
 - c. Pay Order No. & Date _____
8. **AUTHORIZED REPRESENTATIVE:**
 - a. Name _____
 - b. Signature: _____
 - c. NIC: _____
 - d. Designation: _____
 - e. Email ID: _____

Signed & Stamp on Behalf of Bidder:

CEO:

Name : _____

Official Stamp

Signature & Date: _____

Company Seal _____

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Tender # 01/UOB/2024: Purchase of Stationary

Annex 2:

BILL OF QUANTITY (As per Annex 1)

NAME OF BIDDING FIRM: _____

BIDDER NTN/GST No: _____

Signed & Stamp on Behalf of Bidder:

Authorized Signatory:

Name : _____

Official Stamp

Signature & Date: _____

Company Seal _____

University of Buner



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Annex 3:

PRICE SCHEDULE

NAME OF BIDDING FIRM: _____

BIDDER NTN/GST No: _____

(As per Annex 1,2)

Sr. No	Category :	Quantity	Unit Price (Excl Taxes)	Tax	Unit Price (Incl. Taxes)	Total Price (Incl. Taxes)
	TOTAL					

Total Value of Bid: _____.

Value of Bid Bond: _____.

Signed & Stamp on Behalf of Bidder:

Authorized Signatory:

Name : _____

Official Stamp

Signature & Date: _____

Company Seal _____

University of Buner



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Annex 4:

COMPLIANCE TO TENDER DOCUMENTS

NAME OF BIDDING FIRM: _____

BIDDER NTN/GST No: _____

SN	Clause of Tender Documents	Compliance Complied	Not Complied
1	Clause 1		
2	Clause 2		
3	Clause 3		
4	Clause 4		
5	Clause 5		
6	Clause 6		
7	Clause 7		
8	Clause 8		
9	Clause 9		
10	Clause 10		
11	Clause 11		
12	Clause 12		
13	Clause 13		
14	Clause 14		
15	Clause 15		
16	Clause 16		
17	Clause 17		
18	Clause 18		
19	Clause 19		
20	Clause 20		
21	Clause 21		
22	Clause 22		
23	Clause 23		
24	Clause 24		

Signed & Stamp on Behalf of Bidder:

Name : _____ Official Stamp