

**MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY,  
SHAHEED ZULFIQAR ALI BHUTTO CAMPUS, KHAIRPUR MIR'S**

**TENDER DOCUMENT  
FOR  
SUPPLY OF PRINTING ITEMS**

Tender No ..... issued to .....

Receipt No ..... Dated ..... Amount Rs.2000/-

Last date of submission of tender : 21.03.2014 at 12:30 P.M.

Date of opening of tender : 21.03.2014 at 01:00 P.M.

**Note :**

1. Please attach second copy of cash receipt of Rs. 2000/- with the quotation.
2. All pages of tender documents issued by the Campus should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.

**MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY,  
SHAHEED ZULFIQAR ALI BHUTTO CAMPUS, KHAIRPUR MIR'S**

**Instructions to Tenderers in addition to terms & conditions of contract**

1. Tenderers responding to tender notice shall be deemed to be agreeable to the terms contained. and conditions herein
2. All the terms and conditions laid down in the tender shall be binding on the Tenderers.
3. Tender Form should be filled in neatly, legibly and carefully.
4. MUET SZAB Campus will process the tender as per its norms & procedures.
5. Tenders must be enclosed in a properly sealed envelope addressed to the Assistant Director Finance, MUET SZAB Campus, Khairpur Mir's. The tenders must be super-scribed. "Tender for the Supply of Stationary Items"
6. While submitting tender, bidders must submit sealed envelope.
7. The tenders shall be opened in the presence of the bidders or authorized representatives on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the Institute, tenders will be opened on the next working day, following the holiday, at the scheduled time.
8. Authorized signatory should sign in all the pages of the tender document. Bids without signatures authorized signatory will be rejected.
9. All the columns of the tender documents shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
10. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
11. The Campus reserves the right to reject/cancel any or all or part of the tender of the bidder without assigning any reasons and shall also not be bound to accept lowest tender. The decision of the Campus shall be final and binding.
12. The terms and conditions of contract in schedule 'B' should be returned to this office duly signed along with bid and with details of items otherwise the tender will be ignored.

13. Tender failing to comply with all the terms & conditions mentioned in tender document would result in the tender being summarily rejected.

14. All disputes will be settled within the jurisdiction of the Campus.

15. The bidder must be registered with the taxation authorities and enclose all related documents with the tender document, failing which the tender shall be rejected.

16. The Printing agency of the Contractor/Supplier/Bidder must be registered with the concerned authorities and enclose all related documents with the tender document, failing which the tender shall be rejected.

The instructions to Tenderers shall also form part of the contract.

### **Acceptance**

I/We hereby declare that all the terms and condition of the tender documents has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of tenderers : \_\_\_\_\_ Seal of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_ E-mail id: \_\_\_\_\_

Date: \_\_\_\_\_



MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY  
SHAHEED ZULFIQAR ALI BHUTTO ,KHAIRPUR MIR'S CAMPUS

Schedule "B"

S. #	Name of Particulars	Specification	Quantity	Rate	Total
1	Jacket File	(Printed As Per Sample superior Heavy card with eyelets)	2000 nos		
2	Box File	(Printed As per sample superior Quality)	1200 nos		
3	Envelope	9 x 4 sized, white Offset 80 grams thick paper	1500 nos		
4	Envelope	11 x 5 sized, white Offset 80 grams thick paper	1500 nos		
5	Envelope	11x 15 sized, white Offset 80 grams thick paper	1500 nos		
6	Envelope	A4 sized, white Offset 80 grams thick paper	1500 nos		
7	Staff Attendance Register	50 leaves, Printing on superior quality paper with pakka cloth binding	200 nos		
8	Stock Register	400 page printing on ledger paper pakka cloth binding with index	100 nos		
9	Letter Pads (For PVC secretariat )	As per Sample	100 nos		
10	In word Register	200 Pages Legal sized,	100 nos		
11	Out word Register	200 Pages Legal sized,	100 nos		
12	Indent Form Pads in Duplicate	100 leaves as per specification (for departments and main store)	100 nos		
13	Note Book	Off set paper with art card cover	200 nos		
14	Hostle card 2	Heavy Card with Heavy Plastic Cover	500 nos		
15	Hostle card 1	Heavy Card with Heavy Plastic Cover	500 nos		
16	Petty Cash Book	100 pages(As per sample)	50 nos		
17	Delivery Register	(As per sample)	50 nos		
18	Vehicle Log Book	400 Pages Printing on ledger paper paka cloth Binding	50 nos		
19	Subsiciary Cash Book	100 pages(As per sample)	20 nos		
20	Personal Ledger	200 pages(As per sample)	20 nos		
21	TA/DA Register	200 pages(As per sample)	20 nos		
22	Scholarship Register	100 pages(As per sample)	10 nos		
23	Eid Advance Register	100 pages(As per sample)	10 nos		
24	Salary Register	200 pages(As per sample)	10 nos		
25	Renumeration Register	200 Pages(As per sample)	10 nos		
26	Advance Register	200 Pages(As per sample)	10 nos		
27	Paper Bags	(As per sample)	200 nos		

Note:Include GST and Income Tax.

Assistant Director Finance





MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY  
SHAHEED ZULFIQAR ALI BHUTTO CAMPUS ,KHAIRPUR MIR'S  
Schedule "B"

S. #	Name of Particulars	Specification	Quantity	Rate	Total
01	Duplicate Paper	Legal sized, 74 grams, 500 sheets	150 Rms		
02	Computer Paper	A4 sized, 80 grams, indonesian original packing AA, 500 sheets	450 Rms		
03	Computer Paper	legal sized, 80 grams, indonesian original packing AA, 500 sheets	100 Rms		
04	Paper Pin	China made, 3 Flower Branded size No:2 Quality No:01	100 pkts		
05	Gem Clips/u-clip	Apex, medium sized 30 mm and large size 50 mm	100 pkts		
06	Stapler Pin -(Dollar)(small)	Local made 24 x 6 sized, super smooth made by Dollar	300 nos		
07	Envelope	9 x 4 sized, white Offset 80 grams thick paper	2000 nos		
08	Envelope (A4)	A4 sized, white offset 80 gram thick paper	2000 nos		
09	Gum Bottles	Dollar made large sized	150 nos		
10	Correction Fluid Pen	Pelikon Blanko Correction Pen	300 nos		
11	Stapler Machine(Small)	Imported Heavy Duty - made by Maped Master II Steel made	150 nos		
12	Punching Machine(small)	Heavy Duty - made by Maped Master II Steel made	100 nos		
13	Flapper File	Superior quality with heavy Gatta	200 nos		
14	Stamp Pad	Dollar made large sized	200 nos		
15	UHU Glue Stick	UHU made in Germany 21 gram	250 nos		
16	Markers Ordinary	Permanent No: 70 & 90 Dollar made	100 pkts		
17	Waste Paper Basket	Superior quality Net Style	200 nos		
18	Highlighters	Pelikon made (Various Colors) Rectangle Style	250 nos		
19	Sharpner	Superior quality	150 nos		
20	Steel Foot Scale	China made superior quality 12" inch	200 nos		
21	DVD- RW	Original (10 pieces packet) SONY	150 pkts		
22	Desk Pen	Original (10 pieces packet)	100 nos		
23	Table Set - Crystal	Category (A) Superior Quality Dux	50 Sets		
24	Paper Cutter	Superior quality	150 nos		
25	Staplers Pin Remover	Superior quality	150 nos		
26	Scissor	Superior quality	100 nos		
27	Calculators	Superior quality Casio MX-2088 12 Digits	25 nos		
28	Toner for Printer 1005	Superior quality	10 nos		
29	Toner Ricoh MP-2000	Superior quality(Ricoh)	10 nos		
30	Toner DP-8016	Superior quality(Panasonic)	10 nos		
31	Toner T-4530 Toshiba	Superior quality(Toshiba)	10 nos		
32	Toner for Printer 2055 d	Superior quality	100 nos		
33	Extension Wire	Superior quality	200 nos		
34	Blank Register Off set	Superior quality 200 Pages	200 nos		
35	IN/OUT Documentry Tray	Superior quality Steel	200 nos		
36	Tape Calculating Machine	Superior quality	02 nos		
37	Scientific Calculator	CASIO Model:FX 570E5	10 Nos		
38	Packing Tape	Superior quality 3" Inch(Brown Color)	50 Nos		
39	Post Its	Superior quality(Multi Colors) Medium/Large Size	50 Pkts		
40	Blinks Clips	Apex Medium & Large Size	50 (25/25)		

Note: Please Include GST and Income Tax.

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SHAHEED ZULFIQAR ALI BHUTTO CAMPUS, KHAIRPUR MIR'S**

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Address: \_\_\_\_\_

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Date: \_\_\_\_\_