

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

TENDER DOCUMENT

FOR

SUPPLY OF STATIONARY MATERIAL FOR THE YEAR 2016-17.

Tender No issued to

Receipt No Dated Amount Rs.2000/-

Last date of submission of tender : 18.10.2016, 12:00 noon.

Date of opening of tender : 18.10.2016, 12:30 p.m

Note :

1. Please attach second copy of cash receipt or demand draft 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.

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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 Deputy Director Finance, MUET SZAB Campus, Khairpur Mir's. The tenders must be super-scribed. "Tender for the Supply of Stationary, Material.
6. **Eligible Bidders Evaluation Criteria:** Bidding is open for all firms and persons meeting the following requirements. The eligible criteria is prepared in the light of SPPRA Rules 2010 (amended in 2013), the Guidelines by SPPRA, World Bank's Guidelines for Procurement of Goods, Works & Services The Bid document giving instruction to the interested bidding firms to prepare their proposals in the light of given criteria so that the fair and transparent competition could be ensured. The purpose of the evaluation criteria is to evaluate measure & assess the stature of bidding firms and their offers to safeguard the interest of procuring agency and public money, by filtering best of the best suppliers to have a very healthy competition among the firms.
 - a) Bidders who are active in Business since last 5 years or more are eligible to participate in the tendering process. Their existence in the business will be assessed from the Registration Certificates issued by FBR or SRB. Total 5 marks(1 Mark for per year). The Registration date will be verified from FBR's or SRB website & print will be taken as evidence.
 - b) Bidders Name & Address will be verified from "Tax Facilitation Portal profile from FBR or SRB Website". Bidders are required to submit a printed copy of their "Tax Facilitation Portal profile" from FBR's or SRB website. The Bidder's address should be same as mentioned on FBR's or SRB "Tax Facilitation Portal profile". Bidders whose address is different than the address as mentioned on "Tax Facilitation Portal profile" will not be eligible for tendering process. The Committee may/can physically verify Bidder's office address. There are total 15 Marks.(10 Marks will be given if firm's office is situated at the same place as is declared in FBR or SRB Portal. No Marks if the Bidding firm's address is at different place from the declared address with FBR or SRB . 05 marks if office is owned by the Bidding Firm. 02 Marks if office is owned by its proprietor. 01 marks if the office is on rent). Bidders are required to Provide (Property Lease / Sub lease / Sale Dead /Tenancy Agreement).NO Marks if bidder fails to provide required documents.

c) Bidders should be registered firms and shall provide NTN Certificate, GST Certificate, SRB Certificate, SECP Certificate, CHAMBER Certificate, Labour Department Registration Certificate. (1 mark per certificate total 5 Marks)

d) Bidder should have successfully completed minimum 5 projects of such type and the sum of all these projects should be equal or greater value than 2.000 Million. 1 mark for each project (total 5 marks). The bidder should provide photocopies of Job Orders and their completion Certificates with Name and contact numbers of the Organization and person for verification.

e) Bidders should be Financially Sound and their worthiness should be at least equal to the cost of project. Bidders are required to provide following documents for assessment of their Financial capability:

1. Clear and readable attested photocopy of Bank Statements for two years up to 30th June 2016, showing turnover of two years at least 2 Million. (total 3 marks)
2. Five years Annual Income Tax Return 2012 to 2016, showing Annual income Tax paid. (total 3 marks)
3. Three years Wealth Statement from 2014 to 2016 of Bidding firm or the proprietor / Partners / Directors of bidding firm.(total 3 marks.)
4. Three years Sales Tax Returns (Jan 2014 to Dec 2016) . (total 3 marks)
5. Bidder should provide Tax Assessment Order / Tax clearance Certificate till June 2014 or 2015. (3 marks)

f) Bidders should have qualified, skilled and trained staff. The bidding firm should provide details of their qualified staff such as Name, qualification, Designation and responsibility of employee in bidding firm's organization, Mobile Phone Number, email address, and date of employment. Attach employees CVs and copies of CNICs. If the Bidding Firm is Private Limited then the number of employees should be 20, if the Bidding firm is Partnership then the number of employee should be 15, if the Bidding firm is Proprietorship then the number of employees should be 10. (total 5 marks) will be given if Bidder provides required details, and all these should be registered under Labour Law with Sindh Labour Department.

g) Bidders financial proposals which are substantially responsive to the requirement of MUET, Z.A. Bhutto Campus Khairpur Mir's will be eligible. 50 Marks will be for most responsive offer. Deviation in specifications will be rejected.

6.1 Government-owned enterprises in Pakistan may participate only if they are legally and financially autonomous and operate under commercial law, can participate in bidding and meeting the above mentioned requirements.

6.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE

The evaluation will be based on "Quality Based Selection Method" as the project is of Technical and Financial Complex nature and the quality is the only factor to be taken into consideration. In the light of SPPRA Rule 49, Technical Bids will be given 50% weight whereas Financial Bids will be given 50% weight. Weight will be calculated under this formula $= (100 - ((\text{Total Marks} - \text{Marks Secured}) \div \text{Highest Marks} \times 100)) \times 0.5$ and financial bids will be calculated as this $= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) \div \text{Lowest Bid} \times 100) \times 0.50$ The sum of highest scoring firm will be considered as most responsive and lowest evaluated bid.

7. While submitting tender, bidders must submit sealed envelope.
8. 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.
9. Authorized signatory should sign in all the pages of the tender document. Bids without signatures authorized signatory will be rejected.
10. 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.
11. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
12. The Competent Authority may reject any or all bids subject to relevant provisions of SPPRA Rules, 2010.
13. 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.
14. Tender failing to comply with all the terms & conditions mentioned in tender document would result in the tender being summarily rejected.
15. All disputes will be settled within the jurisdiction of the Campus.
16. 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.
17. The Call Deposits/ Security Deposits will be refunded on completion of Warranty of item.

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: _____

MUET, SHAHEED Z.A BHUTTO CAMPUS KHAIRPUR MIR'S

SCHEDULE-B

Stationary Material for the Year 2016-17.

S.No	Name of Item	Specification	Quantity	Rate	Total Amount
01	Computer Paper	Brand AA or Equivalent A4 sized, 80 grams, 500 sheets	1500 Nos		
02	Computer Paper	legal sized, 80 grams, indonesian original packing AA or Equivalent, 500 sheets	400 Nos		
03	Stapler Pin -(Dollar)(small)	Local made 24 x 6 sized, super smooth made by Dollar or Equivalent	400 Box		
04	Ink - Blue, Black, Red & Green	Dollar made or Equivalent (25 each color)	100 Box		
05	Shoe Laces - Tags	Superior quality - large sized (black color)	6000 Nos		
06	Correction/Fluid Pen/Whito	Dux or Equivalent Brand	200 Box		
07	Stapler Machine(Small)	Imported Heavy Duty - made by Maped Master II or Equivalent Steel made	200 Nos		
08	Punching Machine(small)	Heavy Duty - made by Maped Master II or Equivalent Steel made	100 Nos		
09	Box File	Heavy gatta with rings files (Black & blue Color)	500 Nos		
10	Stamp Pad	Dollar made or Equivalent large sized	200 Nos		
11	Glue Stick	UHU made in Germany or Equivalent Brand 35 grams	300 Box		
12	White Board Marker	Temporary - Dollar made or Equivalent	2000 Pkts		
13	Waste Paper Basket/Dust Bin	Superior quality Net Stylein Plastic	200 Nos		
14	Highlighters	Dollar made or Equivalent Brand (Various Colors)	300 Box		
15	Sharpner	Superior quality	50 Nos		
16	Steel Foot Scale	China made superior quality	200 Nos		
17	CD-RW	Sony Original or Equivalent (10 pieces packet)	100 Nos		
18	Ball Points - Blue, Black, Red & Green	Picasso Orva new model or Equivalent	200 Pkts		
19	Table Set - Crystal	Category (B)-24	400 Nos		
20	Paper Cutter	Superior quality	100 Nos		
21	Staplers Pin Remover	Superior quality	100 Nos		
22	Scissors	Superior quality	100 Nos		
23	Solution Tape 2"(Transparent)	Superior quality	400 Nos		
24	Re- fill Ink for Temporary White Board Marker	Superior quality	200 Nos		
25	Calculators	Casio or Equivalent Brand Superior quality	50 Nos		

26	Punching Machine(Large)	Superior quality	20 Nos		
27	Stapler Machine(large)	Superior quality	20 Nos		
28	Staplers pins(large)	Superior quality	10 Pkts		
29	Extension Wire	Superior quality	500 Nos		
30	Sticky Notes/Post Its	Superior quality(Large Size)	100 Nos		
31	Blank Register Off set	Superior quality	500 Nos		
32	IN/OUT Document Tray	Superior quality	250 Nos		
33	Jacket File/Old new	Superior quality(Printed With Logo) As per Sample	5000 Nos		
34	Cat-06 Coil	AMP or Equivalent	20 Nos		
35	USB Key Board	A4-Tech or Equivalent	40 Nos		
36	USB Mouse	A4-Tech or Equivalent	40 Nos		
37	Hard Disk 1 TB	Seagate or Equivalent	20 Nos		
38	Camera Power Adaptor	Superior Quality with Power Cable 12 Vlt/01 -2 Amp	60 Nos		
39	DVR Power Adapter	Superior Quality with Power Cable 12 Vlt/05 Amp	30 Nos		

CONTRACTOR
(Sign & Stamp)