

Khyber Medical College, Peshawar

Contact No: 091-9221384-8

www.kmc.edu.pk



BID SOLICITATION DOCUMENTS

For

STATIONERY & PRINTING ITEMS

For The Year 2023-24

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.

Chairman Purchase Committee
KMC Peshawar

Chairperson Cenna Magazine
KMC Peshawar

Administrative Officer
KMC Peshawar

Senior Finance officer
KMC Peshawar

Assistant Manager Procurement
KMC Peshawar

Store Keeper
KMC Peshawar

1. INTRODUCTION:

Medical Teaching Institution (MTI)/ Khyber Medical College Peshawar invites sealed bids from the eligible bidders for **Stationery & Printing Items**. Open Competitive bidding under rule 6(2) (a) "**Single Stage Single Envelope**" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority KPPRA Rules 2014.

Description	Dates
Pre-bid meeting	02-08-2023 at 11:00 AM
Last date and time for Bid submission	15-082023 at 11:00 AM
Bid Security	Rs-50,000/-

2. INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Act, and Rules made there-under along with Standard Bidding Documents of KMC-MTI.
2. Pre-bid meeting with the interested bidders will be held on the above mention time and date in the Administration Block of the Institution.
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder. Delay on part of the bidder or courier service shall not be entertained.
4. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
5. The bid should be complete in all respect and must be signed by the bidder.
6. 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 Withdrawn bids will be returned unopened to the Bidders.
7. 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 bid security/CDR;
 - b. Received after the date and time fixed for bid submission;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional;
 - f. The offer is from blacklisted firm;
 - g. Bid must be typed, hand written contents shall NOT be accepted;
 - h. Bid found in violation of condition mentioned in tender notice or BSD.
8. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
9. No erasing / cutting etc. shall be allowed on the offer; such erasing/cutting etc. will lead to rejection of offer.
10. The bidder submitting bid in the name different from his own will be summarily rejected.

11. Any direct or indirect effort by a bidding firm to influence the committee during the process of selection of a bidder or award of contract, shall lead to rejection of its bid.

3. 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 on stamp paper 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.
- The bidder must have a functional **Local office in** Peshawar.

4. GENERAL CONDITIONS: -

1. Alternative bid via single bid shall not be considered and shall be rejected.
2. If a bid is not substantially responsive, it will be rejected for the said bidding.
3. MTI / KMC Peshawar may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

INVITATION FOR BIDS

Dean Khyber Medical College, Peshawar

invites sealed tenders under National Competitive Bidding for the procurement of **Stationery & Printing Items** for KMC under rule 6(2)(a) **'Single stage Single envelope procedure'** of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The tenders complete in all respect must reach the office of Dean KMC by 11:00am on 15/08/2023, which will be opened at 11:30am on the same day in conference room of KMC in the presence of the procurement committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

6. BID Security

CDR from the account of the firm/bidder/contractor. Bid security Rs-50,000/- of the bid Value in shape of Call Deposit Receipt (refundable) drawn in favor of "Dean Khyber Medical College".

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.

7. BID VALIDITY:

- i) The bids should be valid for a period of 120 Days from the date of opening.
- ii) In exceptional circumstances, after recoding the reasons, KMC College 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.

8. Stationery Items List 2023-24


Sr. No	Description	Unit	Price
1.	Yo Yo Card Holder Clip	No's	
2.	Card Holder Ribbon Printed Black/Blue/Green/ Red/Yellow with Printed KMC	No's	
3.	Card Holding Rack (PMP)	No's	
4.	Blank RFID Card For Employees	No's	
5.	File Box 2" Multi Color Imported Ideal, deli	No's	
6.	File Box 3" Multi Color Imported Ideal, deli	No's	
7.	File Box 4" Multi Color Imported Ideal, deli	No's	
8.	PP Ring File Best Quality, deli or equivalent	No's	
9.	Fluid Set	No's	
10.	Hanging File	No's	
11.	Bull Dog clips Large	Box	
12.	Bull Dog clips small	Box	
13.	2 Hole Ring Binder (Ideal/deli)	No's	
14.	3 Hole Ring Binder (Ideal/deli)	No's	
15.	Calculator Simple Citizen 9300	No's	
16.	Emergency Tape Red Strips	Roll	
17.	Clip Board Plastic	No's	
18.	My Clear Bag Folder	No's	
19.	Common Pin 50gram	Packets	
20.	Push Pin	No's	
21.	Duster	No's	
22.	Eraser (Bahadar)	No's	
23.	Glue Stick (Large) Amose 35gram	No's	
24.	Notice Board 2'X3'	No's	
25.	Notice Board 3'X4'	No's	
26.	Binder Clips (Small/Medium/Large)	Packet	
27.	Paper Clip (Three Flower 30MM)	Box	
28.	Paper Cutter (Deli)	No's	
29.	2 Tier Document Tray (Organize It All)	No's	
30.	3 Tier Document Tray (Organize It All)	No's	
31.	Rubber Band/ Q Band	Box	
32.	Scale Steel 12"	No's	
33.	Scissor Small (M&G)	No's	
34.	Scotch Tape 1" (Deer)	No's	
35.	Binding Tape 3" (Deer)	No's	
36.	Scotch Tape 3" (Deer)	No's	
37.	Sharpener (Bahadar/Kita)	No's	
38.	Stamp Pad Black/Blue (Crystal)	No's	
39.	Tape Dispenser with Tape	No's	
40.	Thumb Pin (Multi color)	Box	

41.	2 Hole Punch Machine (Extra Large) Heavy Duty (Deli)	No's	
42.	2 Hole Punch Machine (Large) (Deli)	No's	
43.	3 Hole Punch Machine (Deli)	No's	
44.	Stapler Extra Large (Heavy Duty) (Deli)	No's	
	Round Hole Punch Plier		
45.	Stapler Large 24/6 (Deli/ Bahadar/)	No's	
46.	Stapler Pins Extra Large Washin (23/6,23/8,23/10,23/13)	Box	
47.	Stapler Pins (No. 24/6 Dollar)	Box	
48.	Stapler Pins Remover (Genmes)	No's	
49.	Stapler Pins Small (No. 10) (Dollar)	Box	
50.	Register Plain (18 No. Ideal)	No's	
51.	Plastic Coating sheet	No's	
52.	Carbon Paper (KCR)	No's	
53.	Colored Paper 80gram Imported (Spectra)	No's	
54.	Glossy Paper (A-4 Size)	Packet	
55.	Label Tag Color Flag 3 Color & 4 Color	No's	
56.	Paper Rim A-4 (80gm) Double A	Rim	
57.	Paper Rim Legal (80gm) Double A	Rim	
58.	Stamp Square/Round self-ink	No's	
59.	Plain Envelope Brown (9"x4" Size)	No's	
60.	Plain Envelope Brown (File Size)	No's	
61.	Plain Envelope Brown (A-4 Size)	No's	
62.	Envelope White Printed KMC (9"x4" Size)	No's	
63.	Envelope White Printed KMC (File Size)	No's	
64.	Envelope White Printed KMC (A-4 Size)	No's	
65.	White Sticker (A-4 Size)	No's	
66.	Separator Sheet 10s	No's	
67.	Separator Sheet 5s	No's	
68.	Ball Point Black (Piano) Blue/Red/Green/Black	No's	
69.	Ball Point Piano Clipper Blue & Black	No's	
70.	Fluid pen (Kita)	No's	
71.	Gel Pen Black / Blue Signo	No's	
72.	High Lighter Different Colors (Dollar)	No's	
73.	Pencil (Gold Fish/ My pencil / Deer/ Bahadar)	No's	
74.	Ink for Stamps (Dollar)	No's	
75.	Board Marker Black / Blue (Dollar)	No's	
76.	Permanent Marker Black/ Blue/Red (Dollar)	No's	
77.	Pointer Black / Blue (Dollar)	No's	
78.	Fancy File Cover with clips	No's	
79.	Ink Medium size (blue/black/red) (Dollar)	No's	
80.	Paper Pins (Size No. 21/16)	No's	
81.	Stick Note Pad 75 x 75 mm	No's	

82.	Stick Note Pad (Large size) 3x5	No's	
83.	Stick Note Pad (Small size) 76 x 19 mm x 4pcs	No's	
84.	Uniball eye pen	No's	
85.	Type Rubber	No's	
86.	White Board 2x3 feet	No's	
87.	White Board 4x8 feet	No's	
88.	Engagement Diary	No's	
89.	File Board 13.5" x 9.75" (Standard)	No's	
90.	Pencil Dollar (My Pencil)	No's	
91.	Register 320 pages (Imported)	No's	
92.	White Envelope 9.5" x4.5"	No's	
93.	Paint Marker White (Snowman)	No's	
94.	Ink Remover	No's	

List of Printing Items 2023-24

S.No	Specification	Per Unit Price
1.	<ul style="list-style-type: none"> ● CENNA MAGAZINE ● Size (8.50" x 11") ● Two Color (270 pages of 80 grams of set imported paper) ● Color Pages 210 pages (128-gram mate paper in four colors with UV) ● Quantity ● Title Cover (4 color 300-gram art card with spot UV & embossed + Lamination) ● Jildi Machine binding 	
2.	Receipt Book 10.5" x 4", 75 gm 2 Nos on each leaf (100 leaves) with serial number	
3.	File Cover 14" x 22" 250-gram Art card 1 Color Printing (Students Admission File Cover with pocket)	
4.	File Cover printed KMC 14" x 22" 250-gram ALBASTER Color Printing	
5.	Cash Book	
6.	Cash Book (As per Government Standard)	
7.	Stock Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	
8.	Expense Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	
9.	Dispatch Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	
10.	Diary Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	
11.	Dak Book 8.35" x6.5" 75gm 100 leaf	

12.	Lock Book (For Vehicles & Generator)	
13.	Indent Book 8.35" x6.5" 75gm 100 leaf 2 Nos on each leaf with serial number	
14.	Bank Deposit Slip	
15.	Pana Flex 450 gram per square feet	
16.	Stand for Pena Flex Per feet rate	
17.	Attendance Register	
18.	Attendance Sheet	
19.	Answer Sheets (For Exams)	
20.	Certificate 260-gram Art Card 4 color printing (printing as per demand)	
21.	Provisional Certificate 300-gram Art Card 4 color printing (printing as per demand)	
22.	Academic Certificate 300-gram Art Card 4 color printing (printing as per demand)	
23.	KMC printed letter pad legal size 80 gm	
24.	KMC printed letter pad A4 size legal size 80 gm	
25.	Bonafede Certificate	
26.	Shield/plaque size 8-10" color Brown Material Wooden with Box 	

Note:

- **Items quoted must be according to college specifications and best quality**
- **Sample specimens should be provided where necessary**
- **Samples will be examined & accepted/rejected by the Technical & Evaluation committee**
- **The contractor/supplier must be mentioned brand of products with complete specification in the quotation.**

9. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI /KMC Peshawar duly attested by the Oath Commissioner/Notary Public.

10. Payment:

The payment will be made 100% after the delivery/completion and inspection report.