

Khyber Medical College, Peshawar

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www.kmc.edu.pk



AFTER PRE-BID SOLICITATION DOCUMENTS **For** **STATIONERY & PRINTING ITEMS** **For The Year 2024-25**

Note: Bold and Highlighted are changes in BSD's made after Pre-Bid Meeting

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	21-08-2024 at 11:00 AM
Last date and time for Bid submission	03-09-2024 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 Withdrawn bids will be returned unopened to the Bidders.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 are 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 03/09/2024, 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 "Suppliers Contractors Security Deposit, KMC, Peshawar".

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 & PRINTING ITEMS 2024-25

S. No	Description	Specs/Unit
STATIONERY ITEMS		
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 (Deli/ 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

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

S. No	Description	Specs/Unit
80	Ink Medium size (blue/black/red) (Dollar)	No's
81	Paper Pins (Size No. 21/16)	No's
82	Stick Note Pad 75 x 75 mm	No's
83	Stick Note Pad (Large size) 3x5	No's
84	Stick Note Pad (Small size) 76 x 19 mm x 4pcs	No's
85	Uniball eye pen (Mitsubishi Japan)	No's
86	Type Rubber	No's
87	White Board 2x3 feet	No's
88	White Board 4x8 feet	No's
89	Engagement Diary	No's
90	File Board 13.5" x 9.75" (Standard)	No's
91	Pencil (Dollar, My Pencil)	No's
92	Register 320 pages (Imported)	No's
93	White Envelope 9.5" x 4.5"	No's
94	Paint Marker White (Snowman)	No's
95	Ink Remover	No's
PRINTING ITEMS		
1	<ul style="list-style-type: none"> ● CENNA MAGAZINE ● Size (8.50" x 11") a. Two Color page of 100 grams of set imported paper per page price b. Four Colors Page of 150-gram mate paper per page price c. Title Cover (4 color hard binded with spot UV & embossed + Lamination) with hard binded, binding Per Magazine price 	per page price
		per page price
		Per Magazine Price
	Grand Total Of (a+b+c)	
2	Receipt Book 8.35" x 3.75" 75 gm 2 Nos on each leaf (200 leaves) with serial number	Each
3	File Cover 14" x 22" 230-gram ALBASTER 1 Color Printing (Students Admission File Cover)	Each
4	File Cover printed KMC 14" x 22" 230-gram ALBASTER Color Printing	Each
5	Cash Book (Legal size 200 leafs)	Each
6	Cash Book (As per Government Standard)	Each
7	Stock Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	Each
8	Student out pass Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	Each
9	Fixed Assets Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	Each
10	Expense Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	Each
11	Dispatch Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	Each

S. No	Description	Specs/Unit
12	Diary Register 13 x 8.5-inch 75 gram 300 leafs with Hard Binding	Each
13	Dak Book 8.35" x6.5" 75gm 100 leaf	Each
14	Log Book Legal size, 100 leafs, 75gm hard binding	Each
15	Indent Book 8.35" x6.5" 75gm 100 leaf 2 Nos on each leaf with serial number	Each
16	Bank Deposit Slip	Each
17	Leave application Form Pad 5" x3.5" 70gm 100 leaf with serial number	Each
18	Receipt Pad with corban copy 4" x3" 70gm 100 leaf with serial number	Each
19	Pana Flex 450 gram per square feet	Each
20	Stand for Pena Flex 5*2 normal quality	Each
21	Stand for Pena Flex 5*2 best quality (China made)	Each
22	Attendance Register Size A3 with 30 leafs 70gm	Each
23	Attendance Register Size A3 with 100 leafs 70gm	Each
24	Attendance Sheet	Each
25	Answer Sheets (For Exams)	Each
26	Certificate 260-gram Art Card 4 color printing (printing as per demand)	Each
27	Certificate Frame best quality 1" side wall with hard plastic	Each
28	Certificate Frame best quality 1.5" side wall with hard plastic	Each
29	Provisional Certificate	Each
30	Academic Certificate	Each
31	KMC Printed Letter Pad A4 size 80gm (4 color / 1 color)	Each
32	KMC Printed Letter Pad Legal size 80gm (4 color / 1 color)	Each
33	Bonafide Certificate	Each
34	Convocation Cards (Two sided)	Each
35	Diner Cards (Two sided)	Each
36	Oath Cards (Two sided)	Each
37	Life Time Achievement Award Certificate (One sided)	Each
38	Proctor Badges (Acrylic) standard size  As per the given Picture	Each

S. No	Description	Specs/Unit
25	Shield/plaque size 8-10" color Brown Material Wooden with Box 	Each
16	Shield/plaque  As per the given picture with Box	Each
17	Shield/plaque  As per the given picture with Box	Each
18	Shield/plaque  As per the given picture with Box	Each
19	Shield/plaque  As per the given picture with Box	Each

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

After Per-Bid BSD's