



SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY
Aiwan-e-Tijarat Road, Karachi

TENDER - 2013
Tender document
for

**Stationery, printing, cleaning &
sanitation Material/items**

**ENGINEERING &
SERVICES
DEPARTMENT**

**ARCHITECTURE & ENGINEERING
DEPARTMENT SINDH MADRESSATUL
ISLAM UNIVERSITY**
Aiwan-e-Tijarat Road, Shakra-e-Liaquat,
Karachi-74000, Pakistan
Tel : 021-99217501-02-03
Fax : 021-99217504

Senior Architect
Architect and Engineering Department
SMI University, Karachi.

Senior Engineer
Architecture and Engineering Department
SMI University, Karachi.

FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To: _____

Gentlemen,

1. Having examined the Bidding Documents including Bidding Data, terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 20

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Address _____

Witness:

(Signature) _____

Name: _____

Address: _____



SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi (Pakistan)

Phones: (92-21) 99217501-02-03

Website: <http://www.smiu.edu.pk/>, email: info@smiu.edu.pk

The standard forms of bidding documents

TERMS AND CONDITIONS FOR THE ELIGIBILITY

Stationery, printing, cleaning & sanitation Material/items

- 1 Price to be quoted on **Pak Rupee on free home delivery (F.O.R.)** basis for all items including all expenses, taxes, documentation etc.
- 2 Envelopes shall be marked as “**FINANCIAL PROPOSAL**” in bold and legible letters to avoid confusion in accordance with section **section 46(1) of SPPRA-2010**
- 3 The items must be covered by normal warranty/ guaranty of the original manufacturer
- 4 Certificate of Bank and Bank statement of the A/c No.
- 5 Registration with Income Tax Department (NTN certificates) and copy of CNIC of the contractor along with registration with SRB (Sindh Revenue Board).
- 6 Affidavit to the effect that supplier is not black listed.
- 7 The Supply should be made in the shortest possible time as per requirement of the University.
- 8 An agreement shall be made on stamp paper between the supplier and ***Sindh Madressatul Islam (SMI) University, Karachi.***
- 9 Advance payment will not be allowed.
- 10 Payment shall be made by crossed cheque upon submission of bill in duplicate and on verification of the equipment by the **Service Department**, concerned / Purchase & Procurement Committee expert representative of the purchase & Procurement Committee and on completion of all formalities.
- 11 The University authorities reserve the right to fully or partially, change / forgo the requirement of any item / work and / or amend the specifications & quantity at any stage before award of the contract.
- 12 The University may reject any or all bids subject to the relevant provisions in ***SPPRA Rules 2010.***
- 13 **10% Performance Security** will be submitted by the supplier at the time of Agreement in the shape of Pay order, schedule bank guarantee, or it may be deducted from bill for payment. The amount will be released after **03 months** (Defect liability period), on the issuance of defect liability certificate by **Service department** or the concerned department.

- 14 All those Supplier are eligible to apply who has prior work experience of related nature of job
- 16 The earnest money at the rate of **2%** in the shape of Pay order/demand draft in the favour of **Sindh Madressatul Islam University** from any scheduled bank should be attached with the tenders. In case earnest money not accompanied with tender will be not entertained.
- 17 Bids must be offered on the prescribed tender form issued by **Executive Engineer (Civil) Sindh Madressatul Islam University Karachi**.
- 18 In case of any holiday or any disturbance the tender will be opened on next working day as per schedule
- 19 Quantity shown in the tender are approximate and no claim shall be entertained for quantity of work executed being **15%** more or less than those entered in the tender or estimate
- 20 No compensation shall be allowed for any delay in supply/execution of the work.
- 21 All equipment/items supplied under the control & shall be executed under the directions of **Caretaker/Store In-charge of Sindh Madressatul Islam University Karachi**
- 22 Supplier/Contractor is responsible to pay the **GST** as levied in accordance with the government General Sales
- 23 Income tax will be deducted at the source.

Executive Engineer (Civil)

SMIU, Karachi



SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY
AIWAN-E-TIJARAT ROAD, KARACHI

SMIU/E&S/2013/TENDER

17th December 2013

TENDER DOCUMENTS

Sealed tenders will be opened on 2nd January 2014:
Stationery, printing, cleaning & sanitation Material/items

Estimated Cost 0.6 millions

As per details contained in the Separate Tender Documents for job

1. Sealed Tenders are to be submitted in duplicate by reputed firms/contractors registered with Sales Tax Department on the prescribed tender form and in accordance with the specification and terms & conditions laid down in the tender document.
2. The tender documents can be obtained from the office of the **Executive Engineer (Civil) Sindh Madressatul Islam University** against a written request on deposition of tender fees **Rs. 500/=** in the form of Pay Order / Demand Draft in the favor of **Sindh Madressatul Islam University** on any working day between **10:00 am to 2:00 pm** from the date of publication of NIT i-e **18/12/2013 to 01/01/2014**.
3. The tender duly completed along with complete profile of the firm and addressed to the **Chairman Tender Committee SMIU, Karachi** be dropped in the Tender Box placed in the **office SMIU, Karachi, on 02nd January 2014 upto 1300 hours, which shall be opened on the same day at 14:00 Hours in presence of the bidders who may wish to be presented.** In case of any unforeseen circumstances the Tender will be opened on the next day at the same time and place.
4. The University reserves the rights to accept or reject any or all tenders, divided business amongst more than one bidder and extend the opening date assigning reason thereof will communicate the ground for rejection of bid/bids/tender on written request of bidder who submitted bid as per **PPRA / SPPRA Rules 2010**.
5. Tender be purchased and submitted as per specification mentioned in the Tender Documents.

Executive Engineer (Civil)
SMIU, Karachi



BILL OF QUANTITIES

1. (Stationary Material)

S.No.	Items/Description	Qty.	Unit Cost (RS)	Total Amount (Rs.)
1	Paper Rim A4	400 rims		
2	Paper Rim Legal	50 rims		
3	Ball point red	150 pkts		
4	Ball point Blue	200 pkt		
5	Ball Point black	200 pkt		
6	Pointer Blue	50 pkt		
7	Pointer black	50 pkt		
8	Pointer Green	12 pkt		
9	Scotch Tape large (transparent)	200 pcs		
10	Paper Tape	40 pcs		
11	Tissue Paper	200 box		
12	Ring File	500 Nos		
13	Box File	500 Nos		
14	Plastic File	500 Nos		
14	Wall Clock	20 Nos		
16	Steel Scale 12+24 inches	70 Nos		
17	Paper Cutter	50 Nos		
18	Register 300 pages	70 Nos		
19	Stapler Machine large	20 Nos		
20	Stapler Machine medium	50 Nos		
21	Stapler Machine small	20 Nos		

22	Staple Pin large	200 pcs		
23	Stapler Pin Medium	500pcs		
24	Stapler Pin Small	200pcs		
25	U Clips	400 pcs		
26	Office pin	200 pkts		
27	Thumb pin	200 pkts		
28	Pencil	200 Pkts		
29	Eraser	400 pcs		
30	Sharpner	400 pcs		
31	Whito Flude pen	200 pcs		
32	Stamp pad	50 Nos		
33	Board Marker Blue	50 pkt		
34	Board Marker Black	50 pkt		
35	Room Spary	100 pcs		
36	Morteen spary	30 pcs		
37	Letter Pad	100 pcs		
38	Scissor	50 pcs		
39	Single Hole punch machine Large	50 Nos		
40	Ink remover	40 Nos		
41	Calculator casio	20 Nos		
42	Duster cloths	500 pcs		
43	Dustbin Medium size	40 Nos		
44	Dustbin Large size	20 Nos		
45	Clutch Pencil	15 Nos		
46	Duplicating Ink	50 pcs		
47	Blue stencils Diato	50 Pkts		

48	Drawing sheets 80 gm	5 pkt		
49	Nylon Thread	30 Roll		
50	Masking Tape	30 Nos		
51	Envelop A4 brown	1000 Nos.		
52	Envelop Full size Brown	1000 Nos		
53	Board Marker Ink blue	50 pkt		
54	Board Marker Ink Black	50 pkt		
55	Board Duster	100 pcs		
56	Register 400 pages	50 Nos		
57	Gum Bottle	10 Nos		
58	Permanent Marker	10 pkts		
59	Colored pages yellow	5 pkt		
60	Colored pages green	5 pkt		
61	Colored Pages Grey	5pkt		
62	Cotton bandages roll	10 roll		
63	file separater (colourful taje/flage)	200 pkts		
64	file tray	30 pcs		
65	Note Book Small 300 pages (coral binding)	50 nos		
66	Note book Large 300 pages (coral binding)	100 nos		
67	Note Book Medium 300 Pages (coral binding)	100 nos		
68	Office file	500 nos		
69	Pin cussion	50 nos		
70	Glitter all color	5 pkt		
71	Pin catcher	50 pcs		
72	Paper weight	50 Nos		
73	Marking stickers	10 pkts		

74	Chart paper blue	20 pcs		
75	Thermopole sheet	10 pcs		
76	Stamp pad ink	10 pkt		
77	Rubber Band	20 box		
78	Stationary Box	20 Nos		
79	Register paper loose	2000 Nos		
80	Duplicate Paper	100 Rims		
81	punch machine two hole	50 Nos		
82	Dock file	30 pcs		
83	Scotch tape 1 inch	200 pcs		
84	Pointer red	24 pkt		
85	Door Bell wireless	20 Nos		
86	Cell AA	5 pkts		
87	Cell A AA	5 pkts		
88	Cell A-23 (for bell)	5 pkts		
89	UHU Stick Large	20 Nos		
90	UHU Stick Medium	10 Pkst		
91	UHU Stick small	10 Pkst		
92	Highlighter (all colors)	10 Pkst		
93	Office Table set	20 Nos		
94	USB 8 GB Kingston	10		
Grand Total				

(Rupees _____)

2. Printing Material

S.No.	Items/Description	Qty.	Unit Cost (RS)	Total Amount (Rs.)
1	File Cover printed Hole as per sample	5000		
2	File Cover Printed Clip as per sample	5000		
3	Envelop A4 printed as per sample	2000		
4	Envelop legal printed as per sample	1000		
5	Envelop file size printed as sample	1000		
6	Stock register as per sample	10		
7	Dead stock register as per sample	10		
8	Register Inward as per sample (full size)	5 nos		
9	Diary Register as per sample (small)	50 nos		
Grand Total				

(Rupees _____)

3. Cleaning & Sanitation Material/Items

S.No.	Items/Description	Qty.	Unit Cost (RS)	Total Amount (Rs.)
1	Narel Broom	150 Nos		
2	Broom Phool	150 Nos		
3	Phnyle 3 ltrs	150 ltrs		
4	Tissue Roll	400 Nos		
5	Soap small	500 Nos		
6	Surf 100 gms (sashay)	360 gms		
7	Mope	80 Nos		
8	Mope refill	100 Nos		
9	Viper	80 Nos		
10	Toilet brush	80 Nos		
11	Phynle tablet	80 Nos		
12	Acid 3 ltrs	80 ltrs		
13	Dusting Cloth	1000 Nos		
14	Toilet Pump	70 Nos		
15	Vim powder	70 Nos		
16	Dustbin for Open Area with Iron frame	12 Nos		
17	Dust Cary Begg	80 Nos		
18	Plastic Bags large	80 Nos		
19	Mortin Spray	100 Nos		
20	Lota	80 Nos		
21	Bolty	30 Nos		
22	Patra/ Dust carry pot	50 Nos		
23	Dusting Brush large handle	50 Nos		

24	Cleaning Roller Machine Set	12		
25	Liquid soap	5 ltrs		
26	Liquid soap bottle	10 Nos		
27	Mirror Glass medium size	10 Nos		
28	Soap pot	10 Nos		
29	Comb & brush	20 Nos		
30	Towel medium size	20 Nos		
31	Towel Hanger	20 Nos		
32	Water plastic pipe for garden	500 ft		
33	Pipe nosel & jointer	20		
34	Side Piller Cock	24 Nos		
35	Bib Cock	24 Nos		
36	Double Bib Cock	12 Nos		
37	Tee Cock	12 Nos		
38	Muslim Shower	24 Nos		
39	West Net/Jali	12 Nos		
40	West pipe	24 Nos		
41	Wiser Flush Tank	24 Nos		
42	Connection pipe	36 Nos		
43	Connection pipe Muslim Shower	24 Nos		
44	Push button commode tank	24 Nos		
45	Commode seat cover	12 Nos		
46	Steel Jali	06 Nos		
47	Connection wiser small	36 Nos		
48	Fitting flush tank	06 Nos		
49	Tank cover 2'X2 cost iron	03 Nos		

50	Wall Kit	06 Nos		
51	Water motor Belt 36 “	06 Nos		
52	Spring Wiser	02 seats		
53	Packing Kit (water motor)	02 seats		
54	Boki 1”	02 seats		
55	Ring Pana set	01 seat		
56	Star Seat	01 seat		
Grand Total				

(Rupees _____)

Tender opened by:

Chairman Tender Committee
Sindh Madressatul Islam University Karachi

Signature of Contractor with Seal _____

Name (Contact Person): _____

Address: _____

Ph: _____ Cell: _____

Dated: _____

**ENGINEERING &
SEVICRES
DEPARTMENT**

**ARCHITECTURE & ENGINEERING
DEPARTMENT SINDH MADRESSATUL
ISLAM UNIVERSITY**
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