

# TENDER DOCUMENT

For

PURCHASE OF STATIONERY ITEMS/TRAINING MATERIAL

For The F.Y 2020-21



<b>Last date and time of tender submission</b>	21 <sup>th</sup> January 2021 (Thursday) up to 12:00 noon
<b>Opening of tender</b>	21 <sup>th</sup> January 2021 (Thursday) at 12:30 PM
<b>Venue</b>	Provincial Institute of Teacher Education (PITE) Khyber Pakhtunkhwa. Peshawar

**Provincial Institute of Teacher Education (PITE)  
Landy Sarak Charsadda Road Peshawar Khyber Pakhtunkhwa Peshawar  
Phone & Fax # 091 – 9224783**

## DETAIL OF BIDDER

Director Provincial Institute of Teacher Education Khyber Pakhtunkhwa invites tender for supply of stationery items/training materials for the Financial Year: 2020 -21.

### Particulars of firm/Agency/Dealer

Name of Firm/Agency/Dealer: -----

Name of Manager: -----

CNIC Number: (attach copy) -----

Mailing Address:-----

Cell Number:-----

Bank A/C Number:-----Branch Code: -----

Bank Name and Address: -----

Income Tax Registration Number (attach copy)-----

Total Amount of Tender Offer Rs: ----- (In Words) -----

Amount of Call Deposit Receipt (CDR)-----

CDR Number: -----

Name, Branch & Address of Bank:-----  
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Sale Tax Registration Number (attach copy)-----

Firm Registration Number (attach copy): -----

KPRA Registration Number (attach copy): -----

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Signature and Stamp of Bidder

## **INVITATION OF BIDS FOR THE SUPPLY OF STATIONERY ITEMS /TRAINING MATERIALS FOR F.Y 2020-21**

The Director, Provincial Institute for Teacher Education (PITE) Khyber Pakhtunkhwa, Peshawar invites bids from the registered and reputed Firms/Dealer for the supply of stationary items/ training materials for financial year 2020-21. Last date for submitting tender form is 21.01.2021 till 12:00 noon which will be opened on the same day at 12:30 PM in the presence of Bidders or their authorized representatives by the purchase committee. The Bidders or their representatives who intend to attend are required to be present at the time of opening of tender.

### **Terms and Conditions**

1. The Bidder will have to furnish bid security at the rate of 2% of the total bid offer.
2. The Bidders will have to provide the following documents to prove their eligibility to perform the contract.
  - i) Firm Registration Certificate
  - ii) Active Income Tax Payer certificate
  - iii) Sales Tax Registration certificate
  - iv) Khyber Pakhtunkhwa Revenue Authority registration certificate.
3. Provision of sample of the stationary items at the time of bid submission.
4. The tender form will contain no over writing/eraser or any change/cutting.
5. Scheduled Price will be treated as
  - i. The rates quoted must include all taxes (where applicable under the rules).
  - ii. The successful Bidders will provide 8 % bid security (CDR) in addition to the already provided 2% CDR
  - iii. The Bidder security will be forfeited in favour of Govt if supply, as per the specification is not completed within one month (30 days) after the award of contract.
6. Payment will be made after the completion of delivery as per the specification and satisfaction of purchase/Inspection Committee.
7. Bidder must sign and stamp all pages of tender form.
8. The Bidders shall submit sealed bid offer in the name of Director Provincial Institute for Teacher Education, Khyber Pakhtunkhwa, Peshawar.
9. All the relevant documents will be checked and scrutinized by the Purchase Committee at the time of opening. Deficiencies (if any) in the bids will be decided on the spot.
10. The successful bidder must complete supply of stationery items within 30 days from the date signing of the contract.
11. The bid offer will be valid till 30 June 2021.
12. 1% of the total cost per calendar day will be deducted from the payment if delivery is delayed.

13. All the terms and conditions reflected in the bid documents are applicable on the Bidders and further if any other condition is levied by the Govt, the same will also be applicable on the Bidders.

**Under taking**

I read, understood all conditions, reflected in the bid documents and hereby agree with all of them.

Signature & Stamp of the Bidder: \_\_\_\_\_

Dated: \_\_\_\_\_

## STATIONERY ITEMS DETAIL

Package	Name of Items with Specification	Quantity
<b>A</b>	Flip Chart 70 Gram Size 23 x36 inch	650 Rims (500 sheets per Rims)
<b>B</b>	Masking Tape length 20-yard width 1 inch	1500 rolls (12 per roll)
	Binding Tap 11-yard length 2 inch	50 No's
	Binding Sheet 18mm A4 size	30 Packets
<b>C</b>	Permeant Marker (Good quality)	5500 Packets (12 per Pack)
	Printer Toners 26-A	12 No's
<b>D</b>	A4 Size Paper 70 gram	250 Rims
	Legal Paper 70 gram	150 Rims
	File Cover (Good quality)	3000 No's

# TENDER FORM

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
A	Flip Chart 70 gram Size 23 x36	<b>650 Rims</b> (500 sheets per Rim)			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Cost including all taxes	CDR amount
B	Masking Tape length 20 yard width 1 inch	<b>1500 Rolls</b> (12 per Pack)			
	Binding Tap 11 yard width 2 inch	<b>50 No, s</b>			
	Binding Sheet 18mm A4 size	<b>30 Packets</b>			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
C	Permeant Marker	<b>5500 Packets</b> (12 per Pack)			
	Printer Toners 26-A	<b>12 No, s</b>			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
D	A4 Size Paper 70 gram	<b>250 Rims</b>			
	Legal Paper 70 gram	<b>150 Rims</b>			
	File Cover Good quality	<b>3000 No, s</b>			

**Signature & Stamp of Bidder:** .....

**Address:** .....

**Cell No:** .....

**C-NIC#:** .....

**Dated:** .....