



GOVT COLLEGE UNIVERSITY FAISALABAD

TENDER NOTICE NO. 218 / 2014

Government College University, Faisalabad (GCUF) invites sealed tenders / bids from the well reputed Printing Firms / Suppliers, having own quality printing machines, cutting, binding arrangements and registered with Sales Tax and Income Tax Departments for printing of "**GCUF Prospectus - 2014**". Detail & Specifications are separately attached in the Tender Documents.

1. Tender Documents are available for download at GCUF's website www.gcuf.edu.pk and PPRA's website www.ppra.punjab.gov.pk. The process for award of printing work order / contract shall be completed in accordance with Punjab Procurement Rules 2014, Single Stage-Two Envelope Bidding Procedure.
2. A single package containing two envelopes, Technical and Financial separate Bids, duly completed, signed, stamped, sealed and complete in conformity with Tender Documents should be dropped in Tender Box placed at Directorate of Procurement GCUF, not later than **10.00 AM on 28.06 2014**. Sealed Technical Bids will be opened first on **28.06.2014 at 10.30 AM**, in the presence of the firms or their representative who wish to attend and Financial Bids will be opened latterly on the same date for only those Successful Technical Bids which are acceptable to the "Technical Committee". Whereas, Financial Bids of unsuccessful Bidders will be returned un-opened.
3. All bids must be accompanied by Tender Fee Rs; 2,000/- and Bid Security (Refundable) at the rate of 2% of total Tender / Bid value in form of CDRs / DDs in favor of "**Treasurer GCUF**". Bids which are incomplete, not signed, not stamped, not sealed, without tender fee & bid security, late or submitted by other than specified mode will not be considered.
4. Income/Sales Tax Registration Certificate, CNIC and other documents as mentioned in the Tender Documents must accompany the bids. Taxes will be deducted as per GOP rules.
5. GCUF Management may reject any or all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.

Note: Bidders are requested to read each & every clause of tender documents carefully. The Technical Committee before award of the contract may visit the Printing Firm's premises to evaluate its machinery and set up for performing required task within university 's limited time for scheduled academic activities.

(Dr. Iftikhar Hussain Bukhari)
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GOVT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENTS NO. 218 /2014

PRINTING & SUPPLY OF "GCUF PROSPECTUS-2014".

Purchase Price: Rs. 2000/-

Sealed Tenders are invited from the well reputed Printing Firms / Suppliers, having own printing machines, cutting, binding arrangements and registered with Sales Tax and Income Tax Departments for printing of "GCUF PROSPECTUS - 2014". Detail & Specifications are separately attached as Appendix "A".

GENERAL TERMS & CONDITIONS

1. Tender Opening Date & Procedure:

- a) The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - Two Envelope Bidding Procedure.
- b) A single package containing two envelopes, Technical and Financial separate Bids in complete conformity with Tender Documents will be dropped in Tender Box placed at Directorate of Procurement GCUF, not later than **10.00 AM on 28.06. 2014 .**
- c) Sealed Technical Bids will be opened first on **28.06.2014 at 10.30 AM,** in the presence of the firms or their representative who wish to attend and for evaluation by the " GCUF Technical Committee".
- d) Financial Bids of Successful Technical Bidders will be opened latterly on the same date.
- e) Financial Bids of unsuccessful Bidders will be returned un-opened.
- f) In case of closed / forced holidays, tender opening time / date will be considered as the next working day.

2. Tender Fee, Bid Security and Performance Security:

- a) Technical Bid must be accompanied by Tender Fee of Rs:2,000/- in form of Call Deposit Receipt (CDR) / Demand Draft (DD) in original.
- b) Financial Bid must be accompanied by Bid Security @ 2% of the tendered amount / value (refundable) in form of Call Deposit Receipt (CDR) / Demand Draft (DD) in original.
- c) CDRs / DDs must be in favor of "**Treasurer, GC University, Faisalabad**" and Cheque is not acceptable.
- d) Performance security @10% of the total bill shall be retained and refundable after receipt of quality satisfaction report from quarter concerned.

3. Validity of Offers.

- a) Offers shall be valid for at least 180 days from the date of submission of bids.
- b) Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- c) The Competent Authority reserves the right to increase or decrease quantities.

4. Failures and Terminations:

No offer of a firm / supplier will be considered if :-

- i. Bid received without Tender Fee & Bid Security CDR or less than required.
- ii. Bids received not in accordance with specifications of Tender Documents.
- iii. Alternate bids received or alternative arrangement offered.
- iv. Bid received later than the date and time fixed for tender.
- v. Tender is incomplete in any respect or is unsigned.
- vi. Offer is ambiguous and the offer is conditional.
- vii. Offer from a firm which is black listed at any level.
- viii. Any erasing / cutting / overwriting etc.
- ix. The Firm fails to make delivery within specified delivery period strictly in accordance with the terms and conditions as laid down in the Work Order.
- x. Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

5. Other special conditions :-

- i. Bids must contain, Firm's profile, years of experience, major work orders, complete detail of machinery, power back up & other set up for printing.
- ii. Paper / Card samples as per specification & gram age are required.
- iii. The bidders shall quote rate per copy inclusive of all applicable Govt. Taxes.
- iv. The bidders shall provide the proof of Registration for GST / NTN & CNIC.
- v. Successful bidder shall ensure quality & standard printing with no excuse and in case of deficiency or fault, may impose penalty or reject the delivery.
- vi. Successful bidder shall ensure to serialize the 25000 admission forms and be fixed in the prospectus with perforated seam.
- vii. Successful bidder shall be responsible for loading / unloading on delivery at GCUF premises during university office hours.
- viii. Printed material shall be protected from rain / bad weather and any damage during transportation / delivery shall be at bidder's cost.
- ix. Successful bidder shall ensure timely delivery and GCUF will not accept any excuse of load shedding, working time during Holy Ramzan or any other etc.
- x. After receipt of the printed material the inspection will be carried out by the Inspection Committee within 15 days.
- xi. The quantities can be increased / decreased by the Competent Authority
- xii. The decision of the Vice Chancellor of GC University, Faisalabad, would be final & binding on both the parties and not challengeable in any court of law.
- xiii. The performance security applicable under the rules shall be deducted from the final bill of the successful bidder.
- xiv. All Government Taxes will be deducted according to applicable rules.
- xv. The GCUF reserve the right to reject any or all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.

Dr. Iftikhar Hussain Bukhari
Advisor, Procurement & Inventory Control

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DETAIL & SPECIFICATIONS OF "GCUF PROSPECTUS-2014.

Sr. No.	Name of Article	Details	Specification	Qty
1.	GCUF Prospectus - 2014.	Size	A-4 (8.5" Length & 11" Width)	25,000 Nos.
		Paper Quality	115 gram imported matt paper (Lecome) / polished paper	
		Title Card	Art card matt 310 grams laminated and UV Coated	
		Printing	4 colors printing i.e. CMYK off set	
		Binding	Gum Binding	
		Form	3 forms with same number (1 - 25000) i. White for morning programs ii. Yellow for evening programs iii. Sky Blue for Bench Fee Seats <u>Each Form:</u> Paper 100 gram Binded in Prospectus with perforated seam	
		File Cover	A-4 Size as above. Art Card 300 Gram With Lamination & UV Coated Pocket Inside the File	
		Packing	Prospectus in pocket of file cover and bundle of (10) copies each with plastic patti.	
		Form with File Cover	<u>1 Pink Form with number (1 - 2000)</u> (for quota / reserved seats) Form & File (same as above).	2,000 Nos.

Details of Call Deposit Receipt (CDR)

Signature_____

No_____Amount_____

Name of Bidder_____

Bank_____Branch_____City_____

CNIC No _____

Name of the Firm & Address _____Ph No_____

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