

GC UNIVERSITY, FAISALABAD.

(DIRECTORATE OF PROCUREMENT AND INVENTORY CONTROL)



Tender Notice No. 220-1/2014

Government College University, Faisalabad (GCUF) invites sealed tenders / bids from the well reputed firms / suppliers, registered with Sales Tax and Income Tax Departments, for the **supply of Stationery Items under running contract/item rate basis for the period up to June 30, 2015.** Detail of Stationery items 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 procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage – One Envelope Bidding Procedure.
2. The bids, stamped, sealed and in complete conformity with Tender Documents should be reached at Directorate of Procurement & Inventory Control, GCUF, not later than **11.00 Hrs on 20-10-2014.** Bids will be opened first on **20-10-2014 at 11.30 Hrs.**
3. All bids must be accompanied by Tender Fee Rs; 2,000/- and Bid Security (Refundable) at the rate of Rs.100,000/- (Rs.One Hundred Thousand Only) in shape of CDRs in favor of "Treasurer GCUF". The CDRs of Tender Fee and Bid Security (in original) must be attached with The 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. The firm should not be black listed from any Govt./Autonomous/Private Organization.
6. GCUF Management may reject all bids at any time prior to the acceptance of bids, as provided under Rule-35 of Punjab Procurement Rules, 2014.

(Jaweed Anjum)

Director, Procurement and Inventory Control
Allama Iqbal Road Faisalabad, Phone: 041-9201030



GOVT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENTS NO. 220 /2014

SUPPLY OF STATIONERY ITEMS.

Purchase Price: Rs. 2000/-

Sealed Tenders are invited from the well reputed firms / Importers / Suppliers, which are registered with Sales Tax and Income Tax Departments for supply of Stationery Items under rate running contract/item rate basis for the period up to June 30, 2015. Detail of Stationery items attached in the Tender Documents.

GENERAL TERMS & CONDITIONS

1. Tender Opening Date & Procedure:

The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - One Envelope Bidding Procedure.
Bids in complete conformity with Tender Documents will be dropped in Tender Box placed at Procurement Department of the GCUF, not later than 11.00 Hrs on 20.10 2014 which shall be opened on same day at 1130 Hours.

2. Tender Fee, Bid Security and Performance Security:

The Bid must be accompanied by Tender Fee of Rs:2,000/- in shape of Call Deposit Receipt (CDR) in original and Bid Security of Rs.100,000/- (refundable) in shape of Call Deposit Receipt (CDR) in original.
CDRs must be in favor of Treasurer, GC University, Faisalabad. The rates / bids should be inclusive of all applicable Govt. Taxes.

3. Validity of Offers.

- i. Offers shall be valid for up to June 30, 2015 from the date of submission of bids.
- ii. Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- iii. The quantities are adjustable as per actual demands.
- iv. The Competent Authority reserves the right to increase or decrease quantities.

4. Security Deposits.

An amount of Rs.100,000/- (Rs.One Hundred Thousand Only) will be paid by the successful bidders as security, which shall be retained till the expiry of rate running contract.

- 5.** The successful bidder will sign a Rate Running contract on Samp Paper with the Director Procurement & Inventory Control on behalf of GCUF and will supply goods as and when required through out the validity period.

6. Failures and Terminations:

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

- a) Bid received without Bid Security / Call Deposit or less CDR than the required.
- b) Bids received not in accordance with specifications of Tender Documents.
- c) Alternate bids received or alternative equipment offered.
- d) Bid received later than the date and time fixed for tender.
- e) Tender is incomplete in any respect or is unsigned.
- f) Offer is ambiguous and the offer is conditional.
- g) Offer from a firm which is black listed at any level.
- h) Any erasing / cutting / overwriting etc.
- i) The supplier fails to deliver the consignment within specified delivery period strictly in accordance with the terms and conditions as laid down in the Purchase Order.
- j) Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

7. Other special conditions

- I. The bidder shall not offer alternate proposal
- II. Bidder must have relevant experience of supply.
- III. 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.
- IV. The quantities can be increased / decreased by the Competent Authority.
- V. The performance security applicable under the rules shall be deducted from the final bill of the successful bidder.
- VI. All Government Taxes will be deducted according to applicable rules.
- VII. The GCUF reserve the right to reject all bids at any time prior to the acceptance of bids, as provided under Rule-35 of Punjab Procurement Rules, 2014.

Jaweed Anjum
Director, Procurement & Inventory Control

TENDER NOTICE NO. 220 / 2014**DETAIL OF STATIONERY ITEMS**
G.C.UNIVERSITY , FAISALABAD

Sr#	Stationery Articles with Brand/Specification	A/U	Unit price Inclusive all taxes
1	Attendance Register Staff	No.	
2	Attendance Register Student	No.	
3	Ball Point Crystal	No.	
4	Ball Point En.Signo Dollar (Pointer)	No.	
5	Ball Point Uni Ball Eye	No.	
6	Ball Point Uni Ball Signo	No.	
7	Binding Clip 2" China	No.	
8	Box File	No.	
9	Calculator	No.	
10	Carbon Paper	Pkt	
11	Chit Pad 3x5	No.	
12	Coloured Paper A4	Pkt	
13	Correction Pen Japan	No.	
14	Dust Bin Plastic	No.	
15	Duster White Board	No.	
16	Electric Bell	No.	
17	Envelopes 10"x12" Khaki	No.	
18	Envelopes 11"x15" Cloth Mounted	No.	
19	Envelopes 11"x15" Khaki	No.	
20	Envelopes 14"x18" Cloth Mounted	No.	
21	Envelopes 14"x18" Khaki	No.	
22	Envelopes 9"x4" Khaki	No.	
23	Eraser for Lead Pencil	No.	
24	File Cover Superior	No.	
25	File Flapper Rexian	No.	
26	Flag Tape Paper	Pkt	
27	Foot Ruler Steel China	No.	
28	Four Flapper Rexian	No.	
29	Gum Bottle Large 1000 ml	No.	
30	Gum Stick 21gm UVH	No.	
31	Lead Pencil Gold Fish	No.	
32	Line Marker Highlighter	No.	
33	Marker Black Permanent 90	No.	
34	Noting Pad Large	No.	
35	Noting Pad Small	No.	

36	Paper Cutter	No.	
37	Paper Pin China	Pkt	
38	Paper Tape 1"	No.	
39	Paper Ream 80gm Copy Mate A4	Ream	
40	Paper Ream 80gm Copy Mate B4	Ream	
41	Punch Machine (Double Hole)	No.	
42	Punch Machine (Single Hole)	No.	
43	Register Blank Rule 20 No.	No.	
44	Register Despatch 8 No.	No.	
45	Register Stock 10 No.	No.	
46	Scotch Tape 1"	No.	
47	Scotch Tape 1/2"	No.	
48	Scotch Tape 2"	No.	
49	Sharpner Steel	No.	
50	Stamp Pad	No.	
51	Steplar Pin China	Pkt	
52	Stelar Pin Heavy Duty	Pkt	
53	Steplar Pin Remover	No.	
54	Steplar Machine Large (Heavy Duty)	No.	
55	Steplar Machine Small	No.	
56	Tag Large	Bundle	
57	Tag Small 6"	Bundle	
58	Thread Roll	No.	
59	Thumb Pin Drawing	Pkt	

Details of Call Deposit Receipt (CDR)

Signature_____

No_____ **Amount**_____

Name of Bidder_____

Bank_____ **Branch**_____ **City**_____

CNIC No _____

Name of the Firm & Address _____ **Ph No**_____

Jaweed Anjum
Director, Procurement & Inventory Control