



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 410/2017

SUPPLY OF STATIONERY ITEMS FOR MAIN-STORE DP&IC, GCUF.

Purchase Price: Rs. 500/-

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered with Sales Tax and Income Tax Department as active tax payers for Purchase of Stationery Items for Main Store-DP&IC, GCUF.

GENERAL TERMS & CONDITIONS

1. Tender Opening Date & Procedure:

The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - Single 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 **10:00 Hrs on 09.05. 2017** which shall be opened on same day at **10:30 Hours**.

Note: Tender Number must be mentioned on envelope.

2. Tender Fee, Bid Security and Performance Security:

The Bid must be accompanied by Tender Fee of Rs:500/- in shape of Call Deposit Receipt (CDR) in original and Bid Security @ 2% of Estimated Price of Rs.588,000/- (refundable) in shape of Call Deposit Receipt (CDR) in original. CDRs must be in favor of Treasurer, Government College University, Faisalabad. The rates / bids should be inclusive of all applicable Govt. Taxes.

3. Validity of Offers.

- i. Offers shall be valid for 180 days 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. Sales Tax Number and NTN Number must be mentioned on the letter head and bidding documents.

4. 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) Bid received later than the date and time fixed for tender.
- d) Tender is incomplete in any respect or is unsigned.
- e) Offer is ambiguous and the offer is conditional.
- f) Offer from a firm which is black listed at any level.
- g) Any erasing / cutting / overwriting etc.
- h) 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.
- i) Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

5. Other special conditions

- I. The decision of the Vice Chancellor of Government College University, Faisalabad, would be final & binding on both the parties.
- II. 10% performance security under the rules shall be deducted from the final bill of the successful bidder as per PPRA Rules 2014. (If applicable)
- III. All Government Taxes will be deducted according to applicable rules.
- IV. The University may reject all bids/proposals at any time prior to the acceptance of a bid or proposal as per PPRA Punjab rule 35, however upon bidder request the ground of rejection will be communicated to the concerned but no justification will be given as per PPRA rule 35 (2).

Muhammad Mazhar Waseem

Incharge Officer, Procurement & Inventory Control

Allama Iqbal Road Faisalabad, Phone: 041-9201468 & 9201030

ISSUED TO:

M/S-----

TENDER DOCUMENT No. 410 / 2017**SUPPLY OF STATIONERY FOR MAIN STORE-DP&IC, GCUF.**

Sr.No.	Item Name with Specification or Equivalent	A/U	Qty	Unit Price Including Taxes	Amount
1.	Envelopes 14” x 18” Cloth Mounted	Nos.	15,000		
2.	Envelopes 11” x 5” Cloth Mounted	Nos.	10,000		
3.	File Cover Superior with GCUF Logo (Size: 10x14) 250 gm as per sample.	Nos.	15,000		
4.	Envelopes 11” x 5” Brown	Nos.	5,000		
5.	Stapler Pin 24/6	Pkt.	1000		
42	Stock Register No 14	No	05		
Total Amount Rs					

Note: Rate should also be quoted on Firm’s letter head pad.

Details of Call Deposit Receipt (CDR)

Signature_____

No_____ **Amount**_____

Name of Bidder_____

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

CNIC No _____

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

N.T.N _____ **Sales Tax No.**_____

Issued By:

Muhammad Mazhar Waseem
Incharge Officer, Procurement & Inventory Control
Allama Iqbal Road Faisalabad, Phone: 041-9201468 & 9201030