



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 426/10/2017

SUPPLY OF STATIONERY FOR CONTROLLER OF EXAMINATIONS, 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 for Controller of Examinations, 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 22.08. 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 of 2% of Estimated Price of Rs.172,078/- (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. 426/10 / 2017**SUPPLY OF STATIONERY FOR CONTROLLER OF EXAMINATIONS, GCUF.**

Sr#	Name Item	A/U	Qty	Unit Price Including Taxes	Total Cost
1.	Signo Gel Blue + Black	Pkt.	24		
2.	Led Penical	Pkt.	48		
3.	Whitener	Nos.	48		
4.	Permanent marker	Nos.	24		
5.	Tags for files small	Bundles	6		
6.	Pin removers	Nos.	24		
7.	Calculator	Nos.	12		
8.	Double puncher	Nos.	6		
9.	Plane register (Ruled paper)	Nos.	24		
10.	Dak register	Nos.	12		
11.	Doori plastic	Bundles	24		
12.	Gum sticks	Nos.	36		
13.	Stapler large	Nos.	24		
14.	Stapler large pins	Box	200		
15.	Cutter	Nos.	36		
16.	Key board	Nos.	18		
17.	Mouse	Nos.	18		
18.	Ball point blue	Pkt.	24		
19.	Ball point black	Pkt.	10		
20.	Pointer black + blue	Pkt.	12		
21.	Paper weight	Nos.	6		
22.	Lock medium size	Nos.	12		
23.	Punch machine large	Nos.	2		
24.	Box file –blue	Nos.	100		
25.	Steel scale	Nos.	12		
26.	Dust been	Nos.	12		
27.	Scotch tape 2 inch	Nos.	20		
28.	Binding tape	Nos.	6		
29.	Binding cover	Nos.	50		
30.	USB 32GB	Nos.	2		
31.	Envelop 10 x 12	Nos.	1000		
32.	Envelop 11 x 15	Nos.	1000		
33.	Eraser	Pkt.	6		
34.	Plastic file tray (color red, blue)	Nos.	12		
35.	Heavy duty stapler	Nos.	6		

36.	Heavy duty stapler pins	Pkt.	10		
37.	Ink (blue, black ,red)	Bottle	4		
38.	Office table set marble	Nos.	6		
39.	Lock small	Nos.	12		
40.	Lock large	Nos.	12		
41.	Envelop 5 x 11	Nos.	5000		
42.	Envelop 4 x 9	Nos.	5000		
43.	Shapers Dux	Nos.	96		
		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