



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 486/69/2017

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 28.02. 2018** 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.1,990,200/- (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. 486/69 / 2017
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SUPPLY OF STATIONERY FOR MAIN STORE-DP&IC, GCUE.

Sr. #	Articles Name	Specs	A/U	Qty	Unit Price (Rs.)	Total Price (Rs.)
1.	Attendance Register Student	Sample available at DP &IC	Nos.	1000		
2.	Attendance Register Staff	Sample available at DP &IC	Nos.	500		
3.	Envelopes 11" x 15" Cloth Mounted	Sample available at DP &IC	Nos.	10000		
4.	Envelopes 10" x 12" Khaki	Sample available at DP &IC	Nos.	2000		
5.	Envelopes 14" x 18" Cloth Mounted	Sample available at DP &IC	Nos.	17000		
6.	Envelopes 11" x 5" Khaki	Sample available at DP &IC	Nos.	10000		
7.	File Cover Superior	Sample available at DP &IC	Nos.	12000		
8.	Stapler pin	(Dollar)	Pkt.	2500		
9.	Stapler machine	(Opal)	Nos.	500		
10.	Uni ball Eye (Micro)	(Japan)	Nos.	500		
11.	Uni ball Signo(0.7)	(Japan)	Nos.	500		
12.	Gum Stick	21gm UVH	Nos.	500		
13.	File Flappers Rexene	Rexene	Nos.	3000		
14.	Line marker High lighter dollar	(Dollar)	Nos.	800		
15.	Marker Permanent (Dollar)	(Dollar)	Nos.	500		
16.	Stamp Pad 3" x 5"	Sample available at DP &IC	Nos.	500		
17.	Box file 1170-505	Sample available at DP &IC	Nos.	1500		
18.	Correction pen (Japan)	(Japan)	Nos.	500		

19.	File Tag small	Sample available at DP & IC	Bundle	500		
20.	Table Set	Fancy wooden	Set	10		
21.	Paper Tape 1"	Opal Excellent	No.	200		
22.	Colored Paper A4	80gsm	Pkt.	50		
23.	Ink for Stamp Pad	32ml	No.	50		
24.	Lock China 2 ½	Computer key	No.	10		
25.	Dispatch Register Dak 08 No.	240pgs	No.	200		
26.	Scotch Tape 1"	60yds	Nos.	100		
27.	Gum Bottle Large 1000ml	Crystal metro glue	No	50		
28.	Gum Bottle Small	Euro fixo glue 150gms	No	100		
29.	Lead Pencil Superb writer (2 ½)	999Dux	Pkt	700		
30.	Register Blank Rule No,20	As per sample	No.	1000		
31.	Register Receipt	08 No.	No.	200		
32.	Stapler Pin Remover	Sample available at DP & IC	No.	100		
33.	Tissue Paper Rose petal	Rose petal	No.	100		
34.	Ball Point Clipper	Clipper	Pkt.	1000		
	Total Amount Including Tax					

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