

# GOVERNMENT COLLEGE UNIVERSITY FAISALABAD



**TENDER DOCUMENT No. 554/14/2018**

## **SUPPLY OF ENVELOPES & PRINTERS FOR DIRECTORATE OF DISTANCE LEARNING EDUCATION, 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 Envelopes & Printers for DDLE, 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 03.09. 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 of 2% of Estimated Price of Rs.140,000/- (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. The supplier/vendor shall submit company profile with financial status and experience record of dealing in relevant line of business.
- III. 10% performance security, applicable on non-consumable supplied items, shall be deducted from the final bill of the successful bidder as per PPRA Rules 2014 and shall be released on request after successful expiry of warranty period.
- IV. All Government Taxes & duties ie; 1/5<sup>th</sup> of total GST as well as income tax and stamp duty (if applicable) will be deducted according to applicable rules.
- V. The warranty period for the supplied items shall be declared minimum 364 days on final inspection of the Committee and end user. However, this warranty period may be extended if deemed necessary due to unavoidable circumstances.
- VI. Upon the successful supply, fixation, placing, installation, demonstration and inspection carried out by the end user/inspection committee. The successful bidder shall submit their invoice/requisite for request for payment with all necessary documents.
- VII. No partial/advance payment shall be made against partial supply.
- VIII. The unit rates and the price shall be quoted by the bidder in currency PKR (Pakistani Rupee).
- IX. LDC (Late delivery Charges) penalty shall be imposed @2% per month of delay upto maximum of 10% of total price.
- X. 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-----

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**TENDER DOCUMENT No. 554/14/ 2018****SUPPLY OF ENVELOPES & PRINTERS FOR DIRECTORATE OF DISTANCE  
LEARNING EDUCATION, GCUF**

| Sr#                | Name Item                                | Specifications                                                                                                                                                                                                     | A/U  | Qty   | Unit Price<br>Including Taxes | Total Cost |
|--------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|-------------------------------|------------|
| 1.                 | ENVELOPES<br>Cloth Lined<br>Langot Style | Three sides stitched.<br>Fine quality langot style<br>cloth lined<br>Flapper size must be 3<br>inch.<br>(sample of a Envelope<br>should be submitted with<br>the bid)<br><b>Size in inches:<br/>17 x 14 inches</b> | Nos. | 2,000 |                               |            |
| 2.                 | Printer                                  | Copier, Scanner, printer 3<br>in 1<br>HP LaserJet 26 –A<br>Or equivalent                                                                                                                                           | Nos. | 02    |                               |            |
| Total Amount (Rs.) |                                          |                                                                                                                                                                                                                    |      |       |                               |            |

**Note: Rate should also be quoted on Firm's letter head pad and samples of above mentioned envelopes should be submitted along with the bids.**

**Details of Call Deposit Receipt (CDR)**

Signature\_\_\_\_\_

No\_\_\_\_\_ Amount\_\_\_\_\_

Name of Bidder\_\_\_\_\_

Bank\_\_\_\_\_ Branch\_\_\_\_\_ City\_\_\_\_\_

CNIC No \_\_\_\_\_

Name of the Firm &amp; 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