



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No.615/75/2018

SUPPLY OF ANSWER SHEETS FOR CONTROLLER OF EXAMINATIONS, GCUF.

Purchase Price: Rs. 1,000/-

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered with Sales Tax and Income Tax Departments as Active Tax Payer for Supply of Answer Sheets 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 **1330 Hrs on 25.04. 2019** which shall be opened on same day at **1400 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:1,000/- in shape of Call Deposit Receipt (CDR) in original and Bid Security of 2% of Estimated Price of Rs.6,170,000/- (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 Tender Documents and Tender Notice.
- 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; 1/5th 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-----

TENDER DOCUMENT No. 615/75/ 2018

SUPPLY OF ANSWER SHEETS FOR CONTROLLER OF EXAMINATIONS, GCUF.

Sr.No.	Items	No. of Pages	QTY	Standard Specification	Unit Price Including Taxes	Total Cost
1.	Practical External & Semester Sheets	08 Pages Ruled 68 Gram	200,000	• Size 8.5"Length & 11"Width • Paper Weight 68 gram • Title page Red Text for Practical Sheet Serial No. Color Black • Space b/w Lines 1.1mm • Border Line Both side border line each page • Binding Logo Thread stitch with university Printed Logo • Packing bundle Packed in Polythin Bags and Carton box • Practical Sheet Each bundle must be of 500 sheets. • Index of answer sheets included with serial numbers Separately • Mention bundle No and Sheets No.on each carton		
	Mid Semester Sheets	16 Pages Ruled 68 gram	300,000	• Size 8.5"Length & 11"Width • Paper Weight 68 gram • Title page Red Text for Mid Exam Sheet Serial No. Color Black • Space b/w Lines 1.1mm • Border Line Both side border line each page • Binding Logo Thread stitch with university Printed Logo		

				• Packing bundle Packed in Polythin Bags and Carton box • Mid Semester Sheet Each bundle must be of 250 sheets. • Index of answer sheets included with serial numbers Separately for each category • Mention bundle No and Sheets No on each carton		
	Final Semester Sheets	24 Pages Ruled 68 gram	600,000	• Size 8.5"Length & 11"Width • Paper Weight 68 gram • Title page Black Text for Final Exam Sheet Serial No. Color Black • Space b/w Lines 1.1mm • Border Line Both side border line each page • Binding Logo Thread stitch with university Printed Logo • Packing bundle Packed in Polythin Bags and Carton box • Final Semester Sheet Each bundle must be of 250 sheets. • Index of answer sheets included with serial numbers • Mention bundle No and Sheets No on each carton		

Note 01: Rate for Answer Sheets should also be quoted on Firm's letter head pad.

Sample Picture of Title Pages are attached as follows,

Practical External & Semester Sheets

GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

ANSWER BOOK FOR PRACTICAL EXAMINATION

Examination _____ Part/Semester _____ Course Code _____
 Subject _____ Course Title _____ Date _____

INSTRUCTIONS

Candidates are directed to read the instructions carefully and follow them strictly. Violation may result in the cancellation of the answer book or disqualification from the examination.

- NO ADDITIONAL SHEET WILL BE GIVEN
- The candidate must write his/her particulars (Roll No, Reg. No. and affix signatures etc.) on right hand of the perforated portion of the title page and nowhere else at any page or leaf of the answer - book.
- Do not write your own name or that of your college or institution or any indication that you are a private candidate.
- The candidate must see that his/her answer-book has been duly signed by the Examiner of the centre, as an assigned answer book may lead to complication for the candidate.
- Do not make any identification mark. Do not use marker of any colour. Only blue ink should be used.
- Candidate can not make appeal to examiners in his/her answer book.
- Write on both sides of the answer book sheets.
- No paper of any kind is to be taken in the Examination Hall. No answer book or paper of any kind is to be removed from the examination Hall except the question paper.
- No leaf from the answer book is to be torn out.
- This book must be delivered to the Examiner even if no question has been attempted.
- Begin writing your answer from the back of the title page of the answer book. This page must not be left blank in any case.
- If any candidate wants to cancel / cross the answer book, He must bring it to the notice of the centre superintendent in writing before leaving the examination centre. After that no request to that effect would be entertained.
- Use of white fluid and ink remover is strictly prohibited.
- Answer book should not be used for any purpose other than writing answer to question paper in the Examination Hall. Misuse of answer book would lead to prosecution.

For Examiners Award Only

Question No.	1	2	3	4	5	6	7	8	9	10	11	12	Total
Marks Awarded													

Total Marks in words _____
 Full name & Signatures of Examiner _____

Signatures of Examiner _____
 Answer Book No. **353793**
 Roll No in Figures _____
 In Words _____
 Exam _____
 Subject _____
 Course Code _____
 Course Title _____
 Exam Centre _____
 Signatures of Candidate _____
 Date _____

Mid Semester Sheet

GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD

ANSWER BOOK FOR MID SEMESTER EXAMINATIONS

Serial No. **35253**

Please fill up the blank spaces carefully.

Name _____ Roll No. _____
 Course Code _____ Course Title _____ Credit Hours _____
 Semester _____ Session _____ Program _____ Faculty _____

Signatures of the Candidate _____ Date _____ Total Number of Continuation Sheets attached _____

Question No.	1	2	3	4	5	Total
Marks Awarded						

Total Marks in words _____
 Examiner's Signatures _____

Start writing from here.

Sample for printing

Final Semester Sheet

 **GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD** Serial No. 517661

ANSWER BOOK FOR SEMESTER EXAMINATIONS

Please fill up the blank spaces carefully.

Name _____ Roll No. _____ Registration No. _____

Course Code _____ Course Title _____ Credit Hours _____

Semester _____ Session _____ Program _____ Faculty _____

Signatures of the Candidate _____ Date _____ Total Number of Continuation Sheets attached _____

INSTRUCTIONS

Candidates are directed to read the instructions carefully and follow them strictly. Violation may result in the cancellation of the answer book or disqualification from the examination.

1. Write your particulars in the relevant space.
2. Write on both sides of the leaf of the answer book.
3. Paper must be attempted in English except for oriental languages or if there is any such provision under rules.
4. No answer book or paper of any kind is to be taken out or removed from the examination hall/room except the question paper.
5. No leaf is to be torn out or left blank from the answer book. In case of blank page(s), the candidate must cross them positively.
6. The answer-book must be delivered to the invigilation/ incharge, when the time allowed has expired.
7. A candidate who commits impersonation in the examination, copies from any paper, book or notes, mutilates the answer book and possesses any kind of material which may be helpful to him/her in the examination, shall be punished under rules.
8. Continuation sheet(s) should be attached within the hard cover of the answer book at the end their total number should also be mentioned on the front of the answer book at prescribed place.
9. Start writing over leaf.

Question No.	1	2	3	4	5	6	7	8	Total
Marks Awarded									

Total Marks in words _____

Examiner's Signatures _____

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.No. _____ Sales Tax No. _____

Issued By:

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