



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 719/19/2021

SUPPLY OF STATIONARY ITEMS FOR THE OFFICE OF CONTROLLER OF EXAMINATIONS, GCUF

Sealed Tenders are invited from the well-reputed firms / suppliers, who are registered with Sales Tax and Income Tax Department as Active Tax Payer for the Supply of Stationary Items for office of the Controller of Examinations, GCUF.

GENERAL TERMS & CONDITIONS

1. Tender Opening Date & Procedure:

- 1.1 The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on **Single Stage – Single Envelope** Bidding Procedure. (Financial proposal only).
- 1.2 Bids in complete conformity with Tender Documents will be dropped in Tender Box placed at Procurement Department of the GCUF, not later than cut-off date & time at **11:00 Hours on 30.03.2022.**
- 1.3 Bid shall be opened on same day at **11:30 Hours** at the office of Director Procurement & Inventory Control (in CPC Meeting) in the presence of the authorized representatives of the responding firms/companies, who care to participate.

Note:

- *Tender Number must be mentioned on envelope.*
- *Bids shall be written in the letter head of the company /firm along with other prescribed documents.*
- *All pages of the bid must be properly counter signed.*

2. Tender Fee, Bid Security

- 2.1 Bid / proposal shall be written in the letter head of the company /firm along with other prescribed documents.
- 2.2 The Bid must be accompanied by Tender Fee of Rs:1,000/- (Non-Refundable) and 2% of Estimated Price i.e; **Rs.548,116/-** (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. Bid Validity

- 3.1 All bids and prices shall be valid for 180 days from the opening date of tender.
- 3.2 Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.
- 3.3 All prices should be quoted on the letter head of the bidder in Pak Rupees inclusive of all applicable Government taxes, transportation, commissioning, installation, affixation & testing cost etc;
- 3.4 The earnest money to the successful bidder will be released after delivery/installation/affixation of required equipment.
- 3.5 For successful bidder, 10 % of each claim (non-consumable items) will be deducted as security deposit to be released after successful expiry of the warranty period.

4. Supporting Documents: -

Bid of a supplier/firm will not be considered if following supporting documents are annexed.

- 4.1 The bidder must provide company profile, name and address of the company with financial status and chief executives (or any other authorized persons).
- 4.2 The firm must provide record of 3 years' experience in relevant line of business.
- 4.3 Copy of National Tax Registration certificate and proof of filer.
- 4.4 Copy of Sales Tax Registration certificate and proof of filer.
- 4.5 An affidavit on Rs. 100/- stamp paper that currently firm is not blacklisted or debarred by any Government/Semi-Government department to participate in bidding.
- 4.6 Tender Fee (Non-Refundable) and 2% of Estimated Price (refundable) in shape of Call Deposit Receipt (CDR) in original and must be issued from Payees Account only.

5. Failures and Terminations:

No bid of a supplier / firm will be considered if:-

- 5.1 Bid received without Bid Security / Call Deposit.
- 5.2 Bids received with cheque or bank guarantee.
- 5.3 Bid received later than the date and time fixed for tender.
- 5.4 Bid is conditional, ambiguous or incomplete.
- 5.5 Bid from a firm which is black listed at any level.
- 5.6 Any supplementary or revised offer after opening of the tender.
- 5.7 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.
- 5.8 If any punitive situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

6. Mode of Delivery:-

- 6.1 The delivery shall only be accepted at GCUF premises with loading /unloading and shifting to store at

firm's cost.

- 6.2 Upon the successful supply, fixation, placing, installation, demonstration and inspection carried out by the end user department, the said bidder shall submit all necessary documents for payment of bill directly to DP&IC along with delivery challan/Certificate duly signed & stamped by the authorized person of department within stipulated period.
- 6.3 If the bidder is authorized for any exemption of taxes (Sales Tax/Income Tax), shall claim it in the financial proposal and submit relevant documents along with bill for payment.

7 Other special conditions

- 7.1 Any overwriting/crossing etc. in the bid should be properly counter signed by the person signing the bid. All pages of the bid must be properly countersigned.
- 7.2 The decision of the Central Purchase Committee will be binding on all concerned and will in no case be challenged on any forum court/law.
- 7.3 The warranty period for the supplied items shall be declared one year on final inspection of the Committee and end user. However, this warranty period may be extended if deemed necessary due to unavoidable circumstances.
- 7.4 In case the successful bidder fails to supply the goods strictly in accordance with the terms and conditions laid down in the supply order/bidding documents or fail to provide the required maintenance in a satisfactory manner, the security deposited by him shall be forfeited and requisite store equipment, etc will be purchased and professional service hired at his risk and expenses.
- 7.5 LDC (Late delivery Charges) penalty shall be imposed @2% per month of delay upto maximum of 10% of total price.
- 7.6 In case any material is found not in conformity with specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same upon free of charges or pay the full cost of replacement besides LD charges.
- 7.7 No partial/advance payment shall be made against partial supply.
- 7.8 All bids & bidders will be governed by PPRA Rules 2014 as and when amended.
- 7.9 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).

Incharge Officer
Procurement & Inventory Control
AllamaIqbal Road Faisalabad, Phone: 041-9201468

ISSUED TO:

M/S-----

TENDER DOCUMENT No. 719/19 / 2021
SUPPLY OF STATIONAARY ITEMSFOR THE OFFICE OF CONTROLLER OF
EXAMINATIONS,GCUF

Note: The firms must get samples of envelopes from DP & IC or Controller's Office before quoting bid.

Sr.No	Name of Item	M/U	Qty.	Per Unit Price Including Taxes	Total Price
1.	Doori Plastic (Good Quality)	Nos.	50		
2.	Gum Sticks (Doller 21g)	Nos.	72		
3.	Lead Pencil Gold Fish	Pkt.	30		
4.	Paper Cutter	Nos.	22		
5.	Permanent marker (Dollar)	Pkt.	12		
6.	Pin Removers (Good Quality)	Nos.	36		
7.	Calculator Deli 12-Digit Desk Calculator M19810	Nos.	6		
8.	Double Punch (Good Quality)	Nos.	18		
9.	Plane Register Large (Ruled paper) 20No.	Nos.	12		
10.	Daak Register 8No. (230 pages)	Nos.	50		
11.	Signo Gel Black	Pkt.	36		
12.	Signo Gel Blue	Pkt.	12		
13.	Stapler Standard (Knagro DS-35/ Fuji 24/6) 555NR	Nos.	53		
14.	Stapler Pin Standard (Dollar 24/6)	Nos.	1000		
15.	Stapler Pins 23/17	Pkt.	36		
16.	Keyboard A4Tech ComfortKey (KR-85) - USB	Nos.	24		
17.	Black MouseA4Tech OP-620D (USB)	Nos.	30		
18.	Ball Point Blue (Blu Signature)	Pkt.	50		
19.	Ball Point Red (Blu Signature)	Pkt.	80		
20.	Punch Machine Large Size (Good Quality)	Nos.	6		
21.	Steel Scale japan weight upto 46g	Nos.	36		
22.	Dust Bin (Medium)	Nos.	10		
23.	USB 64 GB (Samsung or HP) with Warranty	Nos.	1		
24.	Plastic file Tray (Tokri)	Nos.	4		
25.	Heavy Duty Stapler (Japan) Hauchji No. 968	Nos.	8		
26.	Heavy Duty Stapler Pin 23/20 (Japan)	Pkt.	10		
27.	Ink (Black, Blue, Red) Pen Holder (4+4+4) (Dollar)	Nos.	12		
28.	Office Table Set Marble (Good Quality)	Nos.	4		
29.	Lock Small Tri-Circle, Iron Padlock, Brass Cylinder 2 ½	Nos.	6		
30.	Lock Large Tri-Circle, Iron Padlock, Brass Cylinder 3"	Nos.	6		
31.	Sharpners DUX	Nos.	36		
32.	University file cover	Nos.	1000		
33.	Uni Correction pen	Nos.	100		
34.	High Lighter (Doller 5mm)	Nos.	42		
35.	Stamp Pad (Good Quality)	Nos.	12		
36.	Stamp Pad Ink Doller	Nos.	12		

37.	Gum bottle Ltr.	Nos.	50		
38.	Box File (Q.B-556)	Nos.	350		
39.	Envelopes Size 12x10	Nos.	3000		
40.	Envelopes Size 9.5x4.5	Nos.	1000		
41.	Envelopes Size 13.5x11.5	Nos.	1000		
42.	Power Extension Lead (04 Point)	Nos.	12		
43.	Water Dumper	Nos.	24		
44.	Scotch Tape 02 inches	Nos.	36		
45.	Ring (Rubber Band Red 38MM) Large Size	Pkt.	1		
46.	Paper Clips 26mm	Boxes	20		
47.	Drafting Pad	Nos.	40		
48.	Eraser Dux	Nos.	48		
49.	Stock Register for store 08No	Nos.	12		
50.	Cutter Blabe	Nos.	24		
	Total Price Inclusive Taxes				

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:

Incharge Officer
Procurement & Inventory Control
AllamaIqbal Road Faisalabad, Phone: 041-9201468