GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 739/12/2022

SUPPLY OFSTATIONARY ITEMSFOR THE OFFICE OF CONTROLLER OF EXAMINATIONS AND MAIN STORE DP&IC, 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 and Main Store DP&IC, 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 Hrs on 05.01.2023.**

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 cares 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.1,887,440**/-(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 relevant 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).

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

ISSUED TO:

M/S--

Appendix "A"

TENDER DOCUMENT No. 739/12 / 2022

SUPPLY OF STATIONAARY ITEMSFOR THE OFFICE OF CONTROLLER OF EXAMINATIONS AND MAIN STORE DP&IC ,GCUF

Note:1. The firms must check samples of stationary items from DP & IC or Controller's Office before quoting bid.

2. The successful bidder shall get approve a sample of selected item(s) before supply.

Sr. No	Name of Item	M/U	Qty.	Per Unit Price Including Taxes	Total Price
1.	Envelope (13x15) Khaki (Good Quality)	Nos.	10000		
2.	Envelopes (11x5) Khaki (Good Quality)	Nos.	11500		
3.	Envelope A4 white (Good Quality)	Nos.	12000		
4.	Envelopes (14x18) Khaki (Good Quality)	Nos.	500		
5.	Keyboard A4Tech ComfortKey (KR-85) - USB	Nos.	36		
6.	Black MouseA4Tech OP-620D (USB)	Nos.	40		
7.	Mouse pad Mat (Good Quality)	Nos.	50		
8.	Dollar Stapler pins (24/06)	Box	2100		
9.	Dollar Stapler pins (23/15)	Box	30		
10.	Dollar Stapler pins (23/17)	Box	125		
11.	Dollar Gum Bottle 4.5 kg	Nos.	50		
12.	Gum Sticks (Dollar/Sensa 20 to 22g)	Nos.	370		
13.	Ball Point Blue (Blu Signature)	Nos.	10850		
14.	Ball Point Red (Blu Signature)	Nos.	3000		
15.	Uni Ball Signo UM-120 Gel ink Roller Ball (Blue)	Nos.	280		
16.	Uni Ball Signo UM-120 Gel ink Roller Ball (Black)	Nos.	340		
17.	Uni Ball eye micro UB-150 Japan Black	Nos.	100		
18.	Uni Ball eye micro UB-150 Japan Blue		150		
19.	Highlighter Doller 5mm	Nos.	450		
20.	Dux 139 Correction Pen	Nos.	350		
21.	Opal Stapler Standard (Knagro DS-35/ Fuji 24/6) 555NR	Nos.	415		
22.	Dak Register 08No (230 to 250 Leafs)	Nos.	150		
23.	Steel Scale japan weight upto 46g	Nos.	50		
24.	Lead pencil Gold Fish	Nos.	480		
25.	Eraser Dux	Nos.	500		
26.	Sharpener Dux	Nos.	500		
27.	Paper cutter Steel (Good Quality)	Nos.	60		
28.	Doller Stamp pad ink	Nos.	25		
29.	Stamp pad (Good Quality)	Nos.	120		
30.	Calculator Deli 12-Digit Desk Calculator M19810	Nos.	5		
31.	Doori plastic (Good Quality)	Nos.	500		
32.	Doller Permanent Marker 5mm	Nos.	840		
33.	Scotch tape (2 inches) (Good Quality)	Nos.	50		
34.	Binding Tape (2 inches) (Good Quality)	Nos.	25		
35.	Double punch, Deli E0101 Metal 2-Hole, hole Distance: 80 mm, Punching capacity: 08 to10 sheets	Nos.	15		
36.	Punch Machine H.D (three flower TF 065 H.D)	Nos.	10		
37.	Fuji/DELI Heavy Duty Staplers E0393	Nos.	8		

38.	Box File (Q.B-556)	Nos.	1000		
39.	University files	Nos.	1500		
40.	Water Dumper (Good Quality)	Nos.	50		
41.	Dust Bin (Medium)	Nos.	10		
42.	Pin Remover	Nos.	40		
43.	Plastic file tray	Nos.	15		
44.	Ring (Rubber Band Red 38MM)	Pkt.	3		
45.	Doller Black Pointer	Nos.	24		
46.	Ink (Black, Blue, Red) Pen Holder (4+4+4) (Dollar)	Nos.	6		
47.	File tags (small)	Bundles	30		
48.	Lock Large Tri-Circle, Iron Padlock, Brass Cylinder 3”	Nos.	6		
49.	Lock Small Tri-Circle, Iron Padlock, Brass Cylinder 2 ½ “	Nos.	6		
50.	Paper clips (26mm)	Box	15		
51.	Computer Power cable(LCD & CPU)	Nos.	20		
52.	Printer cable	Nos.	5		
53.	Sticky notes (Pasted Stick)	Pkt.	25		
54.	Flag tape Paper	Pkt.	30		
55.	Stock Register 08 No (230 to 250 Leafs)	Nos.	10		
56.	Binding clipper (3 size)	Nos.	15		
57.	File Flapper Rexian Size:3x22	Nos.	1000		
58.	Power Extension leads (4 points)	Nos.	10		
59.	Drafting pad medium	Nos.	25		
60.	Paper weight Marble	Nos.	50		
61.	Simple China Scissors 7 to 8 inch	Nos.	5		
62.	File Separator Plastic	Nos.	10		
63.	Pen holder Marble	Nos.	10		
64.	Office Table set Marble	Nos.	4		
65.	Plain Register (Ruled paper) Large 40No	Nos.	6		
	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:

Director

Procurement & Inventory Control

Allama Iqbal Road Faisalabad, Phone: 041-9201468