

# GOVERNMENT COLLEGE UNIVERSITY FAISALABAD



## **TENDER DOCUMENT No. 744/01/2023**

### **SUPPLY OF PRINTED ANSWER SHEETS FOR OFFICE OF THE 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 Printed Answer Sheets 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 – Two Envelope** Bidding Procedure. (Technical & Financial proposal separately).
- 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 31.07.2023.**
- 1.3 Technical bids 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.
- 1.4 Financial bids of the technically qualified firms shall be opened and unqualified bids shall be returned unopened.

##### **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.*
- **The bidder must submit sample paper along with technical bid as per specifications mentioned in Annex-A.**

##### **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 Technical bid must be accompanied by Tender Fee of **Rs:2,000/-** (Non-Refundable) and bid security must be attached with financial bid @ 2% of Estimated Price i.e; Rs. **119,119,500/-** (refundable) in shape of Call Deposit Receipt (CDR) in original. CDRs 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 90 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 The university / Central Purchase Committee may proceed the tender on annual rate contract agreement basis with the successful bidder.

### **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 have 5 years experience in relevant line of business and Supply order/work orders should be attached with technical bid as proof. The firm must show record of business in last 02 years with Govt. / Semi-Govt organizations with turnover more than Rs. 200 Million.
- 4.3 The firm must attach more than (05) performance certificate from various organizations.
- 4.4 The firm must attach bank statement of last year and account maintenance certificate with the technical bid.
- 4.5 Copy of Sales Tax Registration certificate and proof of filer. Copy of National Tax Registration certificate and proof of filer
- 4.6 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.
- 4.7 Tender Fee of Rs:2,000/- (Non-Refundable) and 2% of Estimated Price (refundable) in shape of Call Deposit Receipt (CDR) in original

### **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 at firm's cost and shift to the store.
- 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  
Allama Iqbal Road Faisalabad, Phone: 041-9201468

ISSUED TO:

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| <b>TENDER NOTICE No. 744/01 /2023</b> |
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**SUPPLY OF PRINTED ANSWER SHEETS FOR OFFICE OF THE CONTROLLER OF EXAMINATIONS, GCUE.**

| Sr #                      | Item Name                                                            | Quantity (No. of sheets) | Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Unit Price | Total Price |
|---------------------------|----------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 1                         | Final Semester Sheets<br><b>24 Pages</b>                             | 600,000                  | <b>Size:</b> Length: 8.5 inch Width: 11 inch<br><b>Paper Weight:</b> 68 gram<br><b>Paper Color:</b> White<br><b>Color of Serial No:</b> Black<br><b>Space b/w Lines</b> 1.1mm<br><b>Border Line:</b> Both side border line each page<br><b>Binding Logo:</b> Thread stitch with university Printed Logo<br><b>Packing Bundle:</b> Packed in Polythin Bags<br>Index of 500 answer sheets with serial numbers, separately.<br>Mention bundle No. and Sheets No. on each bundle<br><b>Finish:</b> Good Finish<br><b>Glaze:</b> Both sides Glazed<br><b>Dust:</b> Dust Free<br><b>Wrinkle:</b> Wrinkle Free<br><b>Safety:</b> Safe & Good Packing as mentioned above<br><b>Ink:</b> The Ink must not Penetrate / Spread on the Paper<br><b>Brightness:</b> Minimum 80% in comparison to AA or Copymate paper brand.<br><b>Angle:</b> Right Angle Trimming<br><b>Damages:</b> Free of Damage Sheets |            |             |
|                           | Final Semester Sheets Govt Affiliated Colleges<br><b>30 Pages</b>    | 1,225,000                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |             |
| 2                         | Final Semester Sheets Private Affiliated Colleges<br><b>30 Pages</b> | 1,665,000                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |             |
| 3                         | Mid Semester Sheets<br><b>16 Pages</b>                               | 1,402,000                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |             |
|                           | Practical Sheet<br><b>08 Pages</b>                                   | 700,000                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |             |
|                           | Annual Exam Sheet<br><b>40 Pages</b>                                 | 300,000                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |             |
| <b>Total Amount (Rs.)</b> |                                                                      |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |             |

**Note:**

- Price/Rates shall be quoted on Firm's letter head pad and all tender documents shall be Typed/computerized with date except signature of the authorized person of firm.
- Successful Bidder Will Ensure Packing in Each Bundle Containing 500 Sheets Packed in Polythin Bags.
- The interested companies may visit DP & IC to check the samples of the product.
- The successful bidder shall be bound to supply the answer sheets as per approved sample paper by the end user department

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