



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 753/10/2023

SUPPLY OF ENVELOPES 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 Envelopes 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 with sample of envelope/ paper to be used).
- 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 02.11.2023.**
- 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 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 letterhead 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.811,500/-(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 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 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 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 or received from firm not eligible for this tender.
- 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 shift to the 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

Allama Iqbal Road Faisalabad, Phone: 041-9201468

ISSUED TO:

M/S-----

TENDER NOTICE No. 753/10 / 2023
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SUPPLY OF ENVELOPES FOR OFFICE OF THE CONTROLLER OF EXAMINATIONS, GCUF.

Note:

1. The firms must visit DP & IC OR office of the Controller of Examinations to check / get sample of these envelopes before submission of bid in tender.
2. The successful bidder must get approved a sample of envelope form the office of the Controller of Examinations before start of bulk production.

1. Envelopes (Cloth Mounted) Langot Style

Sr#	Envelope Size & Type	Specifications	Qty.	Unit Price Including Taxes	Amount
1.	15x18 inches (bags) Paper weight: 120-150 gm	a) Front side printed as per sample	6,000		
2.	13x15 inches (bags) Paper weight:120-150 gm	b) Three sides stitched c) Must be fine quality langot style cloth mounted bags	2,000		
3.	11x15 inches (bags) Paper weight:120-150 gm	d) Flapper size must be 3 inches wide and having gum strips	1,500		

2. Envelopes (Cloth Lined)

4.	Legal Size (Cloth lined) (11X15)	a) Front side printed as per sample	1,500		
5.	10x12 inches (Cloth lined) (A4 size)	b) Must be fine quality	1,500		

3. Envelopes (Simple)

6.	Legal size (simple) (white) (11x15) 80 Grm	As per sample provided	5,000		
7.	A4 size (simple) (white) (10x12) 80 Grm		10,000		
8.	4.5x9.5 (simple) (white) 80Grm		2,500		

Total Amount (Rs.)	
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CDR 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