



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 762/19/2023

SUPPLY OF STATIONERY ITEMS FOR DEPARTMENT 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 Stationery Items for Department 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 packed in a main envelope).
- 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 05.12.2023.**
- 1.3 Technical 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. The technical bid shall be accompanied by the samples of stationery items as per list attached at Annex-A. The CPC/Committee shall inspect the samples and bids of participating firms and financial bids of the technically qualified firms shall be opened.

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.529,880/-**(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 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.
- 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 storeat 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:

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TENDER DOCUMENT No. 762/19 / 2023**SUPPLY OF STATIONERY ITEMS FOR DEPARTMENT OF EXAMINATIONS, GCUE**

Note:1. The firms must check samples of stationary items from Controller Office before quoting bid.

2. The successful bidder shall make supply as per approved sample of selected item(s) after issuance of PO.

Sr. #	Articles Name with Specification OR Equivalent	A/U	Qty	Unit Price Incl. Taxes (Rs.)	Total Price (Rs.)
1.	Ball point blue Signature	Pkts	50		
2.	Ball point Red blue Signature	Pkts	80		
3.	Calculator Deli 12-Digit Desk Calculator M19810	Nos.	2		
4.	Computer Power cable(LCD & CPU)	Nos.	6		
5.	Dux 139 Correction Pen	Nos.	60		
6.	Dak Register 08No (230 to 250 Leafs)	Nos.	20		
7.	Dak Register 08No (230 to 250 Leafs)	Nos.	10		
8.	Doori plastic (Good Quality)	Nos.	500		
9.	Drafting pad medium	Nos.	25		
10.	Dust Bin (Medium)	Nos.	3		
11.	Eraser Dux	Nos.	150		
12.	File tags (size 8 inches)	Bundle	20		
13.	File Flapper Rexian Size:3x22	Nos.	50		
14.	Dollar Gum Bottle 4.5 kg	Nos.	50		
15.	Gum Sticks (Dollar/Sensa 20 to 22g)	Nos.	72		

16.	Fuji/DELI Heavy Duty Staplers E0393	Nos.	1		
17.	Highlighter Doller 5mm (4 different colors)	Nos.	24		
18.	Ink black Doller 60ml	Nos.	5		
19.	Ink blue Doller 60ml	Nos.	5		
20.	Keyboard A4Tech ComfortKey (KR-85) - USB	Nos.	5		
21.	Lead pencil Gold Fish	Pkts	15		
22.	Lock Large Tri-Circle, Iron Padlock, Brass Cylinder 3”	Nos.	6		
23.	Lock Small Tri-Circle, Iron Padlock, Brass Cylinder 2 ½ “	Nos.	6		
24.	Black MouseA4Tech OP-620D (USB)	Nos.	24		
25.	Paper cutter Steel (Good Quality)	Nos.	12		
26.	Doller Permanent Marker 5mm	Pkts (12)	6		
27.	Opal Pin Remover SR-L45	Nos.	30		
28.	Plain Register (Ruled paper) Large 40No	Nos.	6		
29.	Power Extension leads (Universal sockets)	Nos.	6		
30.	Printer cable	Nos.	2		
31.	Sensa Punch Machine 449 Capacity: Up 60 to 70 Sheets	Nos.	2		

32.	Double punch, Deli E0101 Metal 2-Hole, hole Distance: 80 mm, Punching capacity: 08 to10 sheets	Nos.	6		
33.	Scotch tape (1.5")	Nos.	60		
34.	Sharpener Dux	Nos.	125		
35.	Signo Gel (Black)	Boxes (12)	6		
36.	Signo gel (Blue)	Boxes (12)	10		
37.	Stamp pad (Good Quality)	Nos.	18		
38.	Doller Stamp pad ink	Nos.	24		
39.	Stapler pins (24/06)	Pkts	500		
40.	Stapler pins(23/15)	Pkts	18		
41.	Stapler pins(23/17)	Pkts	12		
42.	Opal Stapler Standard (Knagro DS-35/ Fuji 24/6) 555NR	Nos.	50		
43.	Steel Scale japan weight upto 46g	Nos.	12		
44.	Sticky flags (4 strips)	Pkts	6		
45.	Thumb pins	Pkts	3		
46.	Uni Ball Eye fine UB-157 (Black)	Boxes (12)	6		
47.	Uni ball Eye fine UB-157 (Blue)	Boxes (12)	6		

48.	Files covers (Department of Examinations) • Size: 10 x 14inch • Art Card 300 gram with Lamination • Four color printing • 01 inch cloth patti inside Double hole (koka)	Nos.	1,000		
49.	USB (16 GB)	Nos.	2		
50.	VGA cable	Nos.	3		
51.	Water Dumper (Good Quality)	Nos.	24		
Total Amount (Rs.)					

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