TENDER DOCUMENT

Hardware Equipment (Specifications/detail of items are in bidding document)

Government College University Faisalabad

Please read carefully this tender document and sign & stamp each page.

GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 791.48.2023

SUPPLY OF PRINTERS FOR VARIOUS DEPARTMENTS OF GCUF

Purchase Price: Rs. 1000/-

1. INVITATION TO THE BID

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 supply of Printers for various departments of GCUF**.**

2. INSTRUCTIONS TO THE BIDDERS

2.1 Tender Opening Date & Procedure:

The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on **Single Stage - Two Envelope** Bidding Procedure.

Bids in complete conformity with Tender Documents will be dropped in the office of Director Procurement & Inventory Control, GC University Faisalabad, not later than **11:00 Hrs** on **18.07.2024** which shall be opened on same day at **11:30 Hours**.

Note: Tender Number must be mentioned on envelope.

2.2. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids (related to any change specifications of equipment).

2.3. Item would be purchased on FOR basis, payment will be made in PAK Rupees.

2.4. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.

2.5. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.

3 Tender Fee, Bid Security and Performance Security:

The Bid must be accompanied by Tender Fee of Rs:1000/- in shape of Call Deposit Receipt (CDR) in original or deposit slip and **Bid Security @ 5% (i.e. 148,075/-) of Estimated Price i.e. "2,961,519" PKR** (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.

4 **Validity of Offers.**

i. Offers shall be valid for 90 days from the date of submission of bids.

ii. Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.

iii. Sales Tax Number and NTN Number must be mentioned on the letter head and bidding documents.

BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Government College University Faisalabad
2	Tender Number	791.48.2023
3	Name of Tender	Supply of Printers for various department of GCUF
4	Tender Document available place	Director Procurement & Inventory Control, GC University Faisalabad
5	Cost of Tender Document	**Rs.1000/-** CDR *or* Pay Order/ bank guarantee in favor of the Treasurer GC University Faisalabad
6	Bid Security	Amount mentioned in Clause No. 3 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of "Treasurer GC University Faisalabad"
7	Performance Guarantee	5 % of the order value / the firm may also request to convert the bid security as Performance Guarantee
8	Performance Security	10% deducted from final Bill for Permanent Goods only & will be released upon successful completion of warranty period
9	Tender Addressed to	Director Procurement & Inventory Control, H Block , Allama Iqbal Road, Government College University Faisalabad
10	Contact Number	Ph. 041-9201468
11	Due Date, Time and place	**18-07-2024 till 11:00 AM** Director Procurement & Inventory Control,

	of submission of Tender	GC University Faisalabad
12	Date, Time and Place of Technical Bid Opening	**18-07-2024 at 11:30 AM** at Director Procurement & Inventory Control, GC University Faisalabad
12	Date, Time and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

5 Other Special conditions

5.1 The decision of the Vice Chancellor of Government College University, Faisalabad, would be final & binding on both the parties.

5.2 Cheque or Cross Cheque shall not be accepted at all.

5.3 The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.

5.4 The Bid Security of Successful Bidder(s) may be converted as part of the Performance Security for successful execution of the work.

5.5 Subject to the delivery of goods against the Supply Order, the Bid Security in form of CDR shall be returned to vendor.

5.6 If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.

5.7 The Bid Security may be forfeited if a Bidder refuses to accept supply order of the Bid

5.8 Firms having authorization letter from manufacturer for this equipment would be preferred.

5.9 **Model number, country of origin and Company name must be mentioned on both technical and financial bid.** Technical brochure must be attached (if any).

5.10 10% performance security applicable under the rules shall be deducted from the final bill of the successful bidder.

5.11 All Government Taxes will be deducted according to applicable rules.

5.12 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).

6.0 Suppression of facts and misleading information

During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the supply order or award of the supply order or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

7. BID OPENING

7.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by the Central Purchase Committee on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening. Technical Specifications are given in Appendix 1.

7.2 FINANCIAL PROPOSAL

7.2.1 The Financial Proposal of the bidder shall also include the price break up of taxes/duties as given in Appendix 2. All taxes/duties as applicable shall be responsibility of the bidders.

7.2.2. The cost quoted by the bidder shall be kept by firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.

7.2.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

7.2.4. For items to be imported on the name of University, Bidder will bear the Clearance and transportation Charges for delivery at site.

7.2.5. The Bid is liable for rejection if Financial Proposal contains conditional offer.

7.2.6 Any cutting/ over writing shall not be accepted in the financial offer.

Appendix "A"

Technical Specifications

SUPPLY OF PRINTERS FOR VARIOUS DEPARTMENT OF GCUF.

The bidder must have attached manufacturer authorization letter from the manufacturing company with technical bid, otherwise bid shall be rejected.

Sr#	Name of Item	A/U
1.	**HP Printer Pro 4003dn or equivalent** Device Category, Desktop Printer Printer Technology, Laser printer, Black & White with automatic duplex printing Max Print Speed (Mono) ppm 40 Duty Cycle (Max Monthly Pages, A4), 80000 Dual paper Tray One year local warranty	33

Appendix "B"

Financial Offer

TENDER NOTICE No. 791.48.2023

SUPPLY OF PRINTERS FOR VARIOUS DEPARTMENTS , GCUF.

1	2	3	4	5	6		7	11	12
Sr. No.	Equipment Name With accessories as per technical bid	Model / Part #	Brand / Manufacturer Name/Country of origin	Qty	Currency Description (e.g. USD, EURO, ,PKR etc)	Unit Price	Rate of Sale TAX	Total Price (PKR) including GST etc	2% Bid Security (PKR) as per Estimated Price

Note: Rate should also be quoted on Firm's letter head pad.

8 REJECTION AND ACCEPTANCE OF THE TENDER/BID

8.1. The Purchase Committee has the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to issuance of supply order, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

<u>Failures and Terminations:</u>

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

a. **The bidder must have attached manufacturer authorization letter from the manufacturing company with technical bid, otherwise bid shall be rejected.**

b. Bid received without Bid Security / Call Deposit or less CDR than the required.

c. Bids received not in accordance with specifications of Tender Documents.

d. Bid received later than the date and time fixed for tender.

e. Tender is incomplete in any respect or is unsigned.

f. Offer is ambiguous and the offer is conditional.

g. Offer from a firm which is black listed at any level.

h. Any erasing / cutting / overwriting etc.

i. 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.

j. Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

8.2. The Tender / bid shall be rejected if:

8.3. It is substantially non-responsive; or

8.3.1 There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or

8.3.2. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

9. DELIVERY TIME & PAYMENT

Delivery time shall be 30 to 45 days as per nature of good and extendible subject to request of firm on proper grounds with the approval of the Competent Authority. LD charges shall be levied on late delivery period @ 2.0 % per month- 0.067 % per day.

100% payment will be made to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

i. Bill

ii. Delivery Challan

iii. General Sales Tax Invoice

iv. Installation report / Inspection Report

Director

Procurement & Inventory Control, GC University Faisalabad

Government College University Faisalabad

ISSUED TO:

M/S --

Details of Call Deposit Receipt (CDR) **Signature________________________________**

No_______________ Amount____________ **Name of Bidder___________________________**

Bank______ Branch _____ City________ **CNIC No ________________________________**

Name of the Firm & Address _____________________________________Contact -------------------

N.T.No. _____________________________ **Sales Tax No.______________________**

Issued By:

Director
Procurement & Inventory Control
Government College University Faisalabad
041-9201468