



**GC WOMEN UNIVERSITY SIALKOT**

**Office of the Purchase Officer**

Tel# 052-9250649

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Ref. No: GCWU/SKT/PO/19/09.

Date : 04-10-2019

**Name of Supplier / Company:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**BID(S)**  
**DOCUMENT**  
**PROPOSAL**  
**FOR PRINTING OF FILES,**  
**REGISTERS AND ENVELOPS**

**ESTIMATED BUDGET Rs. 760,000/-**

**EAREST MONEY 2% Rs. 15,200/-**

**TENDER FEE Rs. 1000/- NON-REFUNDABLE**



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**Part-B**

Estimated Cost of Products Rs. 760,000/-

G.S.T No. (Attach attested certificate) \_\_\_\_\_

P.N.T.N No. (Attach attested certificate) \_\_\_\_\_

Amount of Earnest Money Rs. 15,200/-

Tender Fee Amounting Rs. 1,000/-

Phone No. of Supplier/Company \_\_\_\_\_

Complete Address \_\_\_\_\_

**Signature of Supplier**

**Stamp**

Note: Amount of estimated money: **Rs. 760,000/-**

**2% of total Estimated Price: Rs. 15,200/-**

**Issued to:** \_\_\_\_\_

**On payment of Rs: 1000/-**

**Signature**



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## **TENDER FORM** **FOR PRINTING OF FILES, REGISTERS AND ENVELOPS** **TENDER OPEN DATE 18-10-2019 TIME 12:00 PM**

### NOTE:

- Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- The Procurement will be in accordance with the rules 38(2)(a) (Single stage – two envelope procedure) of Punjab Procurement rules 2014.
- Estimated Price: **0.76 Million**
- Evaluation criteria as per PPRA Rule-2014.

SR. #	NAME OF ITEM	QTY.	PRICE WITH TAX
1	Stock Register (200 Page)	72-Nos	
2	Attendance Register Student (100 Page)	200-Nos	
3	Dispatch Register 200 pages	20-Nos	
4	Diary Register 200 pages	20-Nos	
5	Draft Pad with Standard Size 50 pages (with University Name and Monogram)	300-Nos	
6	Degree File	4000-Nos	
7	File Cover (A-4) Printed GCWUS	5043-Nos	
8	Envelope Khaki 10"x12" (A-4) (with University Name and Monogram 80gms)	1700-Nos	
9	Envelope Khaki File Size 12"x15" (with University Name and Monogram 80 gram)	50-Nos	
10	Envelope Khaki Cloth Lined 14"x11" (With University Name and Monogram 80 Gram)	430-Nos	
11	Envelope Khaki Cloth Lined 20"x16" (With University Name and Monogram 80 gram)	4000-Nos	
12	Envelope Khaki Cloth Lined 12"x15" (With Monogram)(80gms)	500-Nos	
13	Envelope Khaki 9"x4" (with University Name and Monogram (80 Gram)	4000-Nos	
TOTAL AMOUNT			



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### **GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT** **TERMS AND CONDITION OF TENDER**

1. The bidders may quote all or any one of the items stated in the list.
2. Only Sales Tax registered, N.T.N and P.N.T.N holder firms may participate in the Tender.
3. Rate of each item must be quoted separately inclusive of Sales Tax, where applicable. It should clearly be mentioned on the quotation letter that **“the rates are inclusive of GST and Special Excise Duty (SED)”** / if the quotation letter does not bear the above mentioned statement, it shall not be considered.
4. Earnest money @ 2% of the total estimated purchase price in the shape of CDR of scheduled bank should accompany the tender otherwise tender will not be entertained.
5. The University Purchase Committee will open the tenders in the presence of the bidders or their representatives.
6. 2% earnest money will be returned to the bidders. 10% security will be retained from supplier's bill which shall be returned after warranty period. Schedule of warranty period is as follow:

SR#	DESCRIPTION	SECURITY PERIOD	RETURN
1	i) All perishable/consumable items ii) Printing and publications iii) All items of Transport iv) Batteries	One Month	
2	i) Electrical items ii) Furniture & Fixture iii) All repair and maintenance	Three Months	
3	i) IT Equipments	Six Months	
4	i) Laboratory Equipments ii) Construction (Depends upon amount)	One Year	

7. The supply of articles will have to be made within the stipulated period at the Government College Women University, Sialkot. In case, of delay, penalty upto Rs. 500/- per day can be imposed. The penalty so imposed can be waived off by the competent authority. If she/he thinks appropriate.
8. An agreement of Rs. 0.25% on stamp paper (total amount of supply order) will have to be got executed by the successful bidder before issuance of work order and the stamp paper would be supplied by the firm.
9. All the taxes will have to be paid by the firm.
10. In case of any deviation made by the contractor, 10% security will be forfeited.
11. Quotation filled by the bidders with over-writing / tempering / cutting / erasing / will not be considered.
12. Income Tax will be deducted at source as per government rule.
13. Quantity of supply may change according to University requirements. The supplier will be bound to accept to repeat orders as per quoted rates within financial year.



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14. The supplier himself will be responsible for any loss till the stores are inspected.
15. It will be the responsibility of the supplier to take back the supply declared not according to the required standard/specifications at his own risk and cost.
16. Each bidder will submit a certificate clearly indicating the amount of bid, amount of CDR, NO, and the date of CDR.
17. Tender Envelop(s) must be signed and stamped by the Competent Authority of the firm otherwise tender will not be entertained.
18. Rates must be valid for a period of one-year and must hold for any revised or enhanced quantity without notice. In the event of non-acceptance of offer no intimation will be given to the individual bidder.
19. It is not binding on the University to accept the lowest tender and The University reserves the right of accepting full or part quantity offered by the bidder and he is required to supply the same at the rates quoted by him.
20. Rates of items pertaining to different science disciplines must be offered on separate pages.
21. The University may release partial payment on receipt/installation of goods/items enunciated in tender.

### Check List for Required Documents Along With Other Relevant Name of Organization

S#	Document	Attached Yes/No	Flag
1	Copy of CNIC		
2	2% Bid Money amounting to Rs. 15,200/-		
3	Copy of Registration with FBR/PRA with active tax payer profile.		
4	Affidavit of Non Black Listing		
5	Supply orders of last one years		

**Purchase Officer**  
GC Women University,  
Sialkot