



The Islamia University of Bahawalpur

University Printing Press

Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to: _____

Date: _____

**Bidding Documents
Procurement of Paper & Art Card**

Tender No. 2017-18/ Category A

Tender Fee: 1000/-

Page 1 of 5



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: A, Paper & Art Card

- 1 Name of Firm: _____
- 2 NTN No: _____ (Please attach copy)
- 3 GST No: _____ (Please attach copy)
- 4 Professional Tax No.: _____ (Please attach copy)
- 5 Tender Fee Challan No./Bank Draft No.: _____ Date: ___/___/2017
- 6 Phone No: _____ Mobile: _____
- 7 Name of Authorized Person: _____
- 8 NIC Card No: _____ (Please attach copy of CNIC)
- 9 Earned Money Vide CDR No: _____ Date: ___/___/2017.
- 10 Amount: _____ Name of Bank: _____
- 11 City: _____

TERMS & CONDITIONS

- 1 The firm should be registered with Income Tax, Sales Tax department and Professional Tax. Registration Certificate, issued by Income Tax department, in the name of firm, should be attached with the bid.
- 2 Firm should not have been black listed, suspended or removed from the approved list of contractors, from any Department / Agency (Affidavit in this regard should be attached)
- 3 The rates, quoted in the Tender, should include all Taxes.
- 4 The tender will only be received through sealed envelopes. Bid received after due date / time will not be accepted under any circumstances.
- 5 All the Transportation/carriages charges would be borne by the Firm / Contractor; therefore, the rates should be inclusive all kind of charges as well as the transportation and carriage charges.
- 6 The bidder will be liable to pay all Govt. Taxes.
- 7 Successful bidder will be liable to make the supply as per approved sample / specifications / brands to, **University Printing Press, The Islamia University of Bahawalpur, Baghdad ul Jadded Campus, Bahawalpur.**
- 8 Tenders will be opened in the presence of the Printing Committee as well as contractors or their representative who wish to be there.
- 9 Payment will be made after the supply of **Material, final inspection** of the material and **PCSIR** report, Paper & Art Card. (PCSIR fee paid by Contractors).
- 10 The Tender/quotation received with over-writing, cutting, mutilation and doubtful figure will be rejected. Moreover all pages of tender documents must be properly signed.
- 11 Conditional offer shall not be entertained.
- 12 The Printing/ Technical Committee will make 100% inspection of the Items.
- 13 The bid should be submitted along with **2% Earnest Money Demanded (EMD)** in the form of Demand Draft or CDR (Separate for each category) in

- favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.
- 14 In case the Firm/ Contractor fails to execute the contract strictly in accordance with the terms and condition laid down in the contract or withdraw his offer for any reason, the EMD will be forfeited.
 - 15 : **Single Stage** - Two Envelopes bidding procedure will be adopted as per PPRA Rules 38-2 (a). The Envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in legible letters. Financial Proposal of bids found technically non-responsive shall be returned un-opened same day in the presence of the bidders or their authorized representatives by the Printing Committee.
 - 16 **The Islamia University of Bahawalpur** however, reserves the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014 and grounds of rejection will be conveyed to the bidders upon their request.
 - 17 The rates will be valid upto 90-days which can be increased with the mutual consent of both parties from the date of opening the bid.
 - 18 In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
 - 19 For any Damages / Shortage during transit, bidder will be responsible & the same must be replaced within maximum 7 working days or within the time allotted by the University.
 - 20 The material must be supplied in one lot. Part supplies will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
 - 21 No advance payment will be made in favor of tender awarded firm.
 - 22 The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
 - 23 All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
 - 24 Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of Supply Order.
 - 25 In case of any dispute / violation of any term & condition of the tender clause, the decision of the Vice- Chancellor of IUB will be considered final.
 - 26 Sample of items shall be provided at the time of opening, Technical bid.
 - 27 Stamp Duty (Stamp Papers) @ 0.25% of total amount must be attached with the bill as per rules at the time of payment / paid by the contractors.
 - 28 Tender should reach in the University Printing Press, Baghdad ul Jadeed Campus upto **Monday 30th October 2017, by 10.30 A.M.** Tenders will be opened on the same day at **11.00 A.M** in the presence of bidders of their representatives.

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submit bids / rates in conformity / compliance with the given instructions.

Name_____

Signature_____

Stamp_____



The Islamia University of Bahawalpur

Check list for Technical Proposal

The provision of this check list is essential pre-requisite along with submission of technical bid.

The Firm must fill & sign this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Note: Attach this check list on front page of the Technical Bid.

Sr. No	Item Name	Yes/No	Page#
1.	Original receipt for purchase of tender documents fee Rs.1000/- each category		
2.	2% bid security in shape of CDR (Original with Financial proposal and photocopy of CDR with the technical proposal.		
3.	Following should be the part of technical proposal: i. Name of the brand offered by the vendors should be mentioned in the technical proposal in all categories. ii. Either the duly stamped & signed samples should be provided in all above items or brand name should be mentioned clearly, in items of categories "A"		
4.	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.		
5.	Sale Tax/ Income Tax/ Professional Tax registration certificate.		
6.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed.		
7.	Price reasonability certificate on firm's letter head.		

Name: _____

Signature: _____

Stamp: _____

Tender Form: Category A (Paper & Art Card) 2017-18

Sr. No.	Items	Specifications	Quantity	Rate/Brand Name	Total Amount
1	Paper	23" x 36", 68 gm, Century, premium, Mandiali or equivalent brand	5800 Reams (500 sheets/R)		
2	Paper	17" x 27", 68 gm, Century, premium, Mandiali or equivalent brand	750 Reams (500 sheets/R)		
3	Paper	17" x 27", 70 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	240 Reams (500 sheets/R)		
4	Paper	25" x 35.5", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	30 Reams (500 sheets/R)		
5	Paper	17" x 27", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	50 Reams (500 sheets/R)		
6	Paper	20" x 30", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	70 Reams (500 sheets/R)		
7	Art Card	25" x 36", 300 gm, Imported, Pindo, Hansool or equivalent brand	150 Pkts (100 sheets/P)		
8	Art Card	25" x 36", 210 gm, Imported, Pindo, Hansool or equivalent brand	40 Pkts (100 sheets/P)		
9	Art Card	20" x 30", 300 gm, Imported, Pindo, Hansool or equivalent brand	150 Pkts (100 sheets/P)		
10	Ivory Card	20" x 30", 150 gm Imported IK, Sinar or equivalent brand	80 Pkts (100 sheets/P)		
11	Abbary	20" x 30", 90 gm Matt paper, Green, Yellow & Blue color, Sinar or equivalent brand	10 Reams (500 sheets/R)		
12	Sticker	20" x 30", Imported white Matt sticker, Linktrack, virtrack, Serilux or equivalent brand	30 Pkts (100 sheets/P)		
13	Sticker	20" x 30", Imported Transparent	05 Pkts (100 sheets/P)		
14	Tracing	Tracing Paper, A4 size, 80 gm Imported, crystal or equivalent brand	50 Pkts (100 sheets/P)		
15	Tracing	Tracing Paper, Legal size, 80 gm Imported, crystal or equivalent brand	50 Pkts (100 sheets/P)		
16	Gatta	26" x 31", 32 ounce good quality, MA or Sher Marka or equivalent brand	40 Bundles (28 sheets/B)		
17	Gatta	Taila gatta, 30" x 40", 8 ounce, local	10 Bundles (90 Sheets/B)		
18	Kraft	Kraft Paper, 30" x 40", Al-Quresh, Khalid, Shaheen or equivalent brand	5 Reams (500 sheets/R)		

Note: Either the duly stamped & signed samples should be provided in all above items or brand name should be mentioned clearly, in items of categories "A"

Total estimated cost is Rs.18,761,000/-

Signature:_____

Stamp:_____



The Islamia University of Bahawalpur

University Printing Press

Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to: _____

Date: _____

**Bidding Documents
Procurement of Envelopes**

Tender No. 2017-18/ Category B

Tender Fee: 1000/-

Page 1 of 6



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: B, Envelopes

- 1 Name of Firm: _____
- 2 NTN No: _____ (Please attach copy)
- 3 GST No: _____ (Please attach copy)
- 4 Professional Tax No.: _____ (Please attach copy)
- 5 Tender Fee Challan No./Bank Draft No.: _____ Date: ___/___/2017
- 6 Phone No: _____ Mobile: _____
- 7 Name of Authorized Person: _____
- 8 NIC Card No: _____ (Please attach copy of CNIC)
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TERMS & CONDITIONS

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The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submit bids / rates in conformity / compliance with the given instructions.

Name: _____

Signature: _____

Stamp: _____



The Islamia University of Bahawalpur

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Sr. No	Item Name	Yes/No	Page#
1.	Original receipt for purchase of tender documents fee Rs.1000/- each category		
2.	2% bid security in shape of CDR (Original with Financial proposal and photocopy of CDR with the technical proposal.		
3.	Following should be the part of technical proposal: i. Name of the brand offered by the vendors should be mentioned in the technical proposal in all categories. ii. Either the duly stamped & signed samples should be provided in all above items or brand name should be mentioned clearly, in items of categories "A"		
4.	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.		
5.	Sale Tax/ Income Tax/ Professional Tax registration certificate.		
6.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed.		
7.	Price reasonability certificate on firm's letter head.		

Name: _____

Signature: _____

Stamp: _____

Tender Form / Category B (Envelopes) 2017-18

Sr. No.	Items	Specifications	Quantity	Rate/Brand Name	Total Amount
1	Question Paper Envelope	12" x 16.5" x 2.5" flapper, (90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand) 3 fold inner pasting Khacha, with two color printing	70,000 Nos.		
2	Thesis Envelope	11" x 15" x 2" flapper, (90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand) 3 fold inner pasting Khacha, with single color printing	5,500 Nos.		
3	Degree Envelope	10" x 12" x 1.5" flapper, (90 gm kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	10,000 Nos.		
4	Result Card Envelope	10" x 12" x 1.5" flapper, (90 gm kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	10,000 Nos.		
5	Practical Envelope	11" x 15" x 1" flapper, (90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	15,000 Nos.		
6	BA/BSc/ Roll no. slip Envelope	11" x 5", 68 gm, Mandiali, Flying or equivalent brand	1,26,000 Nos.		
7	Head/Sub Examiner File Envelope	6.5" x 12" x 1.5" flapper, (90 gm kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	24,000 Nos.		
8	Annual Envelope B & C	6.5" x 10" x 2" flapper, 80 gm Imported paper, IK, Wood Free, Photo copy or equivalent brand, 3 fold inner pasting Khacha, single color printing	4,000 Nos.		
9	Internal Envelope	6.5" x 10.5" x 2" flapper, (90 gm, kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand), 3 fold inner pasting Khacha, single color printing	2,000 Nos.		
10	Internal Envelope	5.5" x 9" x 1" flapper, 3 fold (90 gm, kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand),	2,000 Nos.		
11	Envelope C	8" x 12" x 1.5" flapper, (90 gm Kraft Local Al-Quresh, Khalid, Shaheen or equivalent brand) inner pasting Khacha, Two color printing	2,000 Nos.		
12	Dispatch Envelope	12" x 16" x 2" flapper, (90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand) 3 fold inner pasting Khacha, with single color printing	3,000 Nos.		

13	Dispatch Envelope	11" x 15" x 1" flapper, (90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	7,000 Nos.		
14	External Envelope	8" x 12" x 1.5" flapper, (90 gm Kraft Local Al-Quresh, Khalid, Shaheen or equivalent brand) inner pasting Khacha, Two color printing	10,000 Nos.		
15	Postal Envelope	11" x 5", 80 gm, Imported paper, IK, Wood Free, Photo copy or equivalent brand	15,000 Nos.		
16	Envelope	A4 size, 80 gm Imported paper, IK, Wood Free, Photo copy or equivalent brand	15,000 Nos.		
17	Envelope	Legal size, 90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand	5,000 Nos.		
18	Envelope	7" x 5", 80 gm, Imported paper, IK, Wood Free, Photo copy or equivalent brand	10,000 Nos.		

Total estimated cost is Rs. 4,776,700/-

Signature: _____

Stamp: _____



The Islamia University of Bahawalpur

University Printing Press

Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to: _____

Date: _____

**Bidding Documents
Procurement of Printing Material**

Tender No. 2017-18/ Category C

Tender Fee: 1000/-

Page 1 of 7



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: C, Printing Material

- 1 Name of Firm: _____
- 2 NTN No: _____ (Please attach copy)
- 3 GST No: _____ (Please attach copy)
- 4 Professional Tax No.: _____ (Please attach copy)
- 5 Tender Fee Challan No./Bank Draft No.: _____ Date: ___/___/2017
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6.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed.		
7.	Price reasonability certificate on firm's letter head.		

Name_____

Signature_____

Stamp_____

Tender Form / Category C (Printing Material) 2017-18

Sr. No.	Items	Specifications	Quantity	Rate/Brand Name	Total Amount
1	Ps-Plate	370 x 450 mm, 0.15 mm, pre-sensitized, falcon or equivalent brand	1500 Nos.		
2	Ps-Plate	510 x 645 mm, 0.25 mm, pre-sensitized, Fuji or equivalent brand	800 Nos.		
3	Ps-Plate	720 x 945 mm, 0.28 mm, pre-sensitized, Fuji or equivalent brand	500 Nos.		
4	Digital Plate	Digitally Exposed Plate, 370 x 450 mm, 0.30 mm, Fuji or equivalent brand	100 sets 4 color		
5	Digital Plate	Digitally Exposed Plate, 510 x 645 mm, 0.30 mm, Fuji or equivalent brand	250 sets 4 color		
6	Digital Plate	Digitally Exposed Plate, 720 x 945 mm, 0.30 mm, Fuji or equivalent brand	20 sets 4 color		
7	Tape	2" width, Green Color Plastic tape, 40 yard length, Jhonson, HTC or equivalent brand	300 Nos.		
8	Eyelet	Golden Color, Large size (5000 Packing/P)	05 Pkts		
9	Lamination Reel	7"(1),10"(1),12.5"(1), 15"(1),18"(4), 23"(1) 18 micron, Matt, 4000 meter length China or equivalent brand	09 Nos.		
10	Glue	Binding glue, Movilth, ICI or equivalent brand	80 kg's		
11	Glue	Hot Glue, Taiwan or equivalent brand	50 Kg's		
12	Glue	Lamination glue, Movilth, ICI or equivalent brand	50 Kg's		
13	Tonner	303 A, Original or equivalent	10 Nos.		
14	Thread	White Thread, 3 ply, 100 grams, Hafiz, Shaheen or equivalent brand	1000 Cone		
15	Cloth	Pure binding cloth, Ghazi or equivalent brand	300 meter		
16	Machine	Numbering M/c, 6 digit, Deli or equivalent brand	10 Nos.		
17	Metal Ink	Black color, Deli or equivalent brand	48 Nos.		
18	Stapler Pin	26/6, Dollar or equivalent brand	200 Nos.		
19	Stapler Pin	23/10 (10), 23/13 (10) , 23/17 (10), 23/20 (10), 23/24 (10) Dollar or equivalent brand	50 Nos.		
20	Blanket	16.5" x 18", 4 ply, Phoenix or equivalent brand	5 Nos.		
21	Blanket	26" x 24", 3 ply, Phoenix or equivalent brand	6 Nos.		
22	Blanket	36" x 36", 4 ply, Phoenix or equivalent brand	4 Nos.		
23	Damping Tube	3.25", Germany or equivalent brand	1000 Inch		
24	Damping Tube	3.75", Germany or equivalent brand	600 Inch		
25	Nozzle	Rubber Nozzle, Roland Machine	5 Dozen		
26	Nozzle	Rubber Nozzle, Solna Machine	5 Dozen		
27	Nozzle	Rubber Nozzle, Rota Machine	5 Dozen		
28	Ink	Green Color, DAIHAN or equivalent brand	500 Kg's		
29	Ink	Black Color, DAIHAN or equivalent brand	50 Kg's		

30	Ink	Cyan Color, DAIHAN or equivalent brand	25 Kg's		
31	Ink	Magenta Color, DAIHAN or equivalent brand	25 Kg's		
32	Ink	CMYK, DAIHAN or equivalent brand	160 Kg's		
33	Ink	Golden, DAIHAN or equivalent brand	5 Kg's		
34	Ink	Silver, DAIHAN or equivalent brand	5 Kg's		
35	Tint	DAIHAN or equivalent brand	10 Kg's		
36	Ink Past	DAIHAN or equivalent brand	10 Kg's		
37	Knife	45", Metal base mount on wooden frame, punched and sharp	2 Nos.		
38	Gazz	Gola Patti seasoning wood as per sample available at University Printing Press	12 Dozen		
39	Copper Sulphate	Pure	1 Kg		
40	Gum	Plate Gum, Spring, MCI, SAS or equivalent brand	36 liters		
41	Cleaner	Plate Cleaner, Power Plus, SAS or equivalent brand	48 liters		
42	Solution	Fountain Solution, spring, MCI, SAS or equivalent brand	24 liters		
43	Developer	Plate Developer, Flex, Falcon, SAS or equivalent brand	100 Liters		
44	Thinner	ICI or equivalent brand	60 Liters		
45	oil	Kerosene oil, Pure	800 Liters		
46	Petrol	Pure	100 Liters		
47	Mobile oil	40 WD, PSO or equivalent brand	400 liters		
48	Bag	Plastic Bags, 5' x 7', as per sample available at University Printing Press	500 Nos.		
49	Rags	Good Quality Printing Cloth Rags, as per sample available at University Printing Press	1000 Kg's		
50	Wire	Stitching wire, 22 nos., 24 nos.	4 Nos.		
51	Oil	Sewing Machine white oil pure	10 Liters		
52	Dandan	Juki Machine, Japanese Brand or equivalent brand	500 Nos.		
53	Shuttle	Juki Machine, Hirose Hooks, Deyou Hooks, CT or equivalent brand	10 Nos.		
54	Foot	Juki Machine, Susur or equivalent brand	12 Nos.		
55	Plate	Juki Machine, Jingweida or equivalent brand	10 Nos.		
56	Needle	Juki Machine, Orange or equivalent brand	24 Dozen		
57	Die	Die, 2/4 Ups, local	10 Nos.		
58	Die	Die Cutting / Creasing local	80 Nos.		
59	Dori	Plastic Packing Dori Good Quality, 250 gm local	1000 Cones		
60	Dairy Cover	6" x 8.5", Spin 1.5" Dark Blue Color Rexien inner Gatta 32 ounce MA or Sher Marka or equivalent brand, inner pocket for visiting card with transparent sheet with imposed mono of university, side hot sealed	600 Nos.		
61	Dairy Cover	3.75" x 7", Spin 0.75", Dark Blue Color Rexien inner Gatta 32 ounce MA or Sher Marka or equivalent brand, with imposed mono of university	600 Nos.		

62	Calendar	10" x 6", Spiral binding 32 ounce gatta MA or Sher Marka or equivalent brand with laminated 115 gm Matt paper, die, cutting and making	600 Nos.		
63	Bag	Die, pasting with eyelet, Bag making and strip (good quality)	2,000 Nos.		
64	Maraco	Maraco cloth Dark Blue color dana dar local	100 meters		
65	Scotch Tap	60 yard, 1.5" width, university log printed	500 Nos.		

Total estimated cost is Rs. 6,014,650/-

Signature:_____

Stamp:_____