



The Islamia University of Bahawalpur

University Printing Press

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

Issued to: _____

Date: _____

Bidding Documents
For Purchase of University Printing Press material

Tender No. A/2017

Tender Fee: 1000/- each category

Page 1 of 6

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: _____

Name of Firm: _____

GST No: _____ (Please attach copy)

NTN No: _____

Phone No: _____ Mobile: _____

Name of Authorized Person: _____

NIC Card No: _____ (Please attach copy of CNIC)

Earned Money Vide CDR No: _____ Date: _____/2017.

Amount: _____ Name of Bank _____ City _____

TERMS & CONDITIONS

- 1 The firm should be registered with Income Tax and Sales Tax department. 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. The tender submitted incomplete, or after due date and time, shall not be entertained in any case.
- 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 specifications / brands to, **University Printing Press, The Islamia University of Bahawalpur, Baghdad ul Jaded 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** and final inspection of the material and **PCSIR** report Paper and Art Card (PCSIR fee paid by Contractors)
- 10 The 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 **3%** bid security of total value (Refundable) in shape of pay order in the name of Treasurer **The Islamia University of Bahawalpur** shall be attached with the bid, otherwise bid will be rejected.
- 14 In case the Firm / Contractor fails to execute the contract strictly in accordance with the terms and condition laid down in the contract, the security deposit shall 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 from the date of opening of the tender.
- 18 In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
- 19 Sample of items shall be provided at the time of opening of Technical bid.
- 20 The signed agreement of total value of supply order @ Rs.0.25% will be borne / paid by the contractors.
- 21 Tender should reach in the University Printing Press, Baghdad ul Jadeed Campus upto **Monday 6th March, 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.

Name_____

Signature_____

Stamp_____

The Islamia University of Bahawalpur

Check list

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. Rs.1000/- each category		
2.	3% bid security in shape of CDR Original with Financial proposal and photocopy of CDR (amount concealed) with technical proposal.		
3.	Technical proposal/specifications/annexure filled as per comparison sheet provided along with tender documents duly signed & stamped by the firm.		
4.	Acceptance of terms & conditions/ tender documents duly signed and stamped by the firm.		
5.	Bid form signed & stamped by the firm.		
6.	Sale Tax/ Income Tax registration certificate.		
7.	Bank statement of the firm for last 6 months.		
8.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed as per tender enquiry.		
9.	Price reasonability certificate on firm's letter pad.		
10.	Quoted brand mentioned in technical proposal / (Samples provided at the time of technical bid opening)		

Tender Form

Tender #	Items	Specifications	Quantity	Rate/Brand
A.	Paper & Art Card			
1	Paper	23" x 36", 68 gm, Flying, Mandiali or equivalent brand	3250 Reams (500 sheets)	
2	Paper	17" x 27", 68 gm, Flying, Mandiali or equivalent brand	450 Reams (500 sheets)	
3	Paper	17" x 27", 70 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	250 Reams (500 Sheets)	
4	Paper	25" x 36", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	30 Reams (500 Sheets)	
5	Paper	17" x 27", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	15 Reams (500 Sheets)	
6	Paper	20" x 30", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	85 Reams (500 Sheets)	
7	Art Card	25" x 36", 300 gm, Imported, Pindo, Hansool or equivalent brand	100 Pkts (100 sheets)	
8	Art Card	25" x 36", 210 gm, Imported, Pindo, Hansool or equivalent brand	20 Pkts (100 sheets)	
9	Art Card	20" x 30", 300 gm, Imported, Pindo, Hansool or equivalent brand	110 Pkts (100 sheets)	
10	Ivory Card	20" x 30", 150 gm Imported or equivalent brand	25 Pkts (100 sheets)	
11	Abbary	20" x 30", 80 gm glazed colored imported paper	10 Reams (500 sheets)	
12	Sticker	20" x 30", Imported white	5 Pkts	
13	Sticker	20" x 30", Imported Transparent	5 Pkts	
14	Tracing	Tracing Paper, A4 size, 80 gm Imported	40 Pkts (100 Sheets)	
15	Gatta	26" x 31", 32 ounce good quality	30 Bundles	
16	Gatta	Taila gatta, 30" x 40"	15 Bundles	
B.	Envelope			
17	Envelope	12" x 16.5" x 2.5", 90 gm Kraft paper three folding inner pasting Khacha, with two color printing	23,000 Nos.	
18	Envelope	11" x 15" x 2", 90 gm Kraft paper three folding inner pasting Khacha, with single color printing	10,000 Nos.	
19	Envelope	11" x 15" x 1.5", 90 gm kraft paper	30,000 Nos.	
20	Envelope	11" x 5", 68 gm, Flying or equal brand paper	1,05,000 Nos.	
21	Envelope	6.5" x 12" x 1.5", 90 gm kraft paper	12,000 Nos.	
22	Envelope	7" x 5", 80 gm Imported paper	10,000 Nos.	
23	Envelope	11" x 5", 80 gm, Imported paper	12,000 Nos.	
24	Envelope	A4 size, 80 gm Imported paper	5,500 Nos.	
25	Envelope	5.5" x 9" x 1", 90 gm 3 fold, kraft paper	2,000 Nos.	
26	Envelope	6.5" x 10" x 2", 90 gm 3 fold inner pasting Khacha, Kraft paper	2,000 Nos.	
27	Envelope	6.5" x 10" x 2", 80 gm Imported paper, 3 fold inner pasting Khacha	4,000 Nos.	
28	Envelope	8" x 12" x 1.5", 90 gm Kraft, 3 fold inner pasting Khacha	3,000 Nos.	
29	Envelope	11" x 15", 90 gm Kraft paper	4,000 Nos.	
30	Envelope	11" x 15", 80 gm Imported paper, window	50,000 Nos.	
C.	Printing Materials			
31	Plate	370 x 450 mm, 0.15 mm, falcon or equivalent brand	1800 Nos.	
32	Plate	510 x 645 mm, 0.25 mm, Fuji or equivalent brand	300 Nos.	

33	Plate	720 x 945 mm, 0.28 mm, Fuji or equivalent brand	300 Nos.	
34	Digital Plate	Digitally Exposed Plate, 370 x 450 mm, 0.30 mm, Fuji or equivalent brand	80 set 4 color	
35	Digital Plate	Digitally Exposed Plate, 510 x 645 mm, 0.30 mm, Fuji or equivalent brand	50 set 4 color	
36	Digital Plate	Digitally Exposed Plate, 720 x 945 mm, 0.30 mm, Fuji or equivalent brand	10 set 4 color	
37	Tape	2" width, Green Color Plastic tape, 40 yard length, Jhonson, China or equivalent brand	550 Nos.	
38	Eyelet	Golden Color, Large size (5000 Packing)	10 Pkts	
39	Lamination Reel	12.5",18", 18 micron, Matt, 4000 meter length China or equivalent brand	2 Nos.	
40	Glue	Binding glue, Movilth or equivalent brand	80 kg	
41	Tonner	303 A, Original Packing	8 Nos.	
42	Thread	White Thread, 3 ply, 450 grams	300 Cone	
43	Cloth	Pure binding cloth, Ghazi or equivalent brand	300 meter	
44	Machine	Numbering M/c, 7 digit, Deli or equivalent brand	10 Nos.	
45	Metal Ink	Black color, Deli or equivalent brand	24 Nos.	
46	Stapler	26/6, Dollar, stillness still Deli or equivalent brand	24 Nos.	
47	Stapler Pin	26/6, Dollar or equivalent brand	200 Nos.	
48	Dairy Cover	6" x 8.5", Spin 1.5" Green Color Rexien, inner pocket or visiting card pocket inner Gatta 32 ounce	600 Nos.	
49	Dairy Cover	3.75" x 7", Spin 0.75", Green Color, inner pocket Rexien inner Gatta 32 ounce	600 Nos.	
50	Blanket	16.5" x 18", 4 ply, German or equivalent brand	5 Nos.	
51	Blanket	26" x 24", 3 ply, German or equivalent brand	6 Nos.	
52	Blanket	36" x 36", 4 ply, German or equivalent brand	4 Nos.	
53	Ink	Green Color SICPA or DAIHAN equivalent brand	300 Kg's	
54	Ink	Black Color SICPA, DAIHAN or equivalent brand	50 Kg's	
55	Gum	Plate Gum, Power Plus or equivalent brand	24 liters	
56	Cleaner	Plate Cleaner, Power Plus or equivalent brand	24 liters	
57	Solution	Fountain Solution, Power Plus or equivalent brand	24 liters	
58	Developer	Plate Developer, Fuji, falcon or equivalent brand	60 Liters	
59	Remover	Plate Image Remover, Fuji, falcon or equivalent brand	6 Nos.	
60	Mobile oil	40 WD, PSO or equivalent brand	400 liters	
61	Wire	Stitching wire, 22 nos., 24 nos.	4 Nos.	
62	Binding	10" x 6", Spiral binding 32 ounce gatta with laminated paper, cutting and die	600 Nos.	
63	Bag making	Die, Bag making, pasting with eyelet and Strip (good quality)	1,000 Nos.	

Total estimated cost is 1,43,92,000/-