



TENDER DOCUMENT FOR PHOTO STAT, STATIONARY & BOOK SHOP

APPLICATION FOR

Application No: _____

Token No: _____

Date & time of receiving application: _____



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Part 1

1.1) INSTRUCTIONS FOR BIDDERS

(To be signed by the bidder for acknowledgment)

- a. The forms must be duly filled and no column must be left empty.
- b. Attested copies of CNIC, educational certificates, experience certificates and one current passport size picture must be attached.
- c. Character certificate from the current/ last employer for those firms/individuals already working/worked as contractor.
- d. Non-refundable processing fee of Rs. 10,000/- for Photostat, Stationery and Book shop, in form of (bank draft/ Demand Draft in favor of; 'The Treasurer', The Islamia University of Bahawalpur to be attached.

Applicant's Signature



1.2) MANDATORY REQUIREMENTS FOR PARTICIPATION IN AUCTION (To be signed by the bidder for acknowledgment)

- a. The terms and conditions for participating in the auction are as under;

Sr. No.	Knock Down Criteria	Requirement
i	Minimum 5 years' experience of Photostat, Stationery and Book shop in well reputed Public or private sector organization	Mandatory
ii	Police Verification Certificate	Mandatory
iii	Valid CNIC (Copy)	Mandatory
iv	NTN Certificate (Copy)	Mandatory
v	PRA Certificate (Copy)	
vi	Sales Tax Registration Number (STRN) Copy	Mandatory
vii	Annual Transaction relating to Photostat, Stationery and Bookshop should be more than 2 million yearly (for last 5 years)	Mandatory
viii	Minimum No. of Commercial Photocopy Machines and Printers should be 4	Mandatory
ix	Completion certificates of previous works (duly certified/attested copies)	Mandatory
x	Any other relevant document as per advertisement	

- b. The Bidder must attach all above documents for verification and will be disqualified in participation of auction if fails to fulfil any of the above-mentioned requirement.
- c. The 03 highest bidders shall remain shortlisted on reserve. If the highest bidder fails to perform, the second highest bidder shall replace him, similarly if second bidder fails to perform well, the 3rd bidder shall be given the opportunity to prove his potential.



- d. The highest bidder shall be awarded the contract initially for a period of three years, with two years of further extension, subject to the performance evaluation of contractor by the Committee with 10% of increase in rent each year.
- e. The successful Bidder's Call Deposit shall stand added to the Security Deposit whereas the Demand Draft/CDRs of the second and third highest Bidders shall be kept as backup candidates for minimum period of one month.
- f. No present or past contractor defaulter of any outstanding dues of the University shall be allowed to enter the Auction. He/she shall stand blacklisted for all future contracts with IUB. The contractors in legal suit with the IUB will not be allowed to participate in open bid/auction.
- g. The following outlet is available for bidding and Bidder must deposit Bid security for outlet.

Sr.NO	Outlets	Location
01	Photostat, Stationery and Book shop	Main Photostat, Stationery and Bookshop located in IUB, RYK Campus
Note: The utility bills and all applicable taxes of each month shall be required to be paid by the contractor as per actual.		

1.3) BID SECURITY AND RESERVE PRICE INFORMATION

(To be signed by the bidder for acknowledgment)

All shortlisted candidates shall be required to submit Bid security/call deposits (Demand Draft/Pay Order in the Name of Treasurer, The Islamia University of Bahawalpur):-

Bid security	Rs.50,000/
Reserve Price (Minimum Bid)	The annually Reserve price (Minimum Bid) will be Rs. 300,000/.

- » Failure by successful bidder to deposit advance payment or sign contract shall result in forfeiture of bid security.

Applicant's Signature



1.4) COMMUNICATION & CONTACT INFORMATION

(To be signed by the bidder for acknowledgment)

- a. Invitation for auction shall be made through telephone, Email or SMS only on the numbers provided by applicant in the tender documents. All applicants are required to provide a valid phone/cell numbers and Email Address.
- b. On the day of the auction all applicants must bring Demand Draft/Pay Order of amount Rs. 50,000/- in the favor of 'The Treasurer', Islamia University of Bahawalpur. No personal cheques shall be acceptable under any circumstance.
- c. Any person who does not receive a call or SMS may call 068-9230825 during office hours for information.

Applicant's Signature

(a) Personal Information

Name			
Father's Name			
CNIC No.			
Address.			
National Tax No.		Sale Tax Registration No.	
No. of Employees		Company's Date of Formation	
		Annual Turnover in Rs.	

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
E-mail Address		Website Address	

Contractor's Banking Details

Bank (s) Name	
Title of Account	
Account Number	
Type of Account	



Applicant's Signature

2.2 LITIGATION HISTORY OF THE FIRM (LAST 5 YEARS)

If any, and decided in favor or against by court of Laws, please give the detail. Attach additional sheet if required.

Part 3	
3.1(A)	Undertaking by the bidder All prospective bidders have to submit signed undertaking as per enclosed at Annexure 'A'.



Annexure A

UNDERTAKING

I, _____s/o_____ hereby undertake that I am applying to enter open auction for the contract of _____ and want to enter the bid for the mentioned outlet in the auction being held on _____ at _____.

I have carefully read the tender documents and agree to the terms and conditions mentioned below and pledge to abide by the rules and regulations laid down in the agreement deed:-

- i. I have been informed about the potential strength of students/visitors and I am aware that the mentioned strength is merely an approximation and does not bind any student/visitor to purchase exclusively from the outlet.
- ii. I agree that if I do not fulfill the mandatory requirements as mentioned in the tender documents, I shall not claim any right to enter the auction.
- iii. In case, I fulfill the requirements to enter the auction, I will appear in person or through the attorney (duly bearing letter of attorney).
- iv. I shall submit a Demand Draft/CDR in the name of Treasurer, IUB as security Deposit (refundable if bid is unsuccessful) to enter the bidding process as per schedule in the tender documents.
- v. In case of winning the bid, I shall be bound to submit advance rent of six months within 7 days; failure to which; the Committee shall have the right to award the contract to the second highest bidder and my Guarantee Deposit shall be confiscated.
- vi. I agree to pay the rent Bi-annually e.g. advance rent of 6 months within 7 days of auction and next submission before 15th of every 6th month.
- vii. I also agree to pay the monthly electricity and other utilities bills on time as per actual.
- viii. I agree to file annual income tax return.
- ix. I agree that the Punjab Government has levied 22% tax (in case of non-filers) and 11% (in case of filer) on services. I shall be bound to pay as per given schedule.
- x. Any member of the Auction Committee can visit my outlet to check the pricing and quality of service. The official deputed can also check my outlet at any time and impose fine on finding any discrepancy.



The Islamia University of Bahawalpur

Rahim Yar Khan Campus

- xi. I will submit medical & police clearance of my staff within 15 days of taking over the outlet.
- xii. My staff and I will not indulge in any political activity within the premises of the university.
- xiii. I will not display any advertisement material of any commercial product in the premises of my outlet without approval of The Auction Committee/Concerned authority of IUB, RYK.
- xiv. I will abide by all rules and regulations as laid down by the university and any change in rules at any time shall be the solo right of the university.
- xv. The Campus Auction Committee can cancel the contract if I;
 - a. fails to abide by any term and condition of the contract;
 - b. fails to pay any dues on due date and time;
 - c. Over pricing, Poor service or maintenance of outlet;
 - d. Violates any other condition which the Campus Auction Committee may deem fit to impose in the public interest.

I solemnly affirm have read the above conditions and agree with all terms and willing to enter the bidding without any influence or pressure.

Name: _____ S/o _____

Date

Signature