



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 & Printing Materials

Tender No. 2021-2022



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: A, Paper, Art Card & Printing Materials

- 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: _____ Date: ____/____/2021.
- 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: ____/____/2021.
- 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 unopened 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 Treasurer office, Baghdad ul Jadeed Campus, on or before upto **Friday October 8, 2021** by **11.00 A.M.** Tenders will be opened on the same day at **11.30 A.M** in the presence of bidders of their representatives at University Printing Press.

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 (Paper & Art Card) should be provided, others items brand name should be mentioned clearly		
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: A Category (Paper, Art Card & Printing Material) 2021-22

No.	Items	Specifications	Quantity	Rate/ Brand Name	Total Amount
1	Paper	25" x 36", 113 gm ±5 gm acceptable, Matt Paper Nevia or equivalent brand	300 Reams (500 sheets/R)		
2	Art Card	25" x 36", 300 gm, Imported, Pindo, Hansool or equivalent brand	100 Pkts (100 sheets/P)		
3	Lamination Reel	18", 18-micron, Matt, 4000-meter length China or equivalent brand	1 Nos.		
4	Lamination Glue	Lamination glue, Movilth, ICI or equivalent brand	50 Kg		
5	Digital plate	Digitally Exposed Plate, 510 x 645 mm, 0.30 mm, Fuji or equivalent brand	118 set (4 color)		
6	Die	4 roll creasing, local	5 Nos.		
7	Glue	Hot Glue, Taiwan or equivalent brand	25 kg's		
8	U.V coating	18" x 25", spot UV coating	5,000 Nos.		
9	Binding	Approximately 400 pages folding, gathering, hot glue binding, cutting	5,000 Nos.		

Note: Either the duly stamped & signed samples (Paper & Art Card) should be provided, others items brand name should be mentioned clearly.

Total estimated cost is _____/-

Signature_____

Stamp_____