



DAWN

TODAY'S PAPER | MAY 14, 2024

TENDER NOTICE 12/2023-24 (PROJECT)

Sealed Tenders are invited on item basis from the GST & Income Tax registered Firms/Distributors/Dealers/Suppliers for the Govt. Sadiq College Women University Bahawalpur as per detail given below for the Financial Year (2023-24) which may reach the office of the undersigned on or before **07-06-2024** (Friday) till **11:00 A.M.** and the opening of the bid(s) will be at the same day at **11:30 A.M.** in the presence of the representative of the competitive firms in the office of Chairperson Purchase Committee. Rates should be quoted on FOR basis.

Sr. #	Category/Item Name	Estimated Cost (Rs.)	3% Security on Estimated Cost (Rs.)
A	OFFICE EQUIPMENTS (Specifications/Quantity/detail of items are in bidding document)	29,205,000/-	876,150/-

- Sealed tenders/bids shall be accepted only against on tender document to be collected from the office on payment of Rs.1000/- through Call Deposit/Challan as tender fee (Non-Refundable) OR can be downloaded from the GSCWU website www.gscwu.edu.pk or PPRA website www.ppra.punjab.gov.pk.
- Bidding Document, in the English language, can be purchased by the interested Bidders on the submission of a written application to the addressee below.
- (a) Security amount must be deposited equal to 3% of the estimated price of the tender in the form of "Call Deposit Receipt" in favor of Treasurer, GSCWU as earnest money which will be refunded to the unsuccessful parties. The CDR will be detained of the successful parties till the completion of the contract.
(b) The payment of the bill will be made after the verification and inspection of the material through the crossed cheque after deducting **5% performance security** from the total value of the bill which will be released after the warranty period and verification of end-user/ Technical Committee
- Late offers will not be considered. Cutting/overwriting is not allowed.
- Single-stage/two envelopes bidding procedure will be adopted as per PPRA Rules 38-2(a). The envelope shall be marked as "TECHNICAL PROPOSAL & FINANCIAL PROPOSAL" in legible letters. The financial proposal of the bids found technically non-responsive shall be returned unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later.
- Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
- The bidders will attach their respective copies of NTN, sales tax registration certificate and copy of valid NIC, and copy of CDR in the technical bid. A copy of the paid professional tax will also be provided. Taxes will be applicable as per Govt. Rules and Regulations.
- Sealed tenders duly completed in all respect must reach the undersigned by courier service/by hand during office hours 08:30 A.M. to 04:30 P.M. except Saturday and Sunday till the closing date and time as mentioned above.
- The GSCWU reserves the right to cancel/reject all tenders/bids at any time prior to the acceptance of the bid or proposal in accordance with rule 35 of Punjab Procurement Rules, 2014. However, the procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids proposals, but shall not be required to justify those grounds.
- The Procuring Agency will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of closed/forced holidays, the tender opening time/date will be considered as the next working day.
- All terms and conditions given in bidding documents will be applicable.

IPB-285

Treasurer



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TENDER DOCUMENT
FOR PROCURMENT OF OFFICE EQUIPMENTS FOR FINANCIAL YEAR 2023-24



Note: Please read carefully this Tender document and sign & stamp each page.

The Govt. Sadiq College Women University Bahawalpur



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TECHNICAL SPECIFICATIONS

S. No.	Items	Generalize Specification	Rqd Qty
1	Photocopier Machine	Upto 45 CPM/PPM (A4) Multifunctional B&W Copier or above Maximum Original size A3 to A5 Built-in Duplex & DADF with 100 Sheets or above Ethernet 10Base-T/100 Base-TX/10 Base-T and WiFi Copier and Printing resolution 600 × 600 or above. Warm up time 13 sec or less. LCD touch panel TFT LCD Display. RAM 2 GB or above Multiple Copies 1 – 9999 Zoom 25 to 400% Paper Capacity 1200 Sheets for 2 Cassettes or above Duplex printing Toner Life 30000 A4 pages or above Drum Life 100000 A4 pages or higher Scan speed 70 PPM@300 dpi or above. Direct USB Memory Printing (PDF, JPEG, TIFF) USB 2.0 or above Security universal login manager, IP /MAC address filtering Page/Copy Set Numbering, Job Done Notice Canon, Toshiba, Sharp or equivalent reputed brand. 1 years standard software and hardware onsite comprehensive warranty with parts, i.e. labor and parts.	4
2	Laser Desktop Printers	Heavy duty printer with Network Printing Technology Make: HP or equivalent Printing Technology: Laser Print Resolution: 1200 x 1200 dpi(Black) Print Speed: up to 26 ppm(Black) or above Duplex Printing: Yes Network Printer with WiFi. Color Type: Black Monthly Duty Cycle: 80000 Pages Processor: 1200 Mhz or above Memory: 256 MB or above CONNECTIVITY, STANDARD 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(EEE) ECOLABELS: ENERGY STAR® qualified; EPEAT® Silver; CECP Refillable toner option without any chipset change. Testing Toner will not be accepted. HP, Canon or equivalent Warranty: 1 year standard software and hardware onsite standard software and hardware warranty with parts, i.e. labor and parts.	4
3	Color Laser jet Printer	Color Laser Printer A4, 19 PPM, 800 MHz or above processor, 1 GB RAM or above, 600 x 600 dpi. Warranty: 1 year onsite standard software and hardware warranty with parts, i.e. labor and parts. HP, Canon or equivalent reputed brand.	2
4	Desktop Computer System	Intel Core i5- 11 Gen or above, 16 GB DDR-4 RAM or above, 512 GB M.2 NVMe class 35 SSD of Good quality brand like dell brand, ADATA, Kingston, Tower casing. Internal On Board Wireless 802.11ac dual band with Bluetooth version 5.2 or above. 2 x USB 3.2 or above, and USB 2.0 Ports 1 x RJ 45 Port. USB keyboard and USB optical Mouse. 21” LED or above with resolution 1920 x 1080, with Display Port. Dell OptiPlex or Equivalent reputed brand Manufacturer Authorization letter required. 1 year standard software and hardware warranty and onsite support.	47
5	Scanner A4 Color Scanner	A4 Color Scanner, Resolution 2400 dpi or above, USB powered Scanner Buttons (EZ Buttons) 4 buttons (PDF, AUTOSCAN, COPY, SEND) 1 Year standard software and hardware Warranty with onsite support Canon, HP or any other equivalent mode	7



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6	Multimedia Projector	DLP or 3LCD technology 3700 Lumens or above, XGA or above, Lamp life 10,000 hours or above. Speaker 10 Watts Aspect Ratio 4:3 Aspect Ratio Compatibility 16:9,16:10, 2.35:1, 1:1, 2:1, 13:9, 15:9, 5:4 HDMI and VGA Ports, Audio in 3.5mm, Video Compatibility: NTSC, PAL, SECAM Installation of Multimedia and 8x6 wall mount screen to fix in classroom with ceiling mount kit to fix multimedia, and security cage with lock. HDMI Cable 15 Meters to connect to computer/laptop Power Cable 15 Meters to power on Multimedia. Epson, Viewsonic, Infocus, canon or equivalent 1 Year standard software and hardware onsite for parts and labor warranty	11
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S.N.	Bid Data Sheet
1.	Name of Procuring Agency:[<i>The Govt Sadiq College Women University Bwp</i>] Period for delivery of goods: [within 90 days or the time period given by the bidder in its Technical Bid]
2.	Financial year for the operations of the Procuring Agency: FY: 2023-24 Name of Project: STRENGTHENING OF EXISTING FACILITIES, THE GOVT. SADIQ COLLEGE WOMEN UNIVERSITY, BAHAWALPUR
Bidding Documents	
4.	The address for clarification of Bidding Documents is [The Treasurer, The Govt. Sadiq College Women University, Bahawalpur Phone No: 062-2284809, Email: purchase@gscwu.edu.pk]
5.	The contractor shall sign and stamp each and every page of the bidding document and will attach it in Technical Bid.
Bid Price, Currency, Language and Country of Origin	
6.	The price quoted shall be in Pakistan Rupee (PKR) The price shall be quoted on FOR basis inclusive all taxes. The price shall be fixed.
7.	Makein: mentioned with specifications
Preparation and Submission of Bids	
8.	The firm shall be responsible for warranty mentioned in specification after the Delivery.
9.	Bid shall be submitted to: [<i>Convener Purchase Committee</i>] "Office of the Purchase, The Govt Sadiq College Women University, Bahawalpur"
10.	The deadline for Bid submission is a) Day: <u>Friday</u> b) Date:[07-06-2024] c) Time: [11:00 AM]
11.	Bid Opening: 07-06-2024@ 11:30 AM, in the Office of the Purchase.
12.	Amount of Performance Guarantee is: 5% (Five percent) of the contract price. (<i>Contract amount is usually the Bid price of lowest evaluated Bidder against which a contract is awarded</i>)
13.	Estimated Price is: Rs:29,205,000/- Amount of Bid security is: Rs: 876,150/- (fixed amount)
Opening and Evaluation of Bids	
14.	The Bid opening shall take place at: Purchase Office, The Govt. Sadiq College Women University Bwp Time : [11:30 AM]
Bid Evaluation Criteria	
15.	Criteria to Bid evaluation. The Technical bid(s) will be evaluated at the first stage by the Purchase Committee on the basis of the Mandatory requirement and terms and conditions of the bidding document The evaluated bids shall be forwarded to the concerned Technical Evaluation Committee which will evaluate the Technical Bids on the basis of the specified specifications. The Technical evaluation report will be uploaded at PPRA and university website. The contractors will also intimate regarding its technical qualification and disqualification. The financial bids shall be opened of the technically qualified bidders and Bid Evaluation Report shall be uploaded at PPRA website and university website as well. It is also added that the case may be referred to HEC Project Steering Committee as committed by Dy. Dir. P&D. and work order may be issued as per the decision given by the Steering Committee.



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Technical Evaluation Criteria (Eligibility & Qualification)

Sr. #	Evaluation Criteria (<u>Eligibility</u>)	Requirement	Page #	
1	Bid Security (as mentioned in the invitation for the bid)	Mandatory		
2	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory		
3	Valid Income Tax Registration (Status = Active with FBR).	Mandatory		
4	Proof of registration of business, Professional Certificate 2023-24.	Mandatory		
5	Submission of undertaking (Annex-A at firm original letterhead) and (Annex-B at Stamp paper of Rs.100) and Annex-C at stamp paper in favor of GSCWU BWP Rs:100/-	Mandatory		
6	Copy of CNIC of Owner/Authority Person along with Authority Letter from the Bidder Company authorizing the relevant person to represent the company.	Mandatory		
7	Technical /Financial proposal on the company letterhead duly signed/stamped along with detailed specifications.	Mandatory		
8	Supply order(s) of the related item(s) must be attached with the technical offer.	Mandatory		
9	Summary of Pages must be attached and all pages must be numbered.	Mandatory		
Sr. #	Evaluation Criteria (<u>Qualification for each Item</u>)	Marks	Maximum Marks	Page#
01	Technical Evaluation of quoted items	--	50	
1.1	Technical Specification of Products (For each Item): 1. Equivalent brand as per specifications = 10 marks 2. Same brand as per tender specification = 20 marks (max.)	20	--	
1.2	Quoted Product extended warranty without any additional cost (05 points for each 06 months), max: 15 points	15	--	
1.3	Project Execution Plan (Aggressive Timeline) execution plan is less than the given tender timeline (05 points for each 01 month), max: 10 points	10	--	
1.4	The firm has Customer Compliant Management System with adequate Controls. = 05 points	05	--	
02	Past Performance/ Experience of the Bidder (Years of operations w.e.f. Registration date of NTN / FBR)	--	10	
2.1	1 - 2 year experience	4	--	
2.2	3 - 4 year experience	6	--	



2.3	5 - 6 year experience	8	--	
2.4	Above 6 years	10	--	
03	Relevant Experience (Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded.)	--	20	
3.1	Similar assignments / supplies over last 05 years. 2 marks for each similar project.	10	--	
3.2	Capital Cost/value of similar projects / supplies completed over last 05 years. If the total value of similar projects is equal to the value of the current project/tender, then 5 marks shall be awarded. If the total value of similar projects is more than twice of the value of current project/tender then 10 marks shall be awarded.	10	--	
4	Financial Position/ Status	--	20	
4.1	Annual Turnover (last 3 years) If the total annual turnover indicated in the annual audited report/annual tax return of the last three years is; Equal to the total estimated cost of this tender = 2 mark 2 times the total estimated cost of this tender = 4 marks 3 times the total estimated cost of this tender = 6 marks 4 times total estimated cost of this tender = 8 marks 5 times the total estimated cost of this tender = 10 marks <i>Audited statements/annual tax returns of the last three financial years must be attached, otherwise, no marks shall be awarded.</i>	10	--	
4.2	Bank Balance Statement / Credit Limit Certificate If bank balance / credit limit certificate is equal to or greater than estimate of current purchase, full marks shall be awarded. Otherwise, the marks may be awarded as: <i>Closing Balance or Credit Limit / Estimate of Current Purchase x 10</i> Bank statement ending on 15.03.2024 /credit limit certificate must be attached, otherwise, no marks shall be awarded.	10	--	
	TOTAL	--	100	

Only the Bids securing a minimum of 65% marks would be declared technically accepted. The applicants scoring 65% or more points (in technical evaluation) shall be considered as responsive bidder and the lowest evaluated bidder in the financial proposal of the technically qualified firm shall be awarded the contract to the lowest evaluated bidder.

The bidder must provide verifiable documentary proof against all the mandatory requirements along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.



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Accordance to the required specification of items given in the Schedule of Requirement will be evaluated by the Technical Evaluation Committee of IT items.

The Technical Evaluation Committee of IT items may askfor a physical demonstration of any item given in the Tender Document for confirmation of specifications and to finalize the technical evaluation of the contractors.



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(Annex-A)

CERTIFICATE

(ON ORIGINAL LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

(To be attached in Technical Bid)

1. We do hereby affirm that we have read carefully the terms and conditions of tender documents for the purchase of items. We shall abide by all the terms and conditions/Instructions, rules and regulations of Government & GSCWU, Bahawalpur which are and to be applicable.
2. Our firm is not black listed on any ground by any Government (Federal/Provincial/District), on account of submission of false statement and failure to abide by the terms and conditions. In case of false statement, GSCWU may take legal action against contractor.
3. Certified that the prices quoted are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
4. Certified that the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/commissioning/technical training (FOC)/installation etc. (or as the case may be) and no extra charges will be claimed.
5. Certified that the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period.
6. Certified that the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender during warranty period

1	Name of Firm	
2	Address	
3	Income Tax No.	
4	Sales Tax No.	
5	Name of bidder	
6	CNIC No.	
7	Signature of bidder	
8	Company/Firm Stamp	
9	Registration Year	
10	Year of paid professional tax	
11	Contact #	
12	E-mail	



(STAMP PAPER FOR RS.100 DULY SIGNED & STAMPED) (ANNEX-B)

(To be attached in Technical Bid)

Price Reasonability Certificate

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the prices quoted to The Govt. Sadiq College Women University, Bahawalpur are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess".

Certificate of Availability of Stock Quoted

(On letter pad of the firm duly signed & stamped)

I M/S-----do solemnly declare that "the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period"

Certificate of Physical Features of Quoted Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the physical features of quoted products/ items mentioned in the Technical Bid are same as in Financial Bid and Firm is bound to supply without change" and shall provide on-site back-up support during warranty period.

Certificate of Inclusion of all Taxes and Others

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing etc (or as the case may be) and no extra charges will be claimed.

Certificate of Free Replacement of Items

(On letter pad of the firm duly signed & stamped)

I M/S -----do solemnly declare that "the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender during warranty period".

Certificate of Non-concealment of Information

(On letter pad of the firm duly signed & stamped)

I M/S -----do solemnly declare that "the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tempered with. I have gone through all the conditions of tender and is liable to any punitive action for furnishing false information/document".



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Bid Form

[To be signed & stamped by the Service Provider/contractor and reproduced on the original letter head. To be attached with the **Financial Bid**, in case of Single Stage Two Envelope Procedure]

Date: _____

To:

The Treasurer, GSCWU Bwp

Having examined the Bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of [total Bid amount in words and figures _____] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain /DD in a sum equivalent to 5% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of 180 days from the date fixed to Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

**Name of Contractor/Firm
Stamp**



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Affidavit

(Annex-C)

*[To be printed on PKR 100 Stamp Paper, in favor of Treasurer GSCWU Bwp. To be attached with
Technical Bid]*

Name: _____ (Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [GSCWU, Bwp] of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [GSCWU, Bwp]. The undersigned further affirms on behalf of the firm that:

- (i) The firm has not been blacklisted by any Department.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Contractor/ Bidder/ Service Provider] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____



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Performance Guarantee Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with
Technical Bid]*

To,
Treasurer, GSCWU, Bwp

WHEREAS (Name of the Contractor/ Service Provider)
_____ hereinafter called "the Contractor" has undertaken, in
pursuance of "INVITATION TO BID FOR THE **"PROVISION OF**
_____ " procurement of the following:

1. [*Please insert details* _____].
(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank/DD for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee/DD in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee/DD) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Date _____



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Technical Bid Form*

[To be signed & stamped by the Bidder and reproduced on the Original letter head. To be attached with Technical Bid]

Sr. No.	Item name	Brand name with Country of Manufacturer	Make in & model	Quantity	Country of Origin	Specifications/ dimensions
1	Photocopier Machine					
2	Laser Desktop Printers					
3	Color Laserjet Printer					
4	Desktop Computer System					
5	Scanner A4 Color Scanner					
6	Multimedia Projector					

*the contractor will provide information at this "Technical Bid Form" on its original letterpad.

Stamp & Signature of Bidder _____



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Financial Bid Form

[To be signed & stamped by the Bidder and reproduced on the original letter head. To be attached with Financial Bid]

Sr. No.	Item name	Country of Origin	Brand name, make & model	Unit price (inclusive of all taxes & duties etc.)	Quantity	Total price (inclusive of all taxes & duties etc.)
1	Photocopier Machine					
2	Laser Desktop Printers					
3	Color Laserjet Printer					
4	Desktop Computer System					
5	Scanner A4 Color Scanner					
6	Multimedia Projector					
Total price in figures (Rs)						
Total price in words:						

Total Bid value (against which a Bid shall be evaluated) in figure.

Total Bid value (against which a Bid shall be evaluated) in words.

Stamp & Signature of Bidder _____



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Contract Form (with the lowest evaluated bidder)

[To be signed & stamped by the Bidder and reproduced on the letter head and. To be attached with Technical Bid]

THIS AGREEMENT made on the ____ day of _____ 20_ between [GSCWU BWP] of (hereinafter called "the Procuring Agency") on the one part and [name of Contractor Provider] of Contractor _____] (hereinafter called "the Contractor _____") on the other part:

WHEREAS the Procuring Agency invited Bids for certain Goods, viz., [brief description of Goods _____] and has accepted a Bid by the Contractor Provider for the supply of those Good in the sum of [contract price in words and figures _____] (hereinafter called "the Contract Price").

TERMS AND CONDITIONS

1. In case of failure to supply and install (as the case may be) the goods/materials etc. to the satisfaction of the Technical Committee/Competent Authority, the securities deposited shall be forfeited.
2. Supplying of items/material shall be complete upto -----(-----) during office hours. The supplier is liable to produce its product as a whole consignment within above mentioned time period (Partial/by parts supply will not be accepted) and installation of Multimedia Projector will be free of cost and shall be installed under the inspection of the Technical Committee. In case, you fail to supply the requisite items/material within delivery date, a penalty at 1% of the total value of the supply order per day will be imposed. A maximum penalty of 10% of the total value can be imposed.
3. Supply shall be made as per the quoted specifications in technical bid.
4. The requisite items will be accepted after inspection. In case the items not found according to the supply order, these will be rejected and shall have to be removed or replaced by the firm immediately at his own expense. In case of failure to remove/provide/replace the material, penal action will be taken by forfeiting your security deposited and you will be black listed.
5. In case of non-responsive or failure to supply compatible parts or malfunctioning of any material supplied under this contract, the supplier will have to provide compatible replacement within 48 hours from the date of complaint reported to supplier either in writing or any other electronic media.
6. The supplier is liable to pay all taxes/government dues.
7. Whereas the agreement is necessary, the firm will execute it subject to the terms & conditions of the University at stamp paper @ 0.25% of the total value of supply order. If your firm disagrees with any point, please inform within 5 days after the receipt of this work order otherwise it will be supposed that supply order is accepted by the firm with said terms and conditions.



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8. The payment of the bill will be made after the verification and inspection of the material through the crossed cheque after deducting 5% security or security deposited in shape of CDR for Rs.____/- from the total value of bill for_____Years (warranty) which will be released after the verification of end user.
9. The Bill/Invoice shall be submitted with Sales Tax invoice along with copy of valid NIC, delivery challan, current financial year professional tax certificate and copy of supply order. Computerized Sales Tax invoice is not accepted.
10. Any matter other than provided in the agreement will be dealt with as per PPRA rules 2014.
11. Refurbished/Remanufactured or used item/material shall not be accepted by the GSCWU Bahawalpur.
12. The payment shall be subject to the satisfactorily inspection report by the concerned committee.
13. In case of any dispute, the decision of worthy Vice Chancellor shall be final.
14. The contractor shall not subcontract or assign its obligations under the contract, in whole or in part. The successful bidder(s) will provide warranty as mention in specification including parts for all items.
15. GSCWU reserves the right to decrease/increase/withdraw the quantity/item without consultation as and when required as per requirement and available budget.
16. The bidder shall not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceeding for any or forgoing.
17. The contractor is advised to observe the safety precautions, any mishap/damage to GSCWU Bwp property due to negligence of contractor or his representative or any of his workers would only be borne by contractor.

_____(Contractor name and stamp)



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Terms and Conditions

1. After the completion of technical evaluation, the GSCWU Bahawalpur shall inform the date, time and location for opening of the financial proposals.
2. The rates validity of tender will be up to 180 Days from the date of opening of tender and contractor shall quote 180 days validity and quoted validity less than 180 days shall not be considered.
3. Prices of individual items must be quoted separately inclusive all taxes.
4. The firm should mention make/made/model of offering item clearly in its technical bid in accordance with the required specifications.
5. The contract is awarded to the lowest bidder on each item basis.
6. GSCWU will not pay any reimbursement against any visit of vendor to the office. All expenses will be borne by firm.
7. The bid found without bid security shall be rejected and returned to the bidder.
8. The items supplied must fulfill the required specifications as mentioned in the tender document. The quoted solution should be single brand and lowest evaluated bidder will be responsible for the supply, technical training and/or installation (in all respect).(as the case may be)
9. The contractor may visit the place/university before participation in tender.
10. GSCWU will not pay any reimbursement against any visit of vendor to the office. All expenses will be borne by vendor/contractor.
11. The firm shall provide supply order(s) of relevant work/nature from other government department(s) to show its expertise.
12. GSCWU reserves the right to decrease/increase/withdraw the quantity/item without consultation as and when required as per requirement and available budget.
13. The successful bidder shall execute a written agreement just after the award of the work.
14. GSCWU may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
15. On finding substandard quality or lower specification or missing element as and when noticed during process, the security deposit shall be forfeited in favor of the GSCWU. The purchaser also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor.
16. The payment shall be subject to satisfaction of all items duly certified by the inspection committee or user or initiator. Findings of the inspection committee will be binding on the supplier.
17. The payment of the bill will be made after the verification and inspection of the material through the crossed cheque after deducting **05% Security (performance security)** from the total value of the bill till the completion of warranty period which will be released after the verification of end user/ Technical Committee.
18. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
19. The bidders will attach their respective copies of NTN, sales tax registration certificate, copy of valid CNIC and copy of CDR in technical bid. Copy of paid professional tax also be provided. Taxes will be applicable as per Govt. Rules and Regulations.



20. Where the use of, or a reference to, a brand name or a catalog number is mentioned; such use or reference shall be qualified with the word "OR EQUIVALENT".
21. The bidder should not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceeding for any or forgoing.
22. The supplier is liable to produce its product as a whole consignment within time period mentioned in supply order failing which a penalty shall be imposed unless extension is granted by Vice Chancellor, on the recommendation of purchase committee Or in case of Force Majeure;
 - For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc from the purview of "Force Majeure". If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
23. The contractor shall not subcontract or assign its obligations under the contract, in whole or in part. The successful bidder(s) will provide warranty as mention in specification including parts for all items.
24. The financial proposal of the bids found technically non-responsive shall be returned unopened and shall be returned on the expiry of grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later
25. The Bid security may be forfeited:
 - If a Bidder withdraws its Bid during the period of Bid validity of 180 days
 - In the case of a successful Bidder, if the Bidder:
 - Fails to sign the contract as per the terms and conditions of the work order and/or If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.
26. The contractor is advised to observe the safety precautions, any mishap/damage to GSCWU Bwp property due to negligence of contractor or his representative or any of his workers would only be borne by contractor.
27. Procurement shall be governed by the Punjab Procurement Rules, 2014.
28. In case of any dispute, the decision of the Vice Chancellor shall be final.
29. Refurbished/Remanufactured or used item/material shall not be accepted by the GSCWU Bahawalpur.



Check List

[To be signed and stamped and presented on Bidder's letter head pad][To be attached in Technical Bid]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	Original receipt for purchase of tender Rs.1000/- Tender Fee along with Standard Bidding Documents.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
3	Copy of active Registration with Sales Tax Authorities (STRN)		
4	At least _____ of similar nature having similar cost or above have been performed / executed in public organization		
5	Technical Bid Form on letter head of the firm duly signed and stamped.		
6	Bid Form on letter head of the firm, duly signed and stamped.		
7	Original CDR/Bank Draft be attached in Financial Bid and copy CDR/Bank Draft be attached in Technical Bid		
8	Performance Guarantee Form on letter head of the firm, duly signed and stamped.		
9	General Information Form on letter head of the firm duly signed and stamped.		
10	Affidavit on non-judicial Stamp Paper of Rs. 100/- (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		
11	i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address [where applicable]. iii. National tax number Certificate, General Sale Tax Number Certificate		

Stamp & Signature of Bidder _____



BID SECURITY FORM

(attached in Technical Bid at firm's letterhead)

The total bid security amount of Rs. _____ in shape of "Call Deposit Receipt" (original CDR attached in Financial Bid) of the Bank _____ is attached in Sealed Financial Bid. The enclosed CDR No. is _____.

Stamp & Sign of contractor