

Tender No. 11/2022

# UNIVERSITY OF CHAKWAL



## TENDER DOCUMENT

For

## PROCUREMENT OF PRINTING ITEMS

Issued To: \_\_\_\_\_

Secretary, Purchase Committee,  
Ph. No.: 0543-552511

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**UNIVERSITY OF CHAKWAL**  
Procurement Department  
Main Campus, Talagang Road, Chakwal.  
[Tel:0543-552511](tel:0543-552511)

### **Tender Notice**

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

<b>Tender No.</b>	<b>Tender Name</b>	<b>Budgetary Amount</b>	<b>QTY</b>	<b>Closing Time and Date</b>	<b>Opening Time and Date</b>
<b>11/2022</b>	<b>Procurement of Printing Items</b>	6.000 Million	Detail in Tender Document	01-12-2022 till 11:00AM	01-12-2022 at 11:30AM

- Tender Document will be immediately available after publishing of this Tender Notice under Rule No. 25(1).
- Tender / Bid Document can be obtained from the Office of Deputy Director (P&S), University of Chakwal between 08:00 am to 4:00 pm from Monday to Friday by depositing the **Tender Fee of Rs.1,000/-** through Deposit Slip of BOP in A/C No. **6010211599100019, Main Recurring Account of UOC** in the Bank of Punjab. In case the Tender / Bid Documents are downloaded from [www.uoc.edu.pk](http://www.uoc.edu.pk) or [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) , **Original Deposit Slip of BOP** must be attached with the **Technical Bid**.
- In term of rule 27 of PPRA Punjab Rules 2014, the Bid Security, of **Rs.120,000/-** which is equal to 2% of Budgeted Cost, in the form of “CDR, Bank Draft, Pay Order.” in favor of Treasurer, University of Chakwal required to be submitted with the **Financial Bid**, without which the offer shall be rejected being non-responsive. **Copy of Bid Security** must be attached with the **Technical Bid**.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Technical Bids. Bids received after due date and time or bids without Bid Security in shape of CDR, Bank Draft, Pay Order or less than required amount or Bid Security in shape of Cheque/ Cross Cheque shall be summarily rejected.
- The University reserve the right to modify/withdraw/cancel the bids/tender at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- For obtaining any further information or clarifications, please contact the officer named below:

**SULTAN MAHMOOD**  
**Deputy Director (P&S)/Secretary, PC**

## 1. Invitation to the Bid

- 1.1. Bids/Tenders are invited for **Procurement of Printing Items** from Sales Tax and Income Tax Registered firms.

## 2. Instructions to the Bidders

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA), 2014.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bidding Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due date and time, and bids without Bid Security in shape of Demand Draft, Pay Order, CDR or less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. No supporting document will be accepted, at all after opening of the Technical Bids.
- 2.6. The bidder must quote rates of each item in a lot/package, partial bidding in a lot is allowed.
- 2.7. **Mode of Advertisement:**

As per Rule 12(2) of PPRA Punjab Rules, 2014.

### 2.8. **Type of Open Competitive Bidding**

As per Rule No. 38(2), a single stage two envelope procedure shall be followed with details given below:

- 2.8.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- 2.8.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- 2.8.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;
- 2.8.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 2.8.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 2.8.6. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

**2.9. Bid Data Sheet (Information for the Bidders)**

1	Procuring Agency	University of Chakwal
2	Tender Number	10/2022
3	Name of Tender	<b>Procurement of Printing Items</b>
4	Tender Document available place	Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
5	Cost of Tender Document	<b>Rs.1000/-</b> payable at BOP through <b>Deposit Slip</b> in <b>A/C No. 6010211599100019, Main Recurring</b> <b>Account</b> of University of Chakwal.
6	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of Bank Guarantee, CDR, Pay Order, Bank Draft etc., in favor of “Treasurer, University of Chakwal, Chakwal”
7	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
8	Tender Addressed to	Convener, Purchase Committee, University of Chakwal.
9	Contact Number	Ph. 0543-552511
10	Due date, time and place of submission of Tender Document	<b>01-12-2022 till 11:00 AM</b> Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
11	Date, time and place of Technical Bid Opening	<b>01-12-2022 at 11:30 AM</b> at <b>Seminar Hall</b> , Ground Floor, Engineering Building, University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
12	Date, time and place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

## **Terms and Conditions of the Tender**

### **3. Definitions**

- 3.1. "Purchaser" means the procuring agency i.e. University of Chakwal.
- 3.2. "UOC" means University of Chakwal.
- 3.3. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.
- 3.7. "Goods" means equipment, Printing Items, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9. "PPRA" means Punjab Procurement Regulatory Authority.
- 3.10. The UOC can increase/decrease the quantity of items according to budgetary provision.

### **4. Tender Eligibility**

Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer;
- 4.3. has got the experience in supply of relevant items;
- 4.4. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.5. Has not been blacklisted.

### **5. Examination of the Tender Document**

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

### **6. Amendment of the Tender Document**

- 6.1. The Purchase Committee of University of Chakwal at any stage prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective

Tenderers/Bidders.

- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## 7. **Bid Currency**

Bidder should quote price in **Pak Rupees only** and payments shall also be made in Pakistan Rupees only.

## 8. **Validity Period of the Bid**

- 8.1. The quoted prices/bids are valid upto **30-06-2023**.
- 8.2. In exceptional circumstances, the Purchase Committee of University of Chakwal may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

## 9. **Bid Security**

- 9.1. Bidder will submit Bid Security drawn in the name of **Treasurer, University of Chakwal** detail given below:

Item Name	Budgetary Amount	Amount of Bid Security
Procurement of Printing Items	Rs.6.000 million	Rs.120,000/-

- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 9.5. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, Pay Order shall be returned to successful bidder against submission of Performance Guarantee.
- 9.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 9.7. The Bid Security may be forfeited if a Bidder:
- Refuses to accept Letter of Acceptance of the Bid; or
  - Fails to furnish Performance Security.

## 10. **Bid Preparation and Submission**

- 10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 10.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.



### **10.3. Technical Proposal**

The Technical Proposal will enable the Purchase/Technical Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

**10.4.** The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.

**10.5.** The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

**10.6.** The Bidder should quote only one brand/model/make of each item.

### **10.7. Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

**10.7.1.** Covering letter (*Annexure-A*) duly signed and stamped by authorized representative alongwith copy of Bid Security.

**10.7.2.** Copy of Income Tax Registration Certificate (*Annexure-B*).

**10.7.3.** Copy of Sales Tax Registration Certificate (*Annexure-C*).

**10.7.4.** Detailed specification of items (*Annexure-D*).

**10.7.5.** At least two relevant Supply Orders/Contracts received in the last three years (*Annexure-E*).

**10.7.6.** Affidavit/Undertaking on Stamp Paper (*Annexure-F*).

## **11. Financial Proposal**

**11.1.** The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.

**11.2.** The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.

**11.3.** The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

**11.4.** The Bid is liable for rejection if Financial Proposal contains conditional offer.

### **11.5. Details to be furnished with Financial proposal (Envelope B)**

**11.5.1.** Financial Proposal Covering Letter (**Annexure G**).

**11.5.2.** Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure H**).

**11.5.3.** Bid Security of **Rs. 120,000/-**

#### **11.6. Sealing the Bid**

- 11.6.1.** The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as **“Technical Proposal for Procurement of Printing Items”** – Bid Ref.: due on: \_\_\_\_\_ The “FROM” address and “TO” address shall be written without fail.
- 11.6.2.** The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as **“Financial Proposal for Procurement of Printing Items”** – Bid Ref.: due on: \_\_\_\_ The “FROM” address and “TO” address shall be written without fail.
- 11.6.3. Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as **“Bid for Procurement of Printing Items”** –Bid Ref.: due on \_\_\_\_ . The “FROM” address and “TO” address shall be written without fail.

#### **11.7. Mode of Submission of Bids**

- 11.7.1.** The Bid should be addressed to “Convener, Purchase Committee, University of Chakwal”.
- 11.7.2.** The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

### **12. Modification/Withdrawal of the Tender**

- 12.1.** The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 12.2.** The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

### **13. Bid Opening**

#### **13.1. Technical Proposal Opening**

The bid’s outer cover and Technical Proposal cover will be opened by the Purchase Committee of University of Chakwal on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

#### **13.2. Suppression of facts and misleading information**

- 13.2.1.** During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.
- 13.2.2.** It is the Bidder’s responsibility to prove the Bidder’s requisite qualification, experience and capacity to undertake the project to the entire satisfaction of

the Purchase Committee failing which the Bid may be rejected.

#### **14. Preliminary Examination**

- 14.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.
- 14.2. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

#### **15. Determination of Responsiveness of the Bid**

- 15.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:
  - 15.1.1. meets eligibility criteria for the Bidder / the Goods / the Services;
  - 15.1.2. meets all the mandatory requirements of the evaluation criteria;
  - 15.1.3. meets the Technical Specifications for the Goods / the Services;
  - 15.1.4. meets the delivery period / point for the Goods / the Services;
  - 15.1.5. is accompanied by the required Bid Security;
  - 15.1.6. is otherwise complete and generally in order;
  - 15.1.7. conforms to all terms and conditions of the Tender Document, without material deviation or reservation;
  - 15.1.8. which offers one Brand/Model/Make for each item (which does not contain any option);
- 15.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 15.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

#### **16. Technical Evaluation Criteria**

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

<b>Evaluation Criteria</b>			<b>Requirement</b>
Sales Tax Registration			<b>Mandatory</b>
Income Tax Registration			<b>Mandatory</b>
Conformance to the required specification of items given in Schedule of Requirement			<b>Mandatory</b>
At least two relevant Supply Orders/Contracts received in the last three years			<b>Mandatory</b>
Affidavit /Bidder's Undertaking on stamp paper			<b>Mandatory</b>
<b>S. No.</b>	<b>Item Name and Description</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b>1</b>	<b>Past Performance/ Experience of the Bidder (Reg with GST/NTN)</b>	--	<b>10</b>
1.1	1 - 3 year experience	2	--
1.2	4 - 8 year experience	4	--
1.3	9 - 15 year experience	6	--
1.4	Above 15	10	--
<b>2</b>	<b>Relevant Experience</b>	--	<b>10</b>
2.1	1 - 5 year experience	3	--
2.2	6 - 10 year experience	6	--
2.3	11 & above year experience	10	--
<b>3</b>	<b>Financial Position/ Status</b>	--	<b>10</b>
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
<b>4</b>	<b>Technical Evaluation of quoted items</b>	--	<b>70</b>
4.1	Specification attached at Annex-A	60	
4.2	Workshop/Printing Press	5	
4.3	Delivery schedule as per need	2.5	
4.4	List of clients / where such items delivered	2.5	
<b>TOTAL</b>		<b>--</b>	<b>100</b>

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

Demonstration (If necessary) of Multimedia Projector will be held for confirmation of specifications of the quoted model.

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

The Purchase Committee and Technical Evaluation Committee may ask for physical Demonstration of any item given in the Tender Document for confirmation of specifications.

## **17. Financial Proposal Evaluation**

- 17.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 17.2. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

## **18. Rejection and Acceptance of the Tender/Bid**

- 18.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 18.2. **The Tender / bid shall be rejected if:**
  - 18.2.1. It is substantially non-responsive; or
  - 18.2.2. The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
  - 18.2.3. It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
  - 18.2.4. **The bid is incomplete, conditional, alternative, late; or**
  - 18.2.5. the bidder does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
  - 18.2.6. the bid security is not attached or it is less than the required amount; or
  - 18.2.7. the Bidder submits more than one Bids against one Tender; or
  - 18.2.8. the Bidder tries to influence the Purchase Committee / Contract award; or
  - 18.2.9. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
  - 18.2.10. there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
  - 18.2.11. the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

## **19. Contacting the Procuring Agency**

- 19.1. No Bidder shall contact the Purchase Committee of UOC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 19.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

## **20. Announcement of Evaluation Report**

- 19.1 The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

## **21. Award of Contract**

- 21.1. The Tender will be awarded to the Lowest Evaluated Bidder(s) (item wise/Lot wise) who have been declared Technically Qualified.

## **22. Letter Of Acceptance (LOA)**

After acceptance of the Bids by the CPC, Letter of Acceptance (LOA) will be issued only to the Successful Bidder(s).

## **23. Payment of Performance Guarantee (PG)**

- 23.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 10% of the value of the contract price. The PG should be paid by way of Cash Deposit Receipt (CDR), Pay Order, Demand Draft drawn in favor of “Treasurer University of Chakwal, Chakwal” as unconditional Guarantee.
- 23.2. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

## **24. Refund of Bid Security (BS)**

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR), Bank Draft or Pay Order the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of Cash Deposit Receipt (CDR), Bank Draft or Pay Order.

## **25. Issuance of Supply Order or Signing the Contract**

- 25.1. The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.
- 25.2. The Successful Bidder will provide the **stamp paper of 0.25% of total order value** for issuance of Supply Order or Signing the Contract.

## **26. Redressal of grievances by the procuring agency**

- 26.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 26.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 26.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 26.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

## **General Conditions of Contract / Supply Order**

### **27. Delivery of Items**

- 27.1. The Supplier will be responsible for **delivery of Items** of Procurement of Printing Items and in case of items which requires installation, the Bidder will be responsible for installation of items at UOC, Main Campus, Talagang Road, Chakwal.
- 27.2. Delivery Period will be **Sixty (60) days** counted *after issuance of Letter of Acceptance*.
- 27.3. After delivery of items, the Bidder must get the items inspected at UOC, Main Campus, Talagang Road, Chakwal.
- 27.4. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

### **28. Liquidated Damages**

- 28.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.25% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
- 28.2. The Successful Bidder will be responsible to provide the delivery, Delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

## **29. Inspection and Tests**

- 29.1. The Inspection Committee of UOC shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 29.2. Inspection will be done at University of Chakwal.
- 29.3. Inspection Committee may verify the authenticity of items.
- 29.4. After the inspection or test if the Inspection Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University of Chakwal.

## **30. Release of Performance Guarantee (PG)**

The Performance Guarantee will be refunded to the Successful Bidder(s) **after one year of completion of delivery and installation of Goods (Inspection).**

## **31. Contract Amendment**

- 31.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 31.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

## **32. Termination for Default**

The Purchase Committee of UOC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 32.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 32.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
- 32.3. the successful bidder fails to perform any other obligation(s) under the Contract.
- 32.4. the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## **33. Blacklisting**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.



### **34. Force Majeure**

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Suppliers hall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause there of the Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue toper form its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

### **35. Termination for Insolvency**

The Procuring Agency may at any time terminate the Contract by giving written notice of 30days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

### **36. Forfeiture of Performance Security**

- 36.1.** If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Letter of Acceptance, the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 36.2.** Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

### **37. Payment**

- 37.1.** 100% payment will be made after withholding applicable taxes by UOC to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:
  - i. Triplicate Original Delivery Challan.
  - ii. Triplicate Original Bill/Invoice.
  - iii. Triplicate General Sales Tax Invoice
  - iv. Inspection/Completion report

### **38. Warranty**

- 38.1.** Warranty of Equipment, Apparatus and instrument shall be one year.
- 38.2.** The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.
- 38.3.** The Purchase Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **15days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

### 39. Specification and Schedule of Requirement

#### PRINTING ITEMS

Sr. No.	Item Name	Specification	Qty.
1	File Cover	Size: Legal, With Corner Hole Clip, Name & Monogram Printed, 320gm card, In Best Quality <b>subject to Sample approval</b>	6,000
2	File Folder	Size: Legal, With Pocket, With Corner Hole Clip, Name & Name & Monogram Printed, 320gm card, In Best Quality <b>subject to Sample approval</b>	1,000
3	Envelopes	Name & Monogram Printed (9"x4") White, In Best Quality <b>subject to Sample approval</b>	5,000
4	Envelopes	Name & Monogram Printed, Size:A4, White, In Best Quality <b>subject to Sample approval</b>	3,000
5	Envelopes	Name & Monogram Printed, Size: Legal, White, In Best Quality <b>subject to Sample approval</b>	2,000
6	Letter Dispatch Register	Binding: Purple, 70gm, 100 pages In Best Quality <b>subject to Sample approval</b>	30
7	Letter Receiving Register	Binding: Green, 70gm, 100 pages In Best Quality <b>subject to Sample approval</b>	30
8	Peon Book	Binding: Yellow, 50 pages, 70gm In Best Quality <b>subject to Sample approval</b>	50
9	Tender Documents Issue & Receiving Register	Binding: blue(Texture), 100 pages In Best Quality <b>subject to Sample approval</b>	3
10	File Register	Binding: Brown, 100 pages In Best Quality <b>subject to Sample approval</b>	20
11	Attendance Register (Staff)	Binding: Blue, 50 pages In Best Quality <b>subject to Sample approval</b>	50
12	Attendance Register (Student)	Binding: Orange, 50 pages In Best Quality <b>subject to Sample approval</b>	50
13	Letter head Pad	50 pages In Best Quality <b>subject to Sample approval</b>	50
14	Stock Register Consumable	80gm, Binding: Red(Texture), 200 pages In Best Quality <b>subject to Sample approval</b>	50
15	Property Register	80gm, Binding: White, 200 pages In Best Quality <b>subject to Sample approval</b>	5
16	Stock Register Non-Consumable	80gm, Binding: Green (Texture), 200 pages In Best Quality <b>subject to Sample approval</b>	50
17	Cover of Officer Diary	Green, Name & Monogram Printed, Golden Corner Steel, Pocket on it. In Best Quality <b>subject to Sample approval</b>	100
18	ACRs (BPS 1-4)	80gm, A4 Size White In Best Quality <b>subject to Sample approval</b>	500

19	ACRs (BPS 5-15)	80gm, A4 Size Red In Best Quality <b>subject to Sample approval</b>	500
20	ACRs (BPS 16 & Above)	80gm, A4 Size Green In Best Quality <b>subject to Sample approval</b>	500
21	ACRs (Teaching Faculty)	80gm, A4 Size Yellow In Best Quality <b>subject to Sample approval</b>	500
22	Service Books	Legal Size, In Best Quality <b>subject to Sample approval</b>	500
23	Answer Books for End Semester Exams	(70 Gram High Finish with thread binding & Numbering 30-pages with black color printing Size 8.25"x11", portrait layout ) In Best Quality <b>subject to Sample approval</b>	50,000
24	Answer Books for Mid Semester Exams	(70 Gram High Finish with thread binding & Numbering 20-pages with black color printing Size 8.25"x11" portrait layout) In Best Quality <b>subject to Sample approval</b>	50,000
25	Semester Grade Sheet	(100-Gram Card) A-4 size In Best Quality <b>subject to Sample approval</b>	3,000
26	Letter Envelops	white galaxy (9"x4") In Best Quality <b>subject to Sample approval</b>	1,000
27	Thick Inner Fabric Envelopes Khaki high quality	(20"x18") In Best Quality <b>subject to Sample approval</b>	5,000
28	Envelopes Khaki high quality	(10"x15") In Best Quality <b>subject to Sample approval</b>	5,000
29	Planning Register	Binding: Purple, 70gm, 100 pages In Best Quality <b>subject to Sample approval</b>	5
29	Dead Item Register	80gm, Binding: Yellow, 300 pages In Best Quality <b>subject to Sample approval</b>	5

**Annexure- A      Technical Proposal Covering Letter**

To

**The Convener,**  
Purchase Committee,  
University of Chakwal,  
Chakwal.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

## Annexure- B Check List

The bidder must attach this list along with the Bid

### 1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in <b>Two Envelopes</b>	
2	<b>Technical Proposal</b>	<i>Envelope A</i>
3	<b>Financial Proposal</b>	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another <b>Outer Envelope.</b>	

### 1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

<b>Envelope A: Enclosures of Technical Proposal</b>		<b>Attached YES/NO</b>	<b>Page#</b>
1	<b>Covering Letter</b>		
2	<b>Copy of Bid Security</b>		
3	Copy of <b>Income Tax Registration Certificate</b>		
4	Copy of <b>Sales Tax Registration Certificate</b>		
5	<b>Affidavit/Undertaking</b> on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder		
7	Two Supply Orders for supply of relevant items received in the past		
8	The specified <b>catalogues / brochures</b> of items quoted by the bidder		
<b>Note:</b> All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
<b>Total Number of pages attached with the Technical Bid</b>		_____ <b>Pages</b>	
8	<b>Tender Document</b> duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

<b>Envelope B :Enclosures of Financial Proposal</b>		<b>Attached YES/No</b>	<b>Page #</b>
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

**Annexure- C Bid Form**

A) Profile of the Bidder:

<b>S#</b>	<b>Particulars</b>	<b>BIDDER</b>
1	Name of the Company	
<u>2</u>	Year of Incorporation	
<u>3</u>	<b>Registered Office</b>	
	Address	
	Office Telephone Number	
	Fax Number	
<u>4</u>	<b>Contact Person</b>	
	Name of Authorized Representative	
	Personal Telephone Number	
	Email Address	
<u>5</u>	<b>Registration Detail</b>	
	NTN Registration Number	
	GST Registration Number	

B) Bid Security (Please do not mention amount of CDR)

<b>S#</b>	<b>Particulars</b>	<b>Please Furnish Details</b>
1	Name of the Bank	
2	Instrument Number and Date	

**Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER**

Ref: **Tender No. 11/2022**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of University of Chakwal is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

*[Name and Signatures of authorized Person along with stamp]*



**Annexure- E                      Financial Proposal Form**  
**(to be attached with Financial Proposal)**

To

**The Convener,**  
Purchase Committee,  
University of Chakwal,  
Chakwal.

Dear Sir,

With Reference to your Tender No.11/2022 OF PRINTING ITEMS; Please find attached our Financial Proposal for the sum of Rs.(insert amount in words and figures)\_. This amount is inclusive of all taxes. We have attached the Bid Security of amount Rs. 120,000/- (Rupees Five Lac Thirty Nine Thousand Two hundred and forty five) having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,  
Authorized Signature

**Annexure- F      Price Schedule**

*(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)*

**PRINTING ITEMS**

<b>Sr. No.</b>	<b>Item Name</b>	<b>Specifications</b>	<b>Qty.</b>	<b>Unit Price + GST (Rs.)</b>	<b>Total Amount + GST (Rs.)</b>
1	File Cover		6,000		
2	File Folder		1,000		
3	Envelopes		5,000		
4	Envelopes		3,000		
5	Envelopes		2,000		
6	Letter Dispatch Register		30		
7	Letter Receiving Register		30		
8	Peon Book		50		
9	Tender Documents Issue & Receiving Register		3		
10	File Register		20		
11	Attendance Register (Staff)		50		
12	Attendance Register (Student)		50		
13	Letter head Pad		50		
14	Stock Register Consumable		50		
15	Property Register		5		
16	Stock Register Non-Consumable		50		
17	Officer Diary Binding		100		
18	ACRs (BPS 1-4)		500		

19	ACRs (BPS 5-15)		500		
20	ACRs (BPS 16 & Above)		500		
21	ACRs (Teaching Faculty)		500		
22	Service Books		500		
23	Answer Books for End Semester Exams		50,000		
24	Answer Books for Mid Semester Exams		50,000		
25	Semester Grade Sheet		3,000		
26	Letter Envelops		1,000		
27	Thick Inner Fabric Envelopes Khaki high quality		5,000		
28	Envelopes Khaki high quality		5,000		
29	Planning Register		5		
29	Dead Item Register		5		
<b>Total Amount including GST</b>					

**Annexure- G Contract Agreement Form**

THIS AGREEMENT made the [day] day of [month] [year] between [University of Chakwal] (hereinafter called “the University”) of the one part and [name and address of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, [brief description of goods and related services] and has accepted a Tender by the Supplier (Supply of Printing Items) for the supply of those goods and related services in the sum of Rs. [Contract Price in figures and in words] (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
  - i- Tender/Bid Document
  - ii- Letter of Acceptance
  - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR, Demand Draft or Pay Order.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in the light of the Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

**For University of Chakwal**

**For the Supplier:**

Signature

Print Name

Title