

# **UNIVERSITY OF CHAKWAL, CHAKWAL**



## **TENDER DOCUMENT**

Dated 20.07.2022

For

# **Photocopy & Stationary Shop**

**(CITY CAMPUS)**

Ph. No.: 0543-602003

TENDER / APPLICATION FORM  
For Photocopy & Stationary Shop  
(On Company/Firm's Letter Head Pad)

I/We, \_\_\_\_\_ having CNIC No. \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ do hereby submit tender bid for Photocopy & Stationary

Shop at a contract fee of Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_) as  
agreed bid price.

I/We are enclosing herewith CDR No: \_\_\_\_\_ Dated: \_\_\_\_\_ for Rs. \_\_\_\_\_,  
being earnest money. I/We hereby accept the attached terms & conditions.

**Authorized Tenderer**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

Note:

1. Overwriting/Cutting in any document will not be accepted.
2. Two attested copies of the bidder's CNIC to be enclosed.
3. Recent active Tax payer Certificate to be attached.

UNIVERSITY OF CHAKWAL, CHAKWAL

CITY CAMPUS

**INSTRUCTIONS TO BIDDER**

1. **Introduction:** UNIVERSITY OF CHAKWAL, CHAKWAL (UOC), City Campus invites bids from reputed/eligible photocopy & stationary providers for running of two photocopy & Stationary shops at City Campus. One at Chakwal College of Arts and Sciences and the other at Engineering Block.
2. **Eligible Bidder:** This invitation of Bids is open to all bidders, provided they fulfill the minimum qualification criteria as mentioned in Tender documents.
3. **Scope of Work:** To provide uninterrupted services throughout the year in Photocopy & Stationary shops for university students, staff, visitors, residents etc. except during the vacations as notified by the University.
4. **Cost of Bidding:** The Bidder(s) shall bear all the costs associated with the preparation and submission of its bid. University will not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.
5. **Bidding Document:** The Bidder is expected to examine all instructions, forms, terms and conditions etc. of the Bidding Documents. Failure to furnish all information required by the Bidding documents in every respect will be the Bidder(s)' risk and may result in the rejection of its bid(s).
6. **Authentication of Erasures/overwriting:** Any erasures or overwriting shall not be valid.
7. **Rejection of Bids:** UOC reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract(s) without assigning any reason.
8. **Modification and withdrawal:** Bids once agreed will be treated as final and no further correspondence will be entertained on this. No bidder shall be allowed to withdraw the bid, if bidder(s) happens to be successful bidder.

9. **Bid Earnest Money:** Bidders have to submit the Bid Earnest Money amounting Rs. 5,000/- for each of the Photo-state and Stationary shop separately, in the form of CDR / Pay Order or Demand Draft favoring Treasurer, UOC. The CDR / Pay Order or Demand Draft should be submitted with the bid. In case of un-successful bidder, CDR / Pay Order or Demand Draft will be returned on completion of tender process and no interest will be payable in this regard.
10. **Deadline for submission of Application:** The applications must be submitted not later than the specified date and time mentioned in the Bid documents. If specified date of submission of bids being declared holiday for the university, the applications will be received up to the specified time in the next working day. The university may, at its discretion, extend this deadline for submission of applications by amending the tender documents, in which case all rights and obligations of the university and the applicant, previously subject to the deadline, will thereafter be subject to the deadline extended. All the correspondence/applications should be addressed to **“Secretary Auction Committee, University of Chakwal”** and tender will be based on the open bidding policy as decided by the **“Auction Committee”** of UOC.
11. **Late Submissions:** Any application received by university after the deadline of time and date will not be entertained.
12. **Competitive/Open Bidding:** All the bidding process will be based on the principle of open/competitive bidding, at the date, time and location mentioned in Tender document in the presence of bidders or their authorized representative.
13. **Period of Contract:** The period for award of Contract shall be for one year (Competent Authority may revise / extend Terms & Conditions / Period of Contract).
14. **Bid Currency:** The price in the bid document shall be quoted in Pakistani rupees only.
15. **Quantity/Quality:** Only the services are to be provided at the pre-approved rates by the **“Price & Quality Control Committee”** of UOC.
16. **Signing of Contract:** The successful bidder shall be required to enter into a Contract agreement with university within 10 days of the award of tender or within such extended period as may be specified by university. Otherwise, the tender will be awarded to the next highest bidder and earnest money shall be forfeited.

- 17. Affidavit:** All bidders shall submit an affidavit on non-judicial stamp paper of Rs.100/- as per specimen given at **Annexure-I**.
- 18. Presence of bidders or their authorized representative(s):** The presence of bidders or their authorized representative(s) during open auction is mandatory; otherwise no objection will be entertained.
- 19.** The university reserves the right to reject any or all Tenders without assigning any reason.
- 20.** That the Tenderer(s) having relevant business experience in educational institutions especially in public sector universities and having professional qualification shall be given preference, subject to the fulfillment of other conditions.
- 21.** That the university employee (s) is / are not allowed to participate in Tenders / Auction process.
- 22.** Advance income tax shall be deducted as per rules on total bid to be calculated on the basis of 12 months. Successful bidder(s) will be responsible to pay the advance income tax to the university and the university will deposit the same into government treasury.
- 23.** That the contractor will be responsible for implementation of Covid-19 SOPs as circulated by the University of Chakwal; Higher Education Commission, Islamabad; Higher Education Department, Lahore; and, all other relevant statutory bodies.

TENDER DOCUMENT

Tender Dated .06.2022 at 12:00 noon

**University of Chakwal, City Campus, Chakwal**

***TERMS AND CONDITIONS FOR THE GRANT OF Contract TO RUN  
PHOTOCOPY & STATIONARY SHOP IN UOC, City Campus, Chakwal***

1. That the Contract shall be valid initially for a period of one year from 01.07.2022 to 30.06.2023.
2. That the contractor(s) will pay the Contract fee in advance into the account of **Treasurer, UOC**.
3. The Reserve price (Minimum Bid) will be Rs. 1,00,000/- each for both **photo-state and stationary shops**. The final price will be decided at the end of the auction process. The Contractor(s) will deposit 20% of the agreed contract fee at the end of bidding process and remaining amount will be paid within the period of ten days after the award of contract. However, if contractor(s) fail to pay the agreed amount within ten days after award of the contract, the competent authority may like to cancel the contract. (It will be the sole discretion of the University Authority).
4. That the Contractor(s) will have to pay electricity bill as per the reading of sub-meter at the rate of commercial units provided by IESCO on regular basis until 10th of every month otherwise a fine of Rs.200/- per day will be charged till the deposit of the bills. In case the Contractor(s) fails to deposit these utility bills within due date, the University Authorities will have the right to disconnect the services till such time that bills and penalties (if any) are paid.
5. That the Contractor(s) will be responsible for providing photocopy, stationary and related services as mentioned in **(Annexure-I)**. For any additional items, which the Contractor(s) intends to supply, the quantity of such items should be specified while quoting the proposed sale price and quantity of such item.
6. That the price of each item is attached here with **(Annexure-I)**. Price List will be revised on annual basis by the University. However, more items can be included in the list with prior approval of the **"Price & Quality Control Committee" of UOC**.
7. That the rate of each item / service shall be fixed / revised by **"Price & Quality Control Committee"** on annual basis (if necessary). The Contractor(s) will not be allowed to fix the prices of items at his own. The approved rates will be displayed at the photocopy & stationary shop by fixing a 2½ x 4 feet board for information of customers / students.
8. That the Contractor(s) will remain under close observation by University Authorities in order to avoid any mal-practice including overcharging, violation of code of conduct of University and subletting of the Photocopy & Stationary Shop which shall lead to cancellation of Photocopy & Stationary shop allotted to Contractor(s).
9. That the Photocopy & Stationary Shop will be used strictly for the purpose for which it is being tendered for & no other business shall be carried out in any case in the Photocopy & Stationary shop.
10. The Contractor(s) will ensure that hazardous or inflammable, illegal or any intoxicating material is not stored in the Photocopy & Stationary shop premises.
11. That the Contractor(s) will employ adequate number of staff in order to maintain efficiency to standard desired by **UOC** and further he will get these employees registered with

Administration office of **UOC**. No employee will be allowed to work in Photocopy & Stationary shop without identification of card and clearance from Administration office.

12. That all persons engaged by the Contractor(s) shall be the Contractor(s)'s own employees and they will claim no privileges from **UOC**.
13. That the Contractor(s) will get all his/their workers medically examined from approved Registered Medical Practitioner i.e. MBBS recognized by Pakistan Medical Council, to be free from communicable diseases. In addition to general fitness, he will also ensure that waiters on duty are in proper uniform, wear mask, wearing name plates approved by the University Authorities. The Contractor(s) will also ensure that neat and clean uniforms are provided to the staff. The copy of medically fitness certificate shall be provided to Administration Office, **UOC, City Campus** immediately after the joining of an employee.
14. That the Contractor(s) will be responsible for cleanliness of furniture, fixtures and fittings and his place etc. University will not provide any cleaning material/dusters etc. for same.
15. That no one will be allowed to work in Photocopy & Stationary Shop without clearance from Administration Office & movement pass in **UOC**.
16. The Photocopy & Stationary Shop shall be opened for serving round the clock during all working days. Further, in case, University order for closure of Photocopy & Stationary shop during vacation, the rent shall not be charged for that period.
17. That the Contractor(s) will have to furnish the statement showing the complete bio - data including names & other detail of all employees engaged for Cafeteria during Contractor(s) period as per format provided by UOC (**Annex-II**). Any of the Contractor(s)' employees proceeding on leave shall immediately be replaced by the Contractor(s) on set terms and conditions at no additional expense to **UOC** so as to maintain satisfactory level of service at all time.
18. That **UOC** shall have the right to search the Contractor(s)'s employees at any time while going out from university premises and there shall be no grievance expressed/felt on this account either by Contractor(s) or his employees. The Administration Office will issue ID Cards to the Contractor(s)'s workers as per detail given by Contractor(s). The Contractor(s) shall provide the copies of CNIC and latest photographs to security staff for passes.
19. That **UOC Price & Quality Control Committee** reserves the right of sudden visit of Photocopy & Stationary Shop without prior intimation at any time and to take samples from the Photocopy & Stationary Shop for the purpose of inspection of service quality. Such samples will however be drawn by authorized person(s) from the Administration Office of **UOC**.
20. That complaint of students, staff and other consumers will be pursued seriously by the UOC administration in order to ensure regular check on rates, quality, cleanness, behavior of Contractor(s)'s employees and other services. In case of any complaint, the Contractor(s) will be bound to redress the grievances within a specified time, failure to which a fine of Rs.1000/- to 10,000/- (depending on the nature of the complaint) will be imposed and continuation may lead to the cancellation of the Contract.
21. That the Contractor(s) shall not allow anybody to reside in the contracted premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Photocopy & Stationary Shop nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the University

Administration. Further, Photocopy & Stationary shop staff will not be allowed to sit at main gate, offices, canteen and other places in campus.

22. That the University will not be responsible for providing furniture & fixture etc. The Contractor(s) will provide the furniture & fixture on its own cost, with the approval of University authority and recommendations of the Administration Office. University will only provide building (complete electric work including ceiling fans) and the Contractor(s) himself will be responsible for all necessities including the furniture and fixture and other required items.
23. That the Contractor(s) shall be responsible for all damages or losses to **UOC** property by the Contractor(s) himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear.
24. That **UOC** will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor(s) in the Photocopy & Stationary Shop premises. Furthermore, he will also be responsible for repair/replacement of electric items in case they become out of order.
25. That the Contractor(s) will not take out of the **UOC** premises any articles or stores without a Gate-Pass to be issued by the Campus Administration.
26. That the Contract can be cancelled / terminated on one month's notice from university side in writing. The Contractor(s) shall vacate the contracted premises peacefully after the expiry of the contracted period and/or earlier if desired by **UOC** and shall hand over the same to the Campus Administration. The Contractor(s)'s occupation in the premises after such termination shall be deemed as trespasser.
27. That the Contractor(s) will not have any liberty of branding on internal/external walls of the Photocopy & Stationary Shop. However, if University Authority deem necessary, may go for branding on Photocopy & Stationary Shop walls internally and externally.
28. That in case of violation of any terms and conditions, Contract will be cancelled and security shall be forfeited.
29. That the Contractor(s) shall not facilitate or hold any political or union activities or their meetings in Photocopy & Stationary Shop.
30. Any kind of illegal business, indiscipline, harassment, exchange of contacts with students, playing music, sale of medicine and smoking will be strictly prohibited.
31. Capturing photos and making videos by Photocopy & Stationary Shop staff will not be allowed.
32. That incomplete bids or bids without Earnest Money amounting Rs. 5,000/- mentioned in Tender Notice in the shape of CDR/Pay Order/Demand Draft or Bank Guarantee will not be entertained in any case and further cash or cheques etc., will not be acceptable in any case. In case of successful bidder, the same will be retained by the University as refundable Security deposit.
33. That the successful bidder shall also deposit a refundable security up-to 10% of the agreed contract price in the shape of CDR/Pay Order/Demand Draft or Bank Guarantee in favor of **Treasurer, UOC** at the time of award of Contract.



34. Offer validity should be for 60 days from the date of bidding.
35. In case of any withdrawal after award of tender the Earnest Money shall be forfeited and contract will be awarded to the next highest bidder.
36. There should be sufficient number of employees to be engaged for the provision of quality service to the customers / students.
37. In case of any dispute the matter shall be referred to the Auction Committee/Registrar and their/his/her decision will be final & binding to the Contractor(s).
38. The Contractor(s) will also provide police clearance certificate of himself and employees issued by the relevant department.
39. The UOC Committee will ensure the implementation of Covid-19 SOPs as amended from time to time by the University of Chakwal and Higher Education Commission or the relevant government authorities.
40. Temperature of the Photocopy & Stationary staff will be checked on daily basis. Social distance shall be maintained.
41. A fine of Rs. 5,000/- will be imposed on the contractor on violation of Covid-19 SOPs at the Photocopy & Stationary Shop.
42. **Evaluation Criteria:**  
The Contract will be awarded to the highest bidder on basis of open bidding method according to Punjab Procurement Rules, 2014.

**I have accepted all terms and conditions mentioned above**

**Authorized Tenderer**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

**BIODATA OF EMPLOYEES TO BE ENGAGED**

<b>S/ N</b>	<b>Name, Father Name and Address</b>	<b>Designation</b>	<b>Qualification &amp; Experience (in Years)</b>	<b>CNIC No.</b>	<b>Contact No.</b>
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

Note: Please use copy of this page in case of more than 10 employees. Copies of their CNICs and other relevant information must be attached herewith.

**Signatures of authorized signatory  
with stamp of the firm**

**AFFIDAVIT (Non judicial paper of Rs: 100/-)**

We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of Tender document for Photocopy & Stationary Shop and also do hereby confirm as follows:

1. That, the Bidder shall abide by all the instructions/conditions of the bidding document and in addition, the other conditions and **University of Chakwal (UOC)** rules and regulations, all other special instructions given time to time and enforced under Punjab Procurement Rules, 2014.
2. That, the "Bidder" company/firm etc. is neither blacklisted by any Govt. Department /Authority in Pakistan nor pursued any case in the court against this University.
3. That the information given in the application form and bidding documents is correct. In case any of provided information is proved incorrect, **UOC** reserves the right to reject the bid besides forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

S/o: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

**Witness-1:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

S/o: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

**Witness-2:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

S/o: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_