

Tender No. 04/2025

**THE UNIVERSITY OF CHAKWAL,
CHAKWAL**



TENDER DOCUMENT

For
PURCHASE OF STATIONERY ITEMS

**Deputy Director (P&S)
Directorate of Purchase and Store
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THE UNIVERSITY OF CHAKWAL
Directorate of Purchase and Store
Main Campus, Talagang Road, Chakwal

Tender Notice

Sealed tenders/ bids are invited from the registered firms / companies / corporations / bidders 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).

Tender No.	Tender Name	Package No.	Budgetary Amount	Amount of Bid Security	QTY
04/2025	Purchase of Stationery Items	01	3,952,700/-	79,054/-	Details in Tender

- Tender Document will be available immediately after publishing of this Tender Notice under Rule No. 25(1).
- Tender/Bid Document is available on www.uoc.edu.pk or www.eproc.punjab.gov.pk or e-PADS (e-Pak Acquisition & Disposal System) <https://punjab.eprocure.gov.pk> free of cost.
- The Bid Security which is equal to 2% of Budgeted Cost, in the form of “CDR / Bank Draft / Pay Order” in favor of “Treasurer, University of Chakwal” and Affidavits demanded in tender documents shall be provided by the bidders before the closing time. A scanned copy of the Bid Security must be uploaded in PDF format without which the offer shall be rejected as non-responsive.
- 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 should be submitted thorough e-PADS (e-Pak Acquisition & Disposal System), and the same should be opened online as per mentioned schedule in the presence of Bidders or their representatives. Late bid shall not be accepted by the online system. Bidders shall also submit hard copy of the original bid security/Affidavits in the Directorate of Purchase and Store, University of Chakwal before opining the technical bids.
- The University reserves 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.
- The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/ViewTender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA. Tender Closing Date & Time is **27.02.2026 at 11:00 AM** and Opening Date & Time is **27.02.2026 at 11:30 AM**.
- For obtaining any further information or clarifications, please contact below:

DEPUTY DIRECTOR (P&S)
Tel: 0543-552511
Email: dd.procurement@uoc.edu.pk

1. Invitation To the Bid

- 1.1.** Bids/Tenders are invited for **PURCHASE OF STATIONERY ITEMS** from Sales Tax and Income Tax Registered firms.

2. Instructions to the Bidders

- 2.1.** Procurement will be made under Punjab Procurement Rules 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. Mode of Advertisement:

As per Rule 12(2) of PPRA 2014 amended up to date, the tender has been published on www.uoc.edu.pk , on the website of PPRA Punjab www.eproc.punjab.gov.pk and e-PADS (e-Pak Acquisition & Disposal System) <https://punjab.eprocure.gov.pk>.

2.7. Type of Open Competitive Bidding

2.7.1. As per Rule No. 38(2) a, single stage two envelope procedure shall be followed.

2.7.2. 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;

2.7.3. The financial proposals of technically qualified bidders shall be opened publicly online at a time, and venue announced and communicated to the bidders through e-PADS or by

other way etc.

2.7.4. After the evaluation of the technical proposals 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 through e-PADS. The financial proposal of bids found technically non-responsive shall be rejected or responded through e-PADS automatically to the respective bidders.

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

1	Procuring Agency	The University of Chakwal
2	Tender Number	04/2025
3	Name of Tender	PURCHASE OF STATIONERY ITEMS
4	Tender Document available place	Tender/Bid Document can available on www.uoc.edu.pk or www.eproc.punjab.gov.pk or e-PADS (e-Pak Acquisition & Disposal System) https://punjab.eprocure.gov.pk .
5	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of CDR, Pay Order, Bank Draft etc., in favor of, Treasurer University of Chakwal, Chakwal”
6	Performance Guarantee	10% of Contract Value after acceptance of Intent online through e-PADS etc.
7	Tender Addressed to	Directorate of Purchase & Store (P&S), University of Chakwal.
8	Contact Number	Ph. 0543-552511
9	Due date, time and place of submission of Tender Document	27-02-2026 till 11:00 AM Through e-PADS (e-Pak Acquisition & Disposal System) https://punjab.eprocure.gov.pk .
10	Date, time and place of Technical Bid Opening	27-02-2026 at 11:30 AM at Directorate of Purchase & Store (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal through e-PADS (e-Pak Acquisition & Disposal System) https://punjab.eprocure.gov.pk .
11	Date, time and place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms through e-PADS or by other way etc.

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/Distributer 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 apportion-able to the Goods or Services in question.
- 3.7.** "Goods" means equipment, 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.** "e-PADS" means e-Pak Acquisition & Disposal System.

4. Responsiveness of Bid

- 4.1.** Conforms to the clause of "Responsiveness of Bid" given in this tender document;

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/Evaluation 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.** Validity period of the bids shall be **180 days**.
- 8.2.** In exceptional circumstances, 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
STATIONERY ITEMS	3,952,700/-	79,054/-

- 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:
 - a) Refuses to accept Letter of Intent of the Bid; or
 - b) Fails to furnish Performance Security.

10. Bid Preparation and Submission of e-bids

- 10.1** An e-bid or proposal shall be submitted on the e-PADS in the manner or method as specified in the advertisement before, closing date for submission, such e-bid or proposal.
- 10.2** The bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of the e-bid or proposal through e-PADS.
- 10.3** The bidder shall complete and authenticate his e-bid or, proposal and submit it within time. In case e-bid or proposal including entries and record submitted on the e-PADS found corrupt, unreadable or contains virus the e-bid or proposal shall be rejected.
- 10.4** The bidder shall submit hard copy of the financial Instrument in addition to the soft copy uploaded on the e PADS as bid security in pdf format. The bid security shall only be released' upon the' hard copy.
- 10.5** 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.
- 10.6** 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 through e-PADS.

11. Technical Proposal

The Technical Proposal will enable the Purchase/Technical/Evaluation 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 through automated

system of e-PADS.

- 11.1.** The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase/Evaluation Committee will not be responsible for the errors committed in the bids by the bidders.
- 11.2.** The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 11.3.** The Bidder should quote only one brand/model/make of each item.
- 11.4. Detail and Order of Documents to be furnished with the technical proposal (through e-PADS in pdf format):**

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/annexed in the following order:

- 11.4.1.** Covering letter (**Annexure-A**) duly signed and stamped by authorized representative.
- 11.4.2.** Copy of Income Tax Registration Certificate (**Annexure-B**).
- 11.4.3.** Copy of Sales Tax Registration Certificate (**Annexure-C**).
- 11.4.4.** Copy of Professional Tax Challan (**Annexure-D**).
- 11.4.5.** Detailed specification of items (**Annexure-E**).
- 11.4.6.** Affidavit/Undertaking on Stamp Paper (**Annexure-F**).

12. Announcement of Technical Evaluation Report

The UOC shall announce the results of technical evaluation in the form of a report giving justification for acceptance or rejection of bids at least five days prior to the opening of financial proposal. The report shall be made available on PPRA website / e-PADS and all the bidders shall be informed of this.

13. Financial Proposal

- 13.1.** 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.
- 13.2.** 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.
- 13.3.** Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder

will quote per unit rate with all applicable taxes and total amount with taxes as per given serial number/item name in the bidding documents. The bidder will follow the bidding documents in letter and spirit.

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

13.5. Details to be furnished with financial proposal (through e-PADS)

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

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

13.5.3. Copy of Bid Security CDR.

13.6. Bids through e-PADS

13.6.1. The Technical Proposal and Financial Proposal in each respect as per PRRA 2014 amended up to date shall be completed in step wise as per requirement of the e-PADS system and the procuring agency will not be responsible for the mistake of the bidders if any.

13.7. Mode of Submission of Bids

13.7.1. The Bids must be submitted through the mode of e-PADS (e-Pak Acquisition & Disposal System)
<https://punjab.eprocure.gov.pk>

14. Modification/Withdrawal of the Tender

14.1. The bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of the e-bid or proposal. No Bid may be modified after the deadline for submission of Bids through e-PADS.

14.2. 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.

15. Bid Opening

15.1. Technical Proposal Opening

The Technical Proposals will be opened by the Purchase/Evaluation Committee of University of Chakwal on the date and time as specified in the Tender Notice /Bid Data Sheet through online system of e-PADS. 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.

15.2. Suppression of facts and misleading information

15.2.1. 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/Evaluation 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.

15.2.2. 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.

16. Preliminary Examination

16.1. 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.

16.2. 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.

17. Determination of Responsiveness of the Bid

17.1. 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:

17.1.1. meets eligibility criteria for the Bidder / the Goods / the Services;

17.1.2. meets all the mandatory requirements of the evaluation criteria;

17.1.3. meets the Technical Specifications for the Goods / the

Services;

17.1.4. meets the delivery period / point for the Goods / the Services;

17.1.5. is accompanied by the required Bid Security;

17.1.6. is otherwise complete and generally in order;

17.1.7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation;

17.1.8. which offers one Brand/Model/Make for each item (which does not contain any option);

17.2. 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.

17.3. 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.

18. Technical Evaluation Criteria

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:

Qualification Criteria		Requirement	
Sales Tax Registration Certificate		Mandatory	
Income Tax Registration Certificate		Mandatory	
Professional Tax Certificate (2025-26)		Mandatory	
Conformance to the required specification of items given in Schedule of Requirement		Mandatory	
Affidavit /Bidder's undertaking on judicial stamp paper amount Rs. 300/- (as per PUNJAB THE STAMP ACT, 1899 upto date) that the firm/company is not involved in any fraudulent practices and is not currently black listed on PPRA.		Mandatory	
Bid Evaluation Criteria			
S. No.	Item Name and Description	Marks	Maximum Marks
1	Past Performance of the Bidder	--	10
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	--
2	Relevant Experience	--	10
2.1	1 - 5 year experience	4	--
2.2	6 - 10 year experience	6	--
2.3	11 & above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 million)	4	--
4	Technical Evaluation of quoted items	--	70
4.1	Specifications as per Schedule Requirements	50	
4.2	Three relevant supply orders of delivered items	20	
TOTAL		--	100

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the technical evaluation criteria and no document will be received or considered after opening of the Technical Proposal through e-PADS. The Qualifying marks are sixty five (65) in the technical. Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Evaluation Committee/Technical Committee.

The Evaluation Committee or Technical Evaluation Committee may ask

for physical Demonstration or samples of any item given in the Tender Document for confirmation of specifications if needed.

19. Financial Proposal Evaluation

- 19.1.** Technically qualified/successful bidder(s)/Tenderer(s) shall be intimated through e-PADS or any other way etc. 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 in the Directorate of Purchase and Store. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s) or items.
- 19.2.** Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014 amended up to date. The Price evaluation will include all duties, taxes, freight, carriage 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 with documented proof.
- 19.3.** Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder will quote per unit rate with GST and Total amount with GST as per given serial number/item name in the bidding documents. The bidder will follow the bidding documents in letter and spirit.

20. Rejection and Acceptance of the Tender/Bid

- 20.1.** The Purchaser shall have the right, 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.

20.2. The Tender / bid shall be rejected if:

- 20.2.1.** It is substantially non-responsive; or
- 20.2.2.** The bidder does not meet any of the mandatory criteria mentioned in tender documents; or

- 20.2.3.** It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
- 20.2.4. The bid is incomplete, conditional, alternative, late; or**
- 20.2.5.** the bidder does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
- 20.2.6.** the bid security is not attached or it is less than the required amount; or
- 20.2.7.** the Bidder submits more than one Bids against one Tender; or
- 20.2.8.** the Bidder tries to influence the Purchase/Evaluation Committee Contract award; or
- 20.2.9.** the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
- 20.2.10.** 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
- 20.2.11.** the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document. No conditional offer will be accepted. Conditional offer can be rejected at any stage of the tender/process etc.
- 20.2.12.** if the bidder not obey the process of e-PADS as per PPRA.

21. Contacting the Procuring Agency

- 21.1.** No Bidder shall contact the Purchase/Evaluation Committee of UOC on any matter relating to its bid, from the time of the bid opening or to the time the Contract is awarded.
- 21.2.** 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.

22. Announcement of Final Evaluation Reports

22.1. 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 e-PADS (e-Pak Acquisition & Disposal System) and all the bidders shall be informed of this.

23. Award of Contract

23.1. The Tender will be awarded to the Lowest Evaluated Bidder in item wise who have been declared Technically Qualified while considering the technical nature of procurement.

24. Letter Of Intent (LOI)

24.1. After acceptance of the Bids by the Evaluation Committee, Letter of Intent (LOI) will be issued only to the Successful Bidder(s) through e-PADS (e-Pak Acquisition & Disposal System).

25. Payment of Performance Guarantee (PG)

25.1. The Successful Bidder(s) will be required to submit 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) or Pay Order or Demand Draft. The PG should also be paid by way of Bank Guarantee (original issued by the authorized bank) in terms of PPRA Rules in favor of "**Treasurer University of Chakwal**" as unconditional Guarantee.

25.2. 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 or complete the contractual obligations.

26. 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 Bank Guarantee 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), or Bank Guarantee, Bank Draft or Pay Order.

27. Issuance of Supply Order or Signing the Contract

- 27.1.** The procuring agency shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.
- 27.2.** The Successful Bidder will provide the stamp paper of **22-(A)(b)** of amounting **0.25%** total order value for issuance of Supply Order or Signing the Contract as per PUNJAB THE STAMP ACT, 1899 upto date.
- 27.3.** The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head in terms of PPRA Rules.

28. Redressal Of Grievances by the Procuring Agency

- 28.1.** Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a complaint through e-PADS concerning his grievances not later than 05 days after the announcement of the technical evaluation report and 10 days after the announcement of the final evaluation report.
- 28.2.** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 28.3.** Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 28.4.** 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

29. Delivery of Items

- 29.1.** The Supplier will be responsible for **delivery of Items** for stationery items as per quoted specifications. In case of items which requires installation/fixation/demo; the Bidder will be responsible for installation/commissioning of items at UOC, Main Campus, Talagang Road, Chakwal.
- 29.2.** Delivery Period will be **Thirty (30) days** counted **after issuance of purchase order** extendable under the special circumstances subject to approval of competent authority if satisfy with genuine grounds or documented proof etc. otherwise penalty on late delivery will be charged accordingly.
- 29.3.** After the delivery of items, the Bidder must have the items inspected by the Inspection/Physical Verification Committee at the University of Chakwal (UoC), Main Campus, Talagang Road, Chakwal. If the committee identifies any variance from the quoted

specifications, the Bidder shall be obligated to amend or replace the items accordingly.

29.4. The supplier will bear all costs associated with the preparation, delivery, amendment, replacing and installation/commissioning 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 as per quoted specifications. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

29.5. The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head.

30. Liquidated Damages

30.1. 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 0.025% of the price of the delayed goods per day of delay, maximum up to 5% of the price of total value of the contract.

30.2. 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.

31. Inspection and Tests

31.1. The Inspection/Physical verification 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; quoted in the tender.

31.2. Inspection/Physical will be done at University of Chakwal.

31.3. Inspection or Physical Committee may verify the authenticity of items.

31.4. After the inspection or test if the Inspection/Physical 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 replace or make all alterations necessary to meet the requirements of the quoted specifications free of cost to University of Chakwal.

32. Release of Performance Guarantee (PG)

The Performance Guarantee will be refunded/released to the Successful Bidder(s) after three months from the date of delivery challan or till the completion of warranty/guarantee etc.

33. Contract Amendment

- 33.1.** 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.
- 33.2.** No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

34. Termination for Default

The Purchase/Evaluation 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:

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

35. 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.

36. Force Majeure

Majeure means an act of nature or a situation 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, bans and freight embargoes. If a Force Majeure situation arises, the Suppliers shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the Evaluation Committee of UOC, 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.

37. Termination for Insolvency

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' 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.

38. Forfeiture of Performance Security

- 38.1.** 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 / Acceptance of Letter of Intent, the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 38.2.** Failure to supply required items/services within the specified time period will invoke penalty as recommended by the evaluation committee as per prescribed terms.

39. Payment

39.1. 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. Three Copies of Original Delivery Challan.
- ii. Three Copies of Original Bill/Invoice.
- iii. Three Copies of General Sales Tax Invoice
- iv. Inspection/Satisfactory/Completion report (If applicable).
- v. Warranty/Guarantee cards (if any).

40. Warranty

40.1. Warranty of Equipment, Apparatus and instrument shall be one year or more as manufacturer provided.

40.2. 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.

40.3. The Purchase/Evaluation 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 **15 days**, 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.

41. **Specifications And Schedule of Requirement**

Sr. No.	Item Name	Specification	Brand	Unit	Qty.
1	Board Duster	In Best Quality or subject to Sample approved	-	Each	400
2	Dusting Cloth	Microfiber towel 800 gram usable both size In Best Quality or subject to Sample approved	-	Each	300
3	Correction Pen	7ml In Best Quality or subject to Sample approved	DUX/Dollar/ Piano or Equivalent	Each	100
4	File Flapper	Gatta Legal Size Sticky, In Best Quality or subject to Sample approval	-	Each	300
5	Paper Cutter	In Best Quality or subject to Sample approved	-	Each	20
6	Scissor	180mm (7") In Best Quality or subject to Sample approved	Deli/Sensa/WBM or Equivalent	Each	30
7	Transparent Tape 1"	50 Yard In Best Quality or subject to Sample approved	-	Each	100
8	Transparent Tape 2"	50 Yard In Best Quality or subject to Sample approved	-	Each	150
9	Binding Tape 2"	50 Yard Black/Gray/Blue In Best Quality or subject to Sample approved	-	Each	30
10	File Separator	10 Sheets Plastic In Best Quality or subject to Sample approved	-	PKT	200
11	File Tags	Thread with twisted sides In Best Quality or subject to Sample approved	-	Each	50
12	Sticky Note	In Best Quality or subject to Sample approved	-	Box	10
13	Gum Stick	21g, In Best Quality or subject to Sample approved	UHU/ Dollar/ Dux or Equivalent	Each	60

14	Register	Minimum 150 Pages (75 Leaves) or more In Best Quality or subject to Sample approval	-	Each	30
15	Envelope (Legal)	Khakki In Best Quality or subject to Sample approval	-	Each	500
16	Envelope (A3)	Khakki In Best Quality or subject to Sample approval	-	Each	100
17	Envelope (A4)	Khakki In Best Quality or subject to Sample approval	-	Each	5000
18	Envelope (Small)	Khakki In Best Quality or subject to Sample approval	-	Each	5000
19	Photocopy Paper A4	80 gsm A4 size paper in best quality or subject to sample approved	Copymate/BLC/Print One or Equivalent	Each	600
20	Printing Paper A4	AA 80 gsm Imported ream A4 size paper in best quality or subject to sample approved	-	Each	1000
21	Sharpener	In Best Quality or subject to Sample approval	DUX/Deli/Bahadur or Equivalent	Each	100
22	Ball Point Red	0.7mm In Best Quality or subject to Sample approval	Dollar BP-7/Signature/Piano Gilgel or Equivalent	PKT	100
23	Ball Point Blue	0.7mm In Best Quality or subject to Sample approval	Dollar BP-7/Signature/Piano Gilgel or Equivalent	PKT	200
24	Permanent Marker	Blue/Black, 15 each Packet In Best Quality or subject to Sample approved	Dollar/ Piano/Signature or Equivalent	Pkt	30
25	Black File Folder	2 rings, in Best Quality or as approved by Technical Committee.	-	Each	250
26	Stapler Pin Large	All sizes in Best Quality or as approved by Technical Committee. (10 Pkt each Size:23/8,23/10,23/13,23/15,23/17,23/20,23/24)	-	Pkt	70
27	Binding Sheets Plastic Legal	In Best Quality or as approved by Technical Committee.	-	Pkt	20
28	Binding Sheets Plastic A4	In Best Quality or as approved by Technical Committee.	-	Pkt	30
29	Highlighter	Double Sided (2 color), In Best Quality or as approved by Technical Committee.	-	Each	150

30	Glossy Photopaper	Glossy Photopaper for certificate printing 50 sheets per pkt In Best Quality or as approved by Technical Committee.	-	Pkt	50
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Note: Partial Bidding is allowed. Sample of all items must be provided before tender opening time with sample delivery challan. If the delivered items are not match with the samples provided, the delivery shall be rejected.

Financial Proposal/Technical Proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder will quote per unit rate with GST and Total amount with GST as per given serial number/item name in the bidding documents and final contract will be awarded as per item wise to the lowest bidder after completion of codal formalities through e-PADS. The bidder will follow the bidding documents in true letter and spirit.

Annexure- A Technical Proposal Covering Letter

To

The Directorate of Purchase& Store(P&S),
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/documents along with the Bid

SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS WITH THE TECHNICAL BID THROUGH E-PADS.

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:

Enclosures of Technical Proposal		Attach ed YES/N O	Page#
1	Covering Letter		
2	Copy of Income Tax Registration Certificate		
3	Copy of Sales Tax Registration Certificate		
4	Copy of Professional Tax Challan		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder with signs/stamp		
7	Three Supply Orders for supply of relevant items received in the past		
8	The specified catalogues / brochures of items quoted by the bidder		
Note: 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.			
Total Number of pages attached with the Technical Bid		Pages	
9	Tender Document 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.		

Enclosures of Financial Proposal		Attach ed YES/N O	Page #
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	Copy of Bid Security in shape of Bank Draft, Pay Order or CDR.		

Annexure- C Bid Form

A) Profile of the Bidder:

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

B) Bid Security

S#	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	
3	Name of Instrument i.e CDR, Pay Order/Bank Draft etc....	
4	Amount	

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

Ref: **Tender No. 04/2025 (PURCHASE OF STATIONERY ITEMS)**

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/Evaluation Committee of University of Chakwal is not bound to accept the lowest or any of the bids received. We also agree that the Purchase/Evaluation 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 amended up to date.

[Name and Signatures of authorized Person along with stamp]

Annexure- E**Financial Proposal Form**

(to be attached with Financial Proposal)

To

The Directorate of Purchase & Store (P&S),
University of Chakwal,
Chakwal.

Dear Sir,

With Reference to your Tender No.04/2025 of PURCHASE OF STATIONERY 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. _____/- (In Words) 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 with signs/stamps)

PURCHASE OF STATIONERY ITEMS

Sr. No.	Item Name	Specification	Brand	Unit	Qty.	Unit Price + GST (Rs.)	Total Amount + GST (Rs.)
1	Board Duster			Each	400		
2	Dusting Cloth			Each	300		
3	Correction Pen			Each	100		
4	File Flapper			Each	300		
5	Paper Cutter			Each	20		
6	Scissor			Each	30		
7	Transparent Tape 1"			Each	100		
8	Transparent Tape 2"			Each	150		
9	Binding Tape 2"			Each	30		
10	File Separator			PKT	200		
11	File Tags			Each	50		
12	Sticky Note			Box	10		
13	Gum Stick			Each	60		
14	Register			Each	30		

15	Envelope (Legal)			Each	500		
16	Envelope (A3)			Each	100		
17	Envelope (A4)			Each	5000		
18	Envelope (Small)			Each	5000		
19	Photocopy Paper A4			Each	600		
20	Printing Paper A4			Each	1000		
21	Sharpener			Each	100		
22	Ball Point Red			PKT	100		
23	Ball Point Blue			PKT	200		
24	Permanent Marker			Pkt	30		
25	Black File Folder			Each	250		
26	Stapler Pin Large			Pkt	70		
27	Binding Sheets Plastic Legal			Pkt	20		
28	Binding Sheets Plastic A4			Pkt	30		
29	Highlighter			Each	150		
30	Glossy Photopaper			Pkt	50		
Total Amount including tax							

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 Tender for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier (Supply of Applied Geology Laboratory Equipment) 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