Tender No. 01/2026

UNIVERSITY OF CHAKWAL, CHAKWAL

TENDER DOCUMENT

For

PURCHASE OF PRINTING ITEMS ETC.

Deputy Director (P&S)
Directorate of Purchase and Store
Ph. No.: 0543-552511
Email: dd.procurement@uoc.edu.pk

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UNIVERSITY OF CHAKWAL

Directorate of Purchase and Store

Main Campus, Talagang Road, Chakwal

E-Tender Notice

Sealed tenders/ bids are invited from the registered firms / companies / corporations / bidders for following E-Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014, through Punjab e-Procurement System (https://ep.punjab.gov.pk).

Tender No.	Tender Name	Budgetary Amount	Amount of Bid Security	QTY
01/2026	**Purchase of Printing Items etc.**	9,142,500/-	182,850/-	Details in Tender Document

- Tender Document will be available immediately after publishing of this Tender Notice under Rule No. 25(1) of PPRA-2014.
- Tender/Bid Document is available on www.uoc.edu.pk or www.ppra.punjab.gov.pk & Punjab E - Procurement System Website (i.e. http://ep.punjab.gov.pk) free of cost.
- Bids must be accompanied by a bid security of amount of PKR 182,850/- (2% of the Budgetary Amount) electronically (online) in accordance with Punjab E-Procurement System requirements/regulations, otherwise the offer shall be rejected for being 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 through Punjab e-Procurement System (https://ep.punjab.gov.pk), and the same should be opened online as per mentioned schedule in the presence of Bidders or their representatives. Late bids shall not be accepted by the online system.
- In case the date of opening is declared as a public holiday by the Government or non-working day due to any reason/urgency, the opening of E-Bids will be on next working day at same time in the presence of bidders/representatives.
- 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 Procuring Agency shall be final in terms of PPRA-2014.
- 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 in terms of Rule 14. E-Tender Closing Date & Time is 28.09.2026 at 10:30 AM and Opening Date & Time is 28.09.2026 at 11:00 AM.
- For obtaining any further information or clarification, requests may be submitted through the Punjab E-Procurement System.

SULTAN MAHMOOD

DEPUTY DIRECTOR (P&S)

Tel: 0543-552511

1. Invitation To the Bid

1.1. E-Bids/E-Tenders are invited for **PURCHASE 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 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 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.

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 Punjab e-Procurement System https://ep.punjab.gov.pk . The tender has also been advertised in the daily newspapers in terms of above mentioned rule.

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 through Punjab e-Procurement System.

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 Punjab E-Procurement System 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 Punjab e-Procurement System. The financial proposal of bids found technically non-responsive shall be rejected or responded through e-Procurement System automatically to the respective bidders.

2.8. Bid Data Sheet (Information for the Bidders)

1	Procuring Agency	The University of Chakwal
2	Tender Number	01/2026
3	Name of Tender	**PURCHASE OF PRINTING ITEMS**
4	Tender Document available place	Tender/Bid Document can available on www.uoc.edu.pk or www.eproc.punjab.gov.pk & Punjab e-Procurement System) https://ep.punjab.gov.pk.
5	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document as per Punjab E-Procurement System/requirements etc.
6	Performance Guarantee	10% of Contract Value after acceptance of Intent online through Punjab E-Procurement System /requirements 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	**28-09-2026 till 10:30 AM** Through Punjab E-Procurement System) https://ep.punjab.gov.pk.
10	Date, time and place of Technical Bid Opening	**28-09-2026 at 11:00 AM** In the Office of **Directorate of Purchase & Store (P&S),** through https://ep.punjab.gov.pk. University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
11	Date, time and place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms through e-procurement system 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 registered on Punjab E-Procurement System 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 items 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, provide services 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. “eP” means Punjab E-Procurement 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) as per PPRA-2014.

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 with due process of relevant rule etc.

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 as per Punjab E-Procurement System detail given below:

Item Name	Budgetary Amount	Amount of Bid Security
PRINTING ITEMS	9,142,500/-	182,850/-

Electronically (online) as per requirements/regulations of e-system, otherwise the offer shall be rejected for being non-responsive.

9.2. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender according to Punjab E-Procurement System/requirements/regulations etc.

9.3. 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 according to the requirements of eP.

9.4. 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 through eP**.**

10. Bid Preparation and Submission of e-bids

10.1 An e-bid or proposal shall be submitted on the eP in the manner or method as specified in the advertisement before, closing date for submission, such e-bid or proposal etc.

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 eP.

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 eP found corrupt, un-readable or contains virus the e-bid or proposal shall be rejected.

10.4 The bid security shall be released as per requirements of eP.

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 e-Bids/e-Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal.** The Technical Proposal and Financial Proposal shall be submitted through eP.

10.7 The prospective bidders requiring any clarification of the Bidding Documents may submit a request for clarification through the E-Procurement System. The Procuring Agency shall respond in writing or through electronic means to any request for clarification, provided that such request is received no later than seven (07) days prior to the deadline for submission of E-Bids specified in the Invitation for E-Bids. The Procuring Agency shall respond to such requests as per rules and regulations.

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 eP or requirements of e-system etc.

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 or omissions 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 (as per requirements of the Punjab E-Procurement System)**:

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-Procurement System electronically or as per requirement of the e-system in terms of PPRA-2014.

13. Financial Proposal

13.1. The Financial Proposal of the bidder shall also include the price break up of tax/duties/levies. All tax/duties/levies etc. 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. One Person One E-Bid, As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement. No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process. A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

13.4. The serial numbers of the items and the sequence of item names specified in the Bidding Documents shall not be altered, changed, or rearranged in the Financial Proposal.

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

13.6. <u>Details to be furnished with financial proposal *(through eP*)</u>

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

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

13.7. E-Bids through Punjab E-Procurement System

13.7.1. 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-system and the procuring agency will not be responsible for the mistake of the bidders if any.

13.8. Mode of Submission of Bids

13.8.1. The Bids must be submitted through the mode of Punjab E-Procurement System https://ep.punjab.gov.pk

14. <u>Modification/Withdrawal of the Tender</u>

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 eP or as per process of eP.

15. <u>E-Bid Opening</u>

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 E-Tender Notice /Bid Data Sheet through online system of eP. 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 as per rules.

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 as per schedule requirements of the tender, failing which the bid may be rejected.

15.2.3. During the evaluation of bids, the Procuring Agency may, at its discretion, request a bidder to clarify any aspect of its bid. Any request for clarification and the corresponding response shall be made in writing or through e-procurement system. No change in the price or substance of the bid shall be sought, offered, or permitted in response to such a request.

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 / works etc.;

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

17.1.3. meets the Technical Specifications for the Goods / the Services / works;

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

17.1.5. is accompanied by the required Bid Security through eP;

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); if a bidder offers more than one brand, model, or make against any item or conditional offer, the bid for that item shall be rejected.

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 minor irregularity in the Tender etc. as per rules.

18. Technical Evaluation Criteria

18.1 Under PPRA Rules # 31, Technical e-Bids will be evaluated on the basis of following criteria and Financial e-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			**Mandatory**
Conformance to the required specification of items given in Schedule of Requirements.			**Mandatory**
Affidavit /Bidder's undertaking on stamp paper amounting PKR 300/- (as per PUNJAB THE STAMP ACT, 1899 up-to-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 of Printing Items.**	--	**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	Income Tax Return for last two Years (3+3)	6	--
3.2	Account maintenance certificate from a schedule bank	2	--
3.3	Statement Worth (Min 2 million)	2	--
4	**Technical Evaluation of quoted items**	--	**70**
4.1	Brand Names and Complete Specifications in detail	50	
4.2	Three relevant supply orders of delivered items.	20	
TOTAL		**--**	**100**

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

18.3 The Evaluation Committee/Technical Evaluation Committee shall evaluate the samples provided by the bidders in accordance with the evaluation criteria specified in the Tender Document to verify and confirm compliance with the required specifications, where deemed necessary. The Committee may, where required and in accordance with the relevant rules and regulations, refer the samples to a recognized and accredited laboratory for testing. The cost of such sample testing shall be borne by the concerned bidder if any.

19. Financial Proposal Evaluation

19.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be intimated through e-procurement system or any other way as per rules, for opening of the e-Financial Proposal(s) through eP. 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, levies, 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.

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), in terms of 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 Procuring Agency 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. 18; or

20.2.4. The bid is incomplete, conditional, alternative, late; or

20.2.5. The Bids not accompanied by a required bid security electronically (online) in accordance with Punjab E-Procurement System requirements/regulations; or

20.2.6. the bid security is not provided 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 will be rejected at any stage of the tender/process etc.

20.2.12. if the bidder not obey the process of Punjab E-Procurement System as per PPRA. The bidder shall be bound to comply with all steps and requirements of the Punjab E-Procurement System in accordance with the PPRA Rules, regulations, instructions and any other compliance of regulatory requirements of govt. for digital transformation etc. if any.

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 same shall be communicated and uploaded on E-Procurement System website (i.e. http://ep.punjab.gov.pk) and PPRA website. The Procuring Agency shall disqualify a bidder if it finds, at any time, that the information submitted by firm was false and materially inaccurate or incomplete.

23. Award of Contract

23.1. The Tender will be awarded to the Lowest Evaluated Bidder as item wise who have been declared Technically Qualified through eP.

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 (eP).

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 through eP. The process of Performance Guarantee will be proceeded as per E-Procurement System or as per current instructions by the regulatory authority etc. The proceeds of the Performance Guarantee shall be payable to the Procuring Agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

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 fails to complete the contractual obligations.

26. Refund of Bid Security (BS)

The successful Bidder(s) submits Performance Guarantee for the stipulated value in full as per eP system or as per current instructions by the regulatory authority etc. and the BS will be released as per requirements of the eP. The BS of the unsuccessful Bidder will be released on the request of the Bidder through Punjab e- procurement system.

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 (online) or as per requirements of the eP.

27.2. The Successful Bidder will provide the stamp paper of **22-(A)(b)** of amounting **0.25%** total order value or Twenty-five paisas for every one hundred rupees or part thereof of the amount of the contract subject to a minimum of twelve hundred rupees or provide stamp paper of the prescribed value, as per the slabs specified under the **PUNJAB STAMP ACT, 1899, as amended up to date**, for issuance of the Supply Order or signing of the Contract.

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 eP 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 appropriate forum as per PPRA-2014.

General Conditions of Contract

29. Delivery of Items

29.1. The Supplier will be responsible for **delivery of Items** for printing items as per quoted and approved specifications. In case of items which requires installation/fixation/demo etc.; the Bidder will be responsible for installation/commissioning of items etc. at UOC, Main Campus, Talagang Road, Chakwal.

29.2. Delivery Period will be **Forty-Five (45) 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 / fixation / 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 or services or works etc. as per quoted or approved 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 in terms of relevant rules.

30. Liquidated Damages

30.1. When the supplier fails to deliver or install the goods/services/works etc. 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 / Invoice within the delivery period in order to avoid Late Delivery Charges. If the E-Procurement System or any other Government regulatory authority or agency or authority introduces or implements digital invoicing, digital payments system, or any other digital mechanism as part of the Government's digital transformation and transparency initiatives, the concerned bidder/contractor shall be bound to comply with all relevant rules, regulations, procedures and instructions issued in this regard.

31. Inspection and Tests

31.1. The Physical verification Committee of UOC shall verify the Goods supplied, the Services/works provided under the Contract and the bidder or contractor shall be responsible for presenting the supplied goods/services/works for inspection and verification by the Physical Verification Committee of the UoC or other relevant committee of the UoC.

31.2. Physical verification will be done at University of Chakwal.

31.3. Physical Committee or relevant committee may verify the authenticity of items/services/works etc.

31.4. After the verification / inspection or test if the Physical Committee or relevant committee is of the opinion that items do not conform to the specifications and the criteria mentioned above, the Physical Verification Committee or other relevant committee may reject them and the supplier shall either replace the rejected goods/services/works 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 subject to satisfactory report from the concerned department etc. through eP.

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 good/services/works 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/services/works 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, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract etc.

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/works 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 (GST/PST/others etc.) by UOC to the Successful Bidder after delivery 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).

vi. Any other document that may be deemed necessary by the University as per rules.

Invoices may be processed through e-invoicing system as per eP/FBR or current instructions of the relevant authority etc.

40. Warranty

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

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 / services / works 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 / services / works 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/fixation etc.

41. Specifications And Schedule of Requirements

Sr #	Name of Item	Specifications	Quantity
1	Answer Books for End Semester Exams	Pages: 22 (11 leaves) with Red single color printing on the title page for end-term, Size 8.25"x13.25", portrait layout). Ink: The fountain pen ink must not bleed, spread or show through to the reverse side. paper weight: 68 GSM Over lock Stitching, Numbering on each sheet paper is required for both side writing. Paper should be made of virgin pulp. Packing: Packed in bundles of 250 copies each (Answer books must be arranged in serial order, mention serial No. on the outer packaging). High finish (Fine Quality), best Quality in Flying or Crown or Century or equivalence subject to sample approval by the technical members etc.	120,000
2	Answer Books for Mid Semester Exams	Pages: 18 (09 leaves) with Green single-color printing on the title page for end-term, Size 8.25"x13.25", portrait layout). Ink: The fountain pen ink must not bleed, spread or show through to the reverse side. paper weight: 68 GSM Over lock Stitching, Numbering on each sheet paper is required for both side writing. Paper should be made of virgin pulp. Packing: Packed in bundles of 250 copies each (Answer books must be arranged in serial order, mention serial No. on the outer packaging). High finish (Fine Quality), best Quality in Flying or Crown or Century or equivalence subject to sample approval by the technical members etc.	120,000
3	Additional Answer Books for Semester Exams	(68 GSM High Finish with Numbering 4-pages with black color printing Size 8.25"x11" portrait layout) In Best Quality,Numbering on each sheetpaper is required for both side writing.Paper should be made of virgin	60,000

		pulp.Packing: Packed in bundles of 250 copies each (Answer books must be arranged in serial order, and best Quality in Flying or Crown or century or equivalence subject to sample approval by the technical members etc.	
4	Semester Grade Sheet	(Imported 120 Gsm Card), Legal size, In Best Quality, 4 Color Printing, or as per sample etc.	5000
5	File Envelops	File Envelops: White Art card with university logo and black color printing, size (15”x10”) or as per sample etc.	7000
6	Thick Envelops	Thick Inner Fabric Envelopes, high quality for Answer Sheets (24”x18”) or as per sample etc.	3500
7	Thick Envelops	Thick Inner Fabric Envelopes, high quality for Answer Sheets (18”x15”) or as per sample etc.	3500
8	Certificate Holder or Degree Folder	Padded certificate file cover/ outer material high grade PUC leather/Rexene Leather. Four corner ribbons plus one pocket inner side. Hinged on the 11.5" side, can be used vertically or horizontally Size: 9" x 12” Color Green and golden writing (outers side). Or subject to sample approval by the end user etc.	250
9	File Cover	Size: Legal, With Corner Hole Clip, Name & Name & Monogram Printed, 320gm card or better, In Best Quality or subject to sample approval etc.	2000
10	File Folder	Size: Legal, With Pocket, With Corner Hole Clip, Name & Name & Monogram Printed, 320gm card or better, In Best Quality or subject to sample approval etc.	2000
11	Envelopes (Small)	Name & Monogram Printed (9"x4") White, In Best Quality or subject to sample approval etc.	3000
12	Envelopes (A4)	Name & Monogram Printed, Size: A4, White, In Best Quality or subject to sample approval etc.	2000

13	Envelopes (Legal)	Name & Monogram Printed, Size: Legal, White, In Best Quality or subject to sample approval etc.	1000

41.1 Partial Bidding is allowed. Sample against required 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 of goods shall be rejected.

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 e-Proposals, which includes the Technical Proposal and the Financial Proposal separately as per requirements of the E-Procurement System. 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 e-Bid

SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS WITH THE TECHICAL BID THROUGH E-PROCUREMENT SYSTEM.

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

Enclosures of Technical Proposal		**Attached YES/NO**	**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		
9	Any other supporting document		
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.		

Enclosures of Financial Proposal		**Attached YES/No**	**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 any relevant document if any.		

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	
	PST Registration Number	

B) **Bid Security Detail in accordance with Punjab E-Procurement System requirements/regulations etc.**

S#	Particulars	DESCRIPTIONS
1	Name of the Bank	
2	Detail & Expiry etc.	
3	Amount	

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

Ref: **Tender No. 01/2026 (PURCHASE OF PRINTING 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 E-Tender notice/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 E-Tender notice and 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 e-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 or partially the products/items/ services etc. 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 e-Financial Proposal)

To

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

Dear Sir,

With Reference to your E-Tender No.01/2026 of PURCHASE OF PRINTING ITEMS; Please find attached our e-Financial Proposal for the sum of Rs. (insert amount in words and figures). This amount is inclusive of all taxes/duties/levies etc.

We have provided the Bid Security of amount PKR _______/- (In Words) having detail……. As per requirements of the Punjab E-Procurement System.

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 PRINTING ITEMS

Sr #	Name of Item	Specifications	Quantity	Unit Price + GST (PKR)	Total Amount + GST (PKR)
1	Answer Books for End Semester Exams		120,000		
2	Answer Books for Mid Semester Exams		120,000		
3	Additional Answer Books for Semester Exams		60,000		
4	Semester Grade Sheet		5000		
5	File Envelops		7000		
6	Thick Envelops		3500		
7	Thick Envelops		3500		
8	Certificate Holder or Degree Folder		250		
9	File Cover		2000		
10	File Folder		2000		

11	Envelopes (Small)		3000		
12	Envelopes (A4)		2000		
13	Envelopes (Legal)		1000		
Total Amount including all Taxes/Duties/Levies etc.					

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 e-Tender for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted an e-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 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 through eP.
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