

BAHAUDDIN ZAKARIYA UNIVERSITY,
MULTAN.

TENDER DOCUMENT

For

PRINTING ITEMS FOR THE UNIVERSITY PRINTING PRESS
(EXAMINATIONS DEPARTMENT)

Last Date of Submission: 29.03.2017

BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN

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Tel.# 9210071-5 Ext.1318

TENDER FORM OF THE BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN FOR THE YEAR 2016-17.

Printing Items for the University Printing Press (Examinations Department) ON F.O.R. Basis

Advertised Tender No. T/2016-17/128

Last Date of Receipt of Tender 29-03-2017 11:30 a.m.

Date of Tender Opening 29-03-2017 12:30 p.m.

Tender Price:- Rs.1000/- (Non-refundable)

Earnest Money @5% on Estimated Amount (Refundable)

VENUE TENDER: Treasurer Office B.Z. University, MULTAN.

1. All tender must be submitted on their tender document with sealed envelope and addressed to the Treasurer, Bahauddin Zakariya University, Multan.
2. Any offer not received as per terms & conditions of the tender will be rejected.
3. Photocopy of CDR should be attached with Technical Bid.
4. No offer shall be accepted if:
 - (i) It is received after the time and date fixed for its receipt.
 - (ii) Received without earnest money from the firms.
 - (iii) The tender document is unsigned.
 - (iv) The tender is ambiguous.
 - (v) The offer is conditional.
 - (vi) The offer is from a firm, black listed /suspended or removed from the approved list.
 - (vii) The offer is received by telegram or Fax.
 - (viii) The offer is received with shorter validity than required in tender enquiry.
 - (ix) The offer is not conforming to specifications indicated in the tender enquiry.

Detail

Sr. No.	Item/Equipment	Qty.	Earnest Money @5% on Estimated Cost
1.	Offset Paper 68gm, Size 23x36	30 Ream	Rs.41,500/-
2.	Craft paper 85gm, Size 35x47	20 Ream	
3.	Offset Paper 68gm, Size 17x27	280 Ream	
4.	Malmal Cloth	6500 Yard	
5.	Art Card 260gm, Size 23x36	06 Packets	
6.	Chemical Glue 50Kg	05 Drum	
7.	Lamination Glue 50Kg	05 Drum	
8.	Lamination Real 15½ Inch, 3600 Yard	03 Nos	
9.	Lamination Real 17 Inch, 3600 Yard	03 Nos	
10.	Ink Red, LB Pack	03 Nos	
11.	Ink Blue, LB Pack	03 Nos	
12.	Ink Black, Tin 16Kg	01 No	
13.	Stapler Pin, Size 24/6 (20 dabi)	02 Box	
14.	Stapler Machine, Size 24/6 SDI	03 Nos	
15.	Stapler Pin, Size 23/8 (10 dabi)	02 Box	
16.	Printing Plate, Deep Edge	10 Nos	
17.	Printing Plate, Solna	10 Nos	
18.	Meda	50 Kg	
19.	Nela Thotha	01 Kg	
20.	Tracing Paper, Legal Size (100 Sheets)	02 Nos	
21.	Bundle Gatta, Size 25x30	02 Nos	
22.	Dhaga Real	02 Nos	
23.	Binding Cloth	50 Yard	
24.	Abri Art Paper, Size 20x30	200 Sheets	
25.	Mobil Oil Zic, Liter Pack	05 Nos	

Note:

1. For all the Brands mentioned in this tender (if any), the term “or equivalent” is hereby added and shall be considered as per PPRA rules.
2. The firm should prepare Technical bid as per requirement of Tender Document and submit with clear heading “Technical Bid/Offer”.
3. Further, Company profile may be submitted (with supporting documents) in the sequence as required for Technical evaluation of firm/tender.
4. Technical bid/offer complete in all respect being submitted be paginated by the firm.

Certificate

1. We / I hereby confirm to have read carefully the terms & conditions of your Tender Enquiry dated for opening on ----- for the purchase of -----.
We agree to abide by all these terms & conditions/instructions.
2. Certified that the prices quoted against advertises tender dated-----are not more than the prices charged from any other purchasing Agencies in the country in the financial year ----- and in case of any discrepancy, we/I hereby undertake to refund the price charged in excess if and when asked to do so.
3. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

1. NAME OF FIRM-----
2. ADDRESS-----
3. INCOME TAX NO-----
4. SALE S TAX REGN NO-----
5. NAME OF TENDERER-----
6. NAME OF BANK AND A/C NO.-----
7. C.N.I.C NO.-----
8. SIGNATURE OF TENDERER -----
9. DATE AND STAMP -----

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

The quotation /bid who secure 60% marks will qualify for the competition.

Sr. No.	Parameter	Weight age
1	Technical Specification of Product	45%
2.	Age of Company/Firm	10%
4.	Financial strength of the vender	15%
5.	H.R. Strength	05%
6.	On site back up support	10%
7.	Relevant experience	10%
8.	Certified Engineer	05%
<u>Total</u>		100%

TENDER DOCUMENT

TERMS & CONDITIONS

- i. Sealed bids are invited for the purchase of Printing Items for the University Printing Press (Examinations Department), B.Z. University Multan.
- ii. The interested bidders shall submit their bids under Single stage- two envelope procedures as defined by Govt. of Punjab Procurement Regulatory Authority.
- iii. The bidders will submit their bid in the two envelopes shall contain technical and financial proposals separately and clearly marked as "TECHNICAL PROPOSAL" & "FINANCIAL PROPOSAL" in bold letters. The financial proposal should accompany earnest money @5% of the Estimated Cost, in the form of call deposit in favor of the Treasurer, B.Z University Multan.
- iv. In the first stage, only the envelopes containing "TECHNICAL PROPOSAL" shall be opened in the presence of bidders (or their authorized representatives) who may like to attend the tender opening meeting.
- v. The "TECHNICAL PROPOSAL" shall be evaluated and no amendments in the "TECHNICAL PROPOSAL" permitted.
- vi. Financial bid will be opened after the completion of all codal formulation of evaluation of the Technical Bid on the date, and time which will be communicated to the bidders.
- vii. Financial bid will be opened for those bidders who submitted their Technical bids OR fulfill the Technical requirement in the presence of the bidders in case any bidder after written call will not be present at the time of opening due to any reason then any claim by him will not be accepted in future. Otherwise their Financial Bids shall be returned un-opened to the respective bidder.
- viii. Bahauddin Zakariya University, Multan reserves the right to drop any item given in the tender without assigning any reason and also reserves the right to reject any or all bids.
- ix. Sole distributor/Dealer/Reseller certificate (if any) should be attached with the bids.
- x. The firm should mentioned make/made/model (if any) of offering item clearly in the technical bid in accordance with required specification.
- xi. The quotations offering substandard product can be screened out to ensure quality procurement of Printing Items.
- xii. The rates will be valid up for 120-days from the date of opening the tender.
- xiii. A University Inspection committee will inspect the Printing Items and further will recommend for payment.
- xiv. The firm must attach photocopy of income tax and Sales Tax Registration with the quotation, otherwise quotation will not be accepted.
- xv. Attached proforma/Certificate should invariable be filled and submitted with the quotation.
- xvi. All bids should reach the office of Treasurer, Bahauddin Zakariya University, Multan on or before **29.03.2017** at **11:30 a.m.** The bids will be opened on the same date at **12:30 p.m.**
- xvii. Price of each item should be mentioned including GST/ all Taxes applicable in Tender.
- xviii. The tender should be quoted on the basis of free delivery of Printing Items at the University Printing Press, B.Z. University Campus.
- xix. Quotation should be submitted in print output/typed condition preferably.
- xx. Conditional bid will not be accepted.

TREASURER
UAN. 111229988 Ext.1318