

Tender No.007-F/2021-22

## INVITATION TO BID

(For Printing of Answer Sheets)

*Federal Urdu University of Arts, Sciences & Technology Islamabad* invites sealed bids from the printing firms/*Supplier/Contractors etc.* registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of Federal Board of Revenue for Print/supply of *Answer Sheets*.

2. Bidding documents containing detailed terms and conditions can be obtained from Purchase & Store Section of the University and can also be downloaded from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.fuuastisb.edu.pk](http://www.fuuastisb.edu.pk) against bank draft of Rs.4,000/- in favor of Federal Urdu University Islamabad as bid processing fee.

3. The bids prepared in accordance with instructions in the bidding document must reach at *Purchase & Store Section of the University on or before 17/05/2022 at 10:30 am*. Bids will be opened the on same day i.e *17/05/2022 at 11:00 am*. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

  
Additional Registrar  
Federal Urdu University of Arts,  
Science & Technology,  
Islamabad

ADDITIONAL REGISTRAR  
Federal Urdu University of Arts, Sciences & Technology  
Old Kuri Road, Moza Moharian,  
**Islamabad**  
Tel: 051-9252860-4 (Ext 133)



**Federal Urdu University of Arts, Sciences &  
Technology, Islamabad**

**TENDER / BIDDING DOCUMENTS OF**

**“PROCUREMENT OF ANSWER SHEETS (A) 20 PAGES”**

**For Tender No.007-F/2021-22**

**1. GENERAL**

- a. Bidding document must be submitted in hard or spiral binding. Loose files or stapled papers will not be acceptable.
- b. Any bid without earnest money @ **2%** of total bid amount in shape of Demand Draft / Call Deposit favoring Federal Urdu University Islamabad will not be entertained.
- c. PPRA rules must be strictly followed in all process.
- d. Conditional/incomplete/overwritten bid will not be entertained.
- e. The prices quoted must be valid for at least 60 days from the date of tender opening for the evaluation of tender.
- f. The successful bidder will be required to complete the work within a stipulated time.
- g. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.

**2. MANDATORY REQUIREMENTS**

- a. 68 GSM flying or equivalent virgin pulp paper will be used for preparation of Answer Sheets. Sample of paper must be attached with bid. Re-Cycled paper is not acceptable.
- b. Must be registered with Federal Government/FBR and must provide Active National Tax Number (NTN) and GST registration number.
- c. Registration with press information department for having a press.
- d. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
- e. Any product inferior to given specification / University requirement shall be disqualified straight away.

**3. SCOPE OF SUPPLY**

The bidder(s) are required to provide Answer Sheets (A) in accordance with specification mention in the bill of quantity.

**4. BIDS PROPOSAL**

The bid should comprise a single stage single envelope as per PPRA Rule 36(a).

**5. BID PRICE**

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. Total price must be inclusive of all taxes, installation and all other charges etc. Any separate payment in any head will not be entertained for payment.

Bidder Name\_\_\_\_\_

Signature & Stamp\_\_\_\_\_

**6. BID SECURITY**

- a. The bidder shall furnish a bid security/ earnest money equivalent to 2% of the total value of bid in the form of a Call Deposit / Demand Draft /Pay Order in favor of Federal Urdu University Islamabad.
- b. Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the University as non-responsive.
- c. The bid securities of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- d. The bid security of the successful bidder will be returned only when the bidder furnish 10% Performance guarantee (Mandatory).
- e. The bid security / earnest money may be forfeited / confiscated:
  - i. If a bidder withdraws his bid during the period of bid validity.
  - ii. If the bidder does not accept the correction of his bid price.
  - iii. In the case of a successful bidder, if he fails to furnish the required performance security or failed to supply / test / successful operation of the required item as per technical specifications.
  - iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

**7. CURRENCY OF BID**

The Price should be quoted in Pakistani Rupees.

**8. PERFORMANCE GUARANTEE**

The winner of bid shall submit a performance guarantee @10% of the total bid amount in form of bank guarantee/pay order in favor of Federal Urdu University Islamabad within 07 days of issuance of supply/work order which will be released after a month of completion period and satisfactory certificate from exam department.

**9. BID VALIDITY**

The bid should remain valid and open for acceptance of purchase for 60 days from the date of opening of bids.

**10. SIGNING OF BIDS & CONTRACT AGREEMENT.**

The person signing the bid shall sign and stamp all the pages of the bid, where entries are made.

Bidder Name\_\_\_\_\_

Signature & Stamp\_\_\_\_\_

**11. DEADLINE FOR SUBMISSION OF BIDS**

The bid must reach and be received by the University on or before **17/05/2022 at 1030Hrs**. The bids will be opened at **1100Hrs** on the same day **17/05/2022** in the **meeting room** of University in presence of the bidders or their authorized representatives, who wish to attend the meeting. Bids with charges payable will not be accepted. Bidder/Suppliers shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

**12. LATE BIDS**

Any bid received in the university after the prescribed deadline shall not be entertained.

**13. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The University reserves the right to accept or reject any or all tenders fully or partially as per provision available under PPRA Rule-33.

**14. DELIVERY SCHEDULE**

The bidders shall make delivery of the items as per section 21 of the bidding document.

**15. MODE OF PAYMENT**

No advance payment will be made. The payment will be made to the supplier after inspection of supplied items by the University. If found in order in all respects after the successful and complete supply, testing and commissioning of the items.

**16. TAXES**

All Government taxes shall be deducted at source according to the relevant rules.

**17. ARBITRATION**

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

**18. WARRANTY**

- a. The Supplier shall warrant to the Purchaser that the material is as per given specifications as provided in the Contract.
  - b. The Supplier shall further warrant that the Goods supplied by the Contractor, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Contractor that may develop under normal use of the supplied Goods.
  - c. The Warranty Period shall start from the date of supply.
  - d. The purchaser shall serve, by written notice to the supplier a promptly indicate any claim(s) arising under the contract.
5. The Contractor shall, within the prescribed time period, after receipt of such notice, replace the defective / damaged Goods/Material, without any cost to the Purchaser.

Bidder Name \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

**19. PAYMENT**

The Purchaser shall make payment for the Goods supplied, the Services provided and the Workdone, to the Contractor, as per Government policy, through cheque.

**20. PRICE**

The Supplier shall not charge prices for the material supplied, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Financial Proposal-B.

**21. LIQUIDATED DAMAGES**

- a. The supply of Answer Sheets will be complete as per following schedule after issuance of work order.
  - i. 50000 Answer Sheets (A) 20 Pages within 15 days of work order.
  - ii. 150000 Answer Sheets (A) 20 Pages within 30 days of work order
- b. In case of delay fine will be imposed as per schedule.
  - i. For Delay of 10 days: Rs. 5000/- per day.
  - ii. After lapse of 10 days the performance security will be forfeited, supply order will be treated as cancelled and contract will be awarded to 2<sup>nd</sup> lowest bidder.

**Note:** Vice Chancellor of the University empowered to delay condone on given solid reason/ground.

**22. FORFEITURE OF PERFORMANCE SECURITY**

If the Supplier 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 the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Supplier.

**23. TERMINATION FOR CONVENIENCE**

- a. The Purchaser may, at any time, by written notice served on the Supplier, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Supplier.
- b. The Goods and the Services which are complete or to be completed by the Supplier, within fifteen working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Goods, the Purchaser may elect to have any portion thereof completed and delivered.

Bidder Name\_\_\_\_\_

Signature & Stamp\_\_\_\_\_

**24. FORCE MAJEURE**

- a. The Supplier shall not be liable for liquidated damages, forfeiture of its security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.
- b. If a Force Majeure situation arises, the Supplier shall, by written notice served on the Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**25. DISPUTE RESOLUTION**

- a. The Purchaser and the Supplier shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- b. In case of any dispute the decision of the Vice Chancellor will be final and not liable to be challenge in any court of law.

**26. TAXES AND DUTIES**

The Supplier shall be entirely responsible for all taxes, duties and other such levies imposed outside and within Pakistan. Taxes and duties shall be deducted as per Law. The Supplier may make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

**27. PAPER QUALITY USED FOR ANSWER BOOKS**

- a. 68 grams flying or equivalent paper will be used for preparation of answer books. Sample of paper with name of manufacturing Mill must be attached with technical proposal. A piece of Kora Latha (Pick 60x60/22x22) will be used for best packing of answer sheets **covered in Polythene envelope.**
- b. The firm will have to provide proof / invoice of purchase of the paper which may be reflect that paper is not recycled.

**28. BUNDLING OF ANSWER BOOKS**

- a. Each bundle will be consisting of 200 answer Sheets. The firm will provide bundle wise and serial wise Answer Sheets. The Bundle must be sealed and stitched with machine. The serial number will be printed on the each answer sheet.
- b. The leaves/pages of Answer Sheets can be increased/decreased as per requirement of department.

Bidder Name\_\_\_\_\_

Signature & Stamp\_\_\_\_\_

**FEDERAL URDU UNIVERSITY ISLAMABAD****Technical Proposal / Specification**Tender No. **001-F/2021-22**

Dated:

Sr. #	Description	Quantity of Copies	Quantity in each bundle	Total bundles
1.	<p>Printing of Answer Sheet "A" with serial Number on each Page.</p> <p>(i) Number of 20 (Twenty) pages with language printing on the title. On all other pages numbering shall be printed (Sample to be seen in the Office).</p> <p>(ii) Paper to be used: Printing paper fine quality i.e 68 grm local flying or equivalent and ink should not spread on either side of the paper while writing with fountain pen.</p> <p>(iii) Size of publication 8 ½ x11.</p> <p>(iv) Process of printing offset.</p> <p>(v) Style of Binding:- Answer Sheet shall be prepared with two needle five thread swing machine safety stitching instead of Gum.</p> <p>(vi) Style of Packing: Preparation of bundle of 200 (Two Hundred Copies) in each packaging of white Cora Latha</p> <p>(vii) Delivery of the ordered material shall be made at the FUUAST Isb, Premises.</p> <p>(viii) The Serial Number of "A" Sheet will begin from _____ to _____.</p>	200000	200	1000

**CERTIFICATE**

It is certified / verified that: -

1. We have read Terms & Conditions and accept it and shall follow the same.
2. We are agreed to supply the item according to the specifications as described.
3. We quoted the rates according to the specifications.
4. 68 GSM flying or equivalent paper virgin pulp will be used for preparation of answer sheets has been attached with name of manufacturing mill. Recycled paper will not be used.
5. Piece of Cora Latha (Pick 60x60/22x22) as per specification used for bundling of answer books has been attached with bid.
6. The required bid security @ 2% of estimated price in the shape of CDR has been attached.

Name \_\_\_\_\_ CNIC No. \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell # \_\_\_\_\_ Fax \_\_\_\_\_

NTN No. \_\_\_\_\_ Sale Tax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

Signature with Stamp \_\_\_\_\_



**FEDERAL URDU UNIVERSITY ISLAMABAD****FINANCIAL PROPOSAL/PRICE SCHEDULE**Tender No. 001-F/2021-22Dated:     -    -22

Sr. #	Description	Quantity of Copies	Quantity in each bundle	Total bundles	Unit Price	Amount of GST applicable	Unit Price With GST	Total Price
1.	Answer Sheets A (20 pages) Size Copy 8 1/2"x11 1/2" 5 5 68GSM	200000	200	1000				

Total Value of Tender \_\_\_\_\_

Note: In case of any discrepancy between unit price and total amount the unit price will prevail.

**CERTIFICATE**

It is certified / verified that: -

1. We have read Terms & Conditions and accept it and shall follow the Terms & Conditions.
2. We quoted the rates according to the specifications as described by the department.

Name \_\_\_\_\_

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

Phone No. \_\_\_\_\_

Cell # \_\_\_\_\_

Fax # \_\_\_\_\_

NTN No. \_\_\_\_\_

Sale Tax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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

Signature with Stamp \_\_\_\_\_

## AFFIDAVIT

1. We, [Name and Address of the Tenderer], do hereby declare on solemn affirmation that:
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the Tender Document.
4. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s).
5. We understand that Purchaser reserves the right under PPRA Rules 35 to accept or reject alltenders/bids.

Date this \_\_\_\_\_ day of 2022.

### TENDERER

Signature: \_\_\_\_\_ CNIC # \_\_\_\_\_

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

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

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### WITNESSES

Signature: \_\_\_\_\_ CNIC # \_\_\_\_\_

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

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

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Signature: \_\_\_\_\_ CNIC # \_\_\_\_\_

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

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

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**Note: The affidavit should be on the Stamp Paper.**