

UNIVERSITY OF BALOCHISTAN,QUETTA.

Sariab Road Quetta,Balochistan

PAY ORDER NO. _____

DATED. /06/2021

AMOUNT RS.1000/-

Issued to M/S _____

TENDER DOCUMENTS

FOR

**SUPPLY OF PRINTING OF ANSWER BOOKS, CONTINUATION
SHEETS AND PRACTICAL ANSWER BOOKS**

FOR THE EXAMINATIONS CONDUCT BRANCH

UNIVERSITY OF BALOCHISTAN, QUETTA.



Director Material Management Section

Admin Block Room No:-28

Ph:081-9211279

Tenderer's Signature & Stamp

INVITATION TO TENDER

University of Balochistan, Quetta invites Tenders for procurement of for **“Printing of Answer Books, Continuation Sheets and Practical Answer Books”** from the interested companies / firms/ which must be Registered and have Experience in the field of Printing.

The Tenderer must: -

1. Be a registered body duly recognizable under the law of Pakistan.
2. Be registered with FBR for Income Tax and Sales Tax.
3. Not be blacklisted.
4. Have Experience for the last 5 years in the related supply of Printing of Answer Sheets, Continuation Sheet, Practical Books along with prescribed time of period.(In Education Institutes Specially on University Level.
5. The Suppliers must be delivered within **prescribed time** after the date of issue of award letter. (In case of failure, penalty will be imposed as per Government PPRA Rules).
Mode of Penalty 1% per week on the total cost of Contract amount will be deducted.
Without Penalty As per provided Number of Days.
6. Enclose Earnest Money (EM) amounting to **2%** of the total cost of Tender in the form of CDR/DD from the Bank.
7. Submit its Tender at **(Treasurer Office Admin Block up to 23-06-2021 till (11:00 am) and will be (Opened on same day at 11:30 am).**
8. Supply must be executed according to the specification mentioned in the tender documents. Purchase Committee will inspect all the supplied items and the supplier will have to pick the sub-standard or below specification items within two days of objection while no payment will be made to the supplier for rejected items and supplier will be responsible for all kind of liquidated damages.
9. Catalogs, Brushers or any printed material including the detail about required equipment's, Name of dealer, brand and specification for required items must be provided delivery period for required items will be mentioned along with the tender.
10. The submission of tender by the firm / supplier means that he has read this notice and condition of the contract and made himself aware of the scope and Specification of the supplies.
11. Firm is liable to submit **0.25%** stamp duty of total cost (if) in case of awarding the contract.
12. The Tenderer must have minimum 5 years work experience. Valid documentary evidence (certificates) must be submitted.
14. Sealed envelopes must clearly state the Tender Title.
15. a) **initially only the envelop marked Technically Proposal Shall Be Open**
b) **after evaluating in Technically proposal the financial proposal of the successful bids shall be opened publically.**

The Tender documents along with antecedent specifications of the mentioned equipment's can be obtained from **(Cash Section Admin Block, University of Balochistan, Quetta)** during office hours on payment of **Rs.1,000/-(non-refundable)in shape of Demand draft in favor of University Of Balochistan, Quetta** .The Tender evaluation criteria will be decided through Committee.

Incomplete Tenders, defective Tenders, Tenders not conforming to the Tender documents shall be liable to rejection. Tenders received after due time and date shall be summarily rejected. Procurement Committee (Tender Inviting Authority) reserves unconditional right to cancel the process at any stage and reject any or all the Tenders without assigning any reason thereof and without being liable for any claim / compensation of any nature whatsoever. In case of any dispute the decision of the Competent Authority shall be final and shall not be challenged.

Tenderer's Signature & Stamp

Tenderer Information:-

Name: _____
(Under Registered)

Address: _____

Other Offices: _____

Office Phone Numbers 1). _____ **2)** _____

FaxNumbers:3). _____ **4). Mobile Number.** _____

Web Site: _____

Email Account:- _____

Owner /Presenter/Partner- Name who will present on tender opening date and time

Tenderer's Signature & Stamp

Documents Required

Sr. No.	Mandatory Requirements	Documents Required
1.	Tenderer/ Prime Tenderer's Registration under the laws of Pakistan	Certificate of Incorporation / Registration
2.	Registration with Income Tax Department	Certificate of Registration
3.	Registration with Sales Tax Department	Certificate of Registration and
4.	The Company/Firm is not blacklisted	Undertaking on Stamp Paper.
6.	Complete Company Profile	Must be produce

Tenderer's Signature & Stamp

Specification with Detail: -

S.No	Items	Qty	Per Unit Cost in Rs.	Total Amount in RS.
01	<p>Printing of Answer Books contains 10 leaves 20 pages. Specifications: -</p> <ul style="list-style-type: none">• Paper should be imported 70 gram.• One color Printing Both Sides with Folio on every Page and University Logo on Side and Center.• Side tag must be paste aside of every sheet size 3x1.5 inch with swing.• With numbering machine serial numbers.• 200 sheets packing with polythene envelopes each pack.• Sheets size should be equal as sample provided.• Size (11.55x8.5)	250,000 Books		
02	<p>Printing of Continuation Sheet contains 04 leaves 08 pages. (Specifications):-</p> <ul style="list-style-type: none">• Paper should be imported 70 gram.• One color Printing Both Sides with Folio on every Page and University Logo on Side and Center.• Side tag must be paste aside of every sheet size 3x1.5 inch with swing.• With numbering machine serial numbers.• 200 sheets packing with polythene envelopes each pack.• Sheets size should be equal as sample provided. Size (11.55x8.5)	100,000 Sheets		
03	<p>Practical Answer Books 04 leaves 08 pages. (Specifications):-</p> <ul style="list-style-type: none">• Paper should be imported 70 gram.• One color Printing Both Sides with Folio on every Page and University Logo on Side and Center.• Side tag must be paste aside of every sheet size 3x1.5 inch with swing.• With numbering machine serial numbers.• 200 sheets packing with polythene envelopes each pack.• Sheets size should be equal as sample provided. Size (11.55x8.5)	200,000 Books		

Tenderer's Signature & Stamp

IMPORTANT NOTE:

Tenderers must ensure that they submit all the required documents indicated in the Tender Documents without fail. Tenders received without undertakings, valid documentary evidence and supporting documents and in the manner for the various requirements mentioned in the Tender Documents are liable to be rejected at the initial stage.

End

Tenderer's Signature & Stamp