



The Islamia University of Bahawalpur

University Printing Press

Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to: _____

Date: _____

Bidding Documents Procurement of Paper & Art Card

Tender No. 2021/A Category

Tender Fee: 1000/-

Page 1 of 5



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: A, Paper & Art Card

- 1 Name of Firm: _____
- 2 NTN No: _____ (Please attach copy)
- 3 GST No: _____ (Please attach copy)
- 4 Professional Tax No. _____ (Please attach copy)
- 5 Tender Fee Challan No: _____ Date: ____/____/2021.
- 6 Phone No: _____ Mobile: _____
- 7 Name of Authorized Person: _____
- 8 NIC Card No: _____ (Please attach copy of CNIC)
- 9 Earned Money Vide CDR No: _____ Date: ____/____/2021.
- 10 Amount: _____ Name of Bank _____
- 11 City _____

TERMS & CONDITIONS

- 1 The firm should be registered with Income Tax, Sales Tax department and Professional Tax. Registration Certificate, issued by Income Tax department, in the name of firm, should be attached with the bid.
- 2 Firm should not have been black listed, suspended or removed from the approved list of contractors, from any Department / Agency (Affidavit in this regard should be attached)
- 3 The rates, quoted in the Tender, should include all Taxes.
- 4 The tender will only be received through sealed envelopes. Bid received after due date / time will not be accepted under any circumstances.
- 5 All the Transportation/carriages charges would be borne by the Firm / Contractor; therefore, the rates should be inclusive all kind of charges as well as the transportation and carriage charges.
- 6 The bidder will be liable to pay all Govt. Taxes.
- 7 Successful bidder will be liable to make the supply as per approved sample / specifications / brands to, **University Printing Press, The Islamia University of Bahawalpur, Baghdad ul Jadded Campus, Bahawalpur.**
- 8 Tenders will be opened in the presence of the Printing Committee as well as contractors or their representative who wish to be there.
- 9 Payment will be made after the supply of **Material, final inspection** of the material and **PCSIR** report, Paper & Art Card. (PCSIR fee paid by Contractors).
- 10 The Tender/quotation received with over-writing, cutting, mutilation and doubtful figure will be rejected. Moreover, all pages of tender documents must be properly signed.
- 11 Conditional offer shall not be entertained.
- 12 The Printing/ Technical Committee will make 100% inspection of the Items.
- 13 The bid should be submitted along with **2% Earnest Money Demanded (EMD)** in the form of Demand Draft or CDR (Separate for each category) in

- favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.
- 14 In case the Firm/ Contractor fails to execute the contract strictly in accordance with the terms and condition laid down in the contract or withdraw his offer for any reason, the EMD will be forfeited.
 - 15 **Single Stage** - Two Envelopes bidding procedure will be adopted as per PPRA Rules 38-2 (a). The Envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in legible letters. Financial Proposal of bids found technically non-responsive shall be returned un-opened same day in the presence of the bidders or their authorized representatives by the Printing Committee.
 - 16 **The Islamia University of Bahawalpur** however, reserves the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014 and grounds of rejection will be conveyed to the bidders upon their request.
 - 17 The rates will be valid upto 90-days which can be increased with the mutual consent of both parties from the date of opening the bid.
 - 18 In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
 - 19 For any Damages / Shortage during transit, bidder will be responsible & the same must be replaced within maximum 7 working days or within the time allotted by the University.
 - 20 The material must be supplied in one lot. Part supplies will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
 - 21 No advance payment will be made in favor of tender awarded firm.
 - 22 The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
 - 23 All the expenses for the above remedial measures including the repair / replacement if so required shall be borne by the supplier.
 - 24 Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of Supply Order.
 - 25 In case of any dispute / violation of any term & condition of the tender clause, the decision of the Vice- Chancellor of IUB will be considered final.
 - 26 Sample of items shall be provided at the time of opening, Technical bid.
 - 27 Stamp Duty (Stamp Papers) @ 0.25% of total amount must be attached with the bill as per rules at the time of payment / paid by the contractors.
 - 28 Tender should reach in the Treasurer office, Baghdad ul Jadeed Campus, on or before upto **Tuesday 18, May 2021** by **11.00 A.M.** Tenders will be opened on the same day at **11.30 A.M** in the presence of bidders of their representatives at University Printing Press.

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document’s instructions and submit bids / rates in conformity / compliance with the given instructions.

Name_____

Signature_____

Stamp_____



The Islamia University of Bahawalpur

Check list for Technical Proposal

The provision of this check list is essential pre-requisite along with submission of technical bid.

The Firm must fill & sign this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Note: Attach this check list on front page of the Technical Bid.

Sr. No	Item Name	Yes/No	Page#
1.	Original receipt for purchase of tender documents fee Rs.1000/- each category		
2.	2% bid security in shape of CDR (Original with Financial proposal and photocopy of CDR with the technical proposal.		
3.	Following should be the part of technical proposal: i. Name of the brand offered by the vendors should be mentioned in the technical proposal in all categories. ii. Either the duly stamped & signed samples should be provided in all above items and brand name should be mentioned clearly, in items of categories "A"		
4.	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.		
5.	Sale Tax/ Income Tax/ Professional Tax registration certificate.		
6.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed.		
7.	Price reasonability certificate on firm's letter head.		

Name_____

Signature_____

Stamp_____

Tender Form: A Category (Paper & Art Card) 2020-21

No.	Items	Specifications	Quantity	Rate/ Brand Name	Total Amount
1	Paper	23" x 36", 68 gm, Century, premium, Mandiali or equivalent brand	350 Reams (500 sheets/R)		
2	Paper	17" x 27", 68 gm, Century, Premium, Mandiali or equivalent brand	200 Reams (500 sheets/R)		
3	Paper	25" x 36", 113 gm, Matt Paper Nevia or equivalent brand	250 Reams (500 sheets/R)		
4	Paper	17" x 27", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	20 Reams (500 sheets/R)		
5	Paper	17" x 27", 100 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	10 Reams (500 sheets/R)		
6	Paper	25" x 35.5", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	20 Reams (500 sheets/R)		
7	Paper	25" x 35.5", 100 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	10 Reams (500 sheets/R)		
8	Paper	20" x 30", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	35 Reams (500 sheets/R)		
9	Art Card	25" x 36", 300 gm, Imported, Pindo, Hansool or equivalent brand	100 Pkts (100 sheets/P)		
10	Art Card	20" x 30", 300 gm, Imported, Pindo, Hansool or equivalent brand	50 Pkts (100 sheets/P)		
11	Abbary	20" x 30", 90 gm Matt paper, Green, Yellow & Blue color, Sinar or equivalent brand	5 Reams (500 sheets/R)		
12	Sticker	20" x 30", Imported Transparent	02 Pkts (100 sheets/P)		
13	Tracing	Tracing Paper, Legal size, 80 gm Imported, crystal or equivalent brand	20 Pkts (100 sheets/P)		
14	Gatta	26" x 31", 32 ounce good quality, MA or Sher Marka or equivalent brand	43 Bundles (28 sheets/B)		
15	Gatta	Taila gatta, 30" x 40", 8 ounce, local	10 Bundles (90 Sheets/B)		

Note: Either the duly stamped & signed samples should be provided in all above items and brand name should be mentioned clearly, in items of categories "A"

Total estimated cost is _____/-

Signature _____

Stamp _____



The Islamia University of Bahawalpur

University Printing Press

Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to: _____

Date: _____

Bidding Documents Procurement of Envelopes

Tender No. 2021/B Category

Tender Fee: 1000/-

Page 1 of 5



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: B, Envelopes

- 1 Name of Firm: _____
- 2 NTN No: _____ (Please attach copy)
- 3 GST No: _____ (Please attach copy)
- 4 Professional Tax No. _____ (Please attach copy)
- 5 Tender Fee Challan No: _____ Date: ____/____/2021.
- 6 Phone No: _____ Mobile: _____
- 7 Name of Authorized Person: _____
- 8 NIC Card No: _____ (Please attach copy of CNIC)
- 9 Earned Money Vide CDR No: _____ Date: ____/____/2021.
- 10 Amount: _____ Name of Bank _____
- 11 City _____

TERMS & CONDITIONS

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I / We have read all the above terms & conditions Document’s instructions and submit bids / rates in conformity / compliance with the given instructions.

Name_____

Signature_____

Stamp_____



The Islamia University of Bahawalpur

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Note: Attach this check list on front page of the Technical Bid.

Sr. No	Item Name	Yes/No	Page#
1.	Original receipt for purchase of tender documents fee Rs.1000/- each category		
2.	2% bid security in shape of CDR (Original with Financial proposal and photocopy of CDR with the technical proposal.		
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4.	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.		
5.	Sale Tax/ Income Tax/ Professional Tax registration certificate.		
6.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed.		
7.	Price reasonability certificate on firm's letter head.		

Name_____

Signature_____

Stamp_____

Tender Form / B Category (Envelopes)

No.	Items	Specifications	Quantity	Rate/Brand Name
1	Envelope Question Paper	12" x 16.5" x 2.5" flapper, (90 gm Kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand) 3 fold inner pasting Khacha	37,000 Nos.	
2	Envelope Degree	11" x 15" x 1.5" flapper, (90 gm kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	1,12,000 Nos.	
3	MA Envelope	11" x 5", 68 gm, Mandiali, Flying or equivalent brand	5,000 Nos.	
4	Envelope Annual Examination with cloth	6.5" x 10" x 2" flapper, 80 gm Imported paper, IK, Wood Free, Photo copy or equivalent brand, 3 fold inner pasting Khacha	5,000 Nos.	
5	Envelope C without Cloth	5.5" x 9" x 1" flapper, 3 fold (90 gm, kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand)	2,500 Nos.	
6	Envelope Annual Examination with cloth	6.5" x 10.5" x 2" flapper, (90 gm, kraft paper Local Al-Quresh, Khalid, Shaheen or equivalent brand), 3 fold inner pasting Khacha	5,000 Nos.	
7	Envelope Paper Setter Small Size Internal	8" x 12" x 1.5" flapper, (90 gm Kraft Local Al-Quresh, Khalid, Shaheen or equivalent brand) inner pasting Khacha	15,000 Nos.	
8	Postal Envelope	11" x 5", 80 gm, Imported paper, IK, Wood Free, Photo copy or equivalent brand	18,000 Nos.	
9	Postal Envelope	11" x 5", 80 gm, window Imported paper, IK, Wood Free, Photo copy or equivalent brand	5,000 Nos.	
10	Envelope	A4 size, 80 gm Imported paper, IK, Wood Free, Photo copy or equivalent brand	7,000 Nos.	
11	Envelope	Legal size, 90 gm (90 gm Kraft Local Al-Quresh, Khalid, Shaheen or equivalent brand) inner pasting Khacha	2,000 Nos.	
12	Envelope	7" x 5", 80 gm, Imported paper, IK, Wood Free, Photo copy or equivalent brand	20,000 Nos.	
13	Envelope	11" x 15" x 1.5" flapper, (113 gm, Matt)	10000 Nos.	

Total estimated cost is _____/-

Signature _____

Stamp _____



The Islamia University of Bahawalpur

University Printing Press

Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to: _____

Date: _____

Bidding Documents Procurement of Printing Material

Tender No. 2021/C Category

Tender Fee: 1000/-

Page 1 of 7



The Islamia University of Bahawalpur

TENDER DOCUMENT

UNIVERSITY PRINTING PRESS

TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Category: C, Printing Material

- 1 Name of Firm: _____
- 2 NTN No: _____ (Please attach copy)
- 3 GST No: _____ (Please attach copy)
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- 5 Tender Fee Challan No: _____ Date: ____/____/2021.
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4.	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.		
5.	Sale Tax/ Income Tax/ Professional Tax registration certificate.		
6.	Affidavit on judicial paper of Rs. 100/- stating that the firm is not black listed.		
7.	Price reasonability certificate on firm's letter head.		

Name_____

Signature_____

Stamp_____

Tender Form / C Category (Printing Material)

Sr. No.	Items	Specifications	Quantity	Rate/Brand Name	Total Amount
1	Ps-Plate	370 x 450 mm, 0.15 mm, pre-sensitized, falcon or equivalent brand	1300 Nos.		
2	Ps-Plate	510 x 645 mm, 0.25 mm, pre-sensitized, Fuji or equivalent brand	100 Nos.		
3	Ps-Plate	720 x 945 mm, 0.28 mm, pre-sensitized, Fuji or equivalent brand	100 Nos.		
4	Digital	Digitally Exposed Plate, 370 x 450 mm, 0.30 mm, Fuji or equivalent brand	25 sets 4 color		
5	Digital	Digitally Exposed Plate, 510 x 645 mm, 0.30 mm, Fuji or equivalent brand	450 sets 4 color		
6	Digital	Digitally Exposed Plate, 720 x 945 mm, 0.30 mm, Fuji or equivalent brand	10 sets 4 color		
7	Tape	2" width, Green Color Plastic tape, 40 yard length, Jhonson, HTC or equivalent brand	50 Nos.		
8	Eyelet	Golden Color, Large size (5000 Packing/P)	10 Pkts		
9	Lamination	7"(1),10"(1),12.5"(1), 15"(1),18"(4), 23"(1) 18 micron, Matt, 4000 meter length China or equivalent brand	10 Nos.		
10	Glue	Binding glue, Movilth, ICI or equivalent brand	80 kg's		
11	Glue	Hot Glue, Taiwan or equivalent brand	50 Kg's		
12	Glue	Lamination glue, Movilth, ICI or equivalent brand	100 Kg's		
13	Tonner	303 A, Original or equivalent	10 Nos.		
14	Thread	White Thread, 3 ply, 100 grams, Hafiz, Shaheen or equivalent brand	200 Cone		
15	Cloth	Pure binding cloth, Ghazi or equivalent brand	250 meter		
16	Machine	Numbering M/c, 6 digit, Deli or equivalent brand	10 Nos.		
17	Stapler Pin	26/6, Dollar or equivalent brand	50 Nos.		
18	Stapler Pin	23/10 (10), 23/13 (10) , 23/17 (10), 23/20 (10), 23/24 (10) Dollar or equivalent brand	30 Nos.		
19	Blanket	16.5" x 18", 4 ply, Phoenix or equivalent brand	4 Nos.		
20	Blanket	26" x 24", 3 ply, Phoenix or equivalent brand	6 Nos.		
21	Blanket	36" x 36", 4 ply, Phoenix or equivalent brand	4 Nos.		
22	Damping	3.25", Germany or equivalent brand	500 Inch		
23	Damping	3.75", Germany or equivalent brand	500 Inch		

24	Ink	CMYK, DAIHAN or equivalent brand	100 Kg's		
25	Ink	Black Color, DAIHAN or equivalent brand	20 Kg's		
26	Ink	Golden, DAIHAN or equivalent brand	10 Kg's		
27	Ink	Silver, DAIHAN or equivalent brand	5 Kg's		
28	Ink	Tint, DAIHAN or equivalent brand	5 Kg's		
29	Ink	Paste, DAIHAN or equivalent brand	5 Kg's		
30	Ink	Dryer, DAIHAN or equivalent brand	5 Kg's		
31	Extra Super Glue	20 gm Packing, GMSA or equivalent brand	100 Nos.		
32	Knife	45", Metal base mount on wooden frame, punched and sharp	2 Nos.		
33	Gazz	Gola Patti seasoning wood as per sample available at University Printing Press	5 Dozen		
34	Gum	Plate Gum, Spring, MCI, SAS or equivalent brand	10 liters		
35	Cleaner	Plate Cleaner, Power Plus, SAS or equivalent brand	20 liters		
36	Solution	Fountain Solution, Spring, MCI, SAS or equivalent brand	80 liters		
37	Developer	Plate Developer, Flex, Falcon, SAS or equivalent brand	60 Liters		
38	Thinner	ICI or equivalent brand	60 Liters		
39	Oil	Kerosene oil, Pure	500 Liters		
40	Petrol	Pure	100 Liters		
41	Mobile oil	40 WD, PSO or equivalent brand	160 liters		
42	Bag	Plastic Bags, 10' x 10', as per sample available at University Printing Press	50 Nos.		
43	Rags	Good Quality Printing Cloth Rags, as per sample available at University Printing Press	400 Kg's		
44	Oil	Sewing Machine white oil pure	20 Liters		
45	Dori	Dark Blue Color	4000 meters		
46	Die	Die, 2/4 Ups, local	10 Nos.		
47	Die	Die Cutting / Creasing local	30 Nos.		
48	Calendar	10" x 6", Spiral binding 32-ounce gatta MA or Sher Marka or equivalent brand with laminated 115 gm Matt paper, die, cutting and making	1000 Nos.		

49	Diary	5.5" x 8", saddle sewing, 32-ounce gatta, dotted maraco, edges paper and gatta curve, glitter golden color	1000 Nos.		
50	Envelope	Die cutting and pasting	2000 Nos.		
51	Bags	Gift Bags, Die cutting and pasting	4000 Nos.		
52	Maraco	Maraco cloth Dark Blue color dana dar local	300 meters		

Total estimated cost is _____/-

Signature_____

Stamp_____