

# GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD



TENDER DOCUMENT

FOR

**Procurement of Stationary**

**Special Instructions:**

- A person who attends the tender (Technical and Financial) bids opening meetings may be owner of company but in case of company representative must have authority letter of company.
- Technical Bids must be submitted on Letter Head of the company.
- Soft Copy of the technical bids must be provided.

**Issued to:** \_\_\_\_\_

**Tender No. GCWUF/2022-23/18**

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## 1. INVITATION TO THE BID

1.1. Bids/Tenders are invited, for “**Procurement of Stationary**” from Active Sales Tax and Income Tax Registered firms.

## 2. INSTRUCTIONS TO THE BIDDERS

2.1. Procurement will be made under Punjab Procurement Rules (PPRA) 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 / Bid Documents at the time of opening of Technical Bids 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. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount shall be rejected.

2.5. The bidder must quote rates of items

### 2.6. Mode of Advertisement:

As per Rule 12(2) the advertisement is being placed on [www.gcwuf.edu.pk](http://www.gcwuf.edu.pk), and on the website of PPRA Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk))

### 2.7. Type of Open Competitive Bidding

As per Rule No. 38(2) a, Single stage two envelope procedure shall be followed with details given below:

2.7.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

2.7.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;

2.7.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;

2.7.4. The committee 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;

2.7.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;

**2.7.6.** After the evaluation and approval of the technical proposal 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. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.

**2.8. BID DATA SHEET (Information for the Bidders)**

1	Procuring Agency	Government College Women University Faisalabad
2	Tender Number	GCWUF/2022-23/18
3	Name of Tender	Procurement of Stationary
4	Tender Document available place	Purchase Section, Government College Women University Faisalabad or GCWUF Website
5	Cost of Tender Document	<b>Rs.1000/-</b> CDR in favor of the Treasurer Government College Women University Faisalabad.
7	Bid Security	2% of GCWUF estimated cost <b>Bid security must be attached with technical bid.</b>
8	Performance Guarantee	10% contract value for one year
9	Tender Addressed to	Convener Tender Committee Government College Women University Faisalabad
6	Contact Number	Ph. 041-9220696
10	Due Date, Time and place of submission of Tender Document	<b>04-04-2023 till 11:00 AM</b> Purchase Section First Floor Admin Block GCWUF.
11	Date, Time and Place of Technical Bid Opening	<b>04-04-2023 at 11:30 AM</b> at Video Conference Room of GCWUF
12	Date, Time and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

**TERMS AND CONDITIONS OF THE TENDER**

**3. Definitions**

**3.1.** “Purchaser” means Government College Women University Faisalabad.

**3.2.** “GCWUF” means Government College Women University Faisalabad

**3.3.** "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor 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.** "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.

**3.7.** "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

**3.8.** "PPRA" means Punjab Procurement Regulatory Authority.

#### **4. TENDER ELIGIBILITY**

Eligible Bidder/Tenderer is one who:

**4.1.** Who has valid registration certificates for Income Tax, Sales Tax and Professional Tax

**4.2.** is an active Income Tax Payer;

**4.3.** has got the experience in supply of relevant items;

**4.4.** conforms to the clause of "Responsiveness of Bid" given in this tender document;

**4.5.** has not been blacklisted.

#### **5. AMENDMENT OF THE TENDER DOCUMENT**

**5.1** The Tender Committee of Government College Women University Faisalabad, at any time 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).

**5.2.** The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.

**5.3.** 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.

#### **6. BID CURRENCY**

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

#### **7. VALIDITY PERIOD OF THE BID**

**7.1.** Validity period of the bids shall be 90 days.

7.2. In exceptional circumstances, the Tender Committee of University 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.

## 8. BID SECURITY

8.1. Bidder will submit Bid Security drawn in the name of Treasurer Government College Women University Faisalabad against Item wise with details given below:

**(The required amount of Bid Security does not exceed 2% of estimated cost)**

8.2. The Bid Security will be in form of CDR in favor of the Treasurer Government College women university Faisalabad

8.3. Cheque or Cross Cheque shall not be accepted at all.

8.4. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.

8.5 . Subject to the award of contract, the Bid Security shall be returned to successful bidder against submission of Performance Guarantee

8.6. 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.

8.7. The Bid Security may be forfeited if a Bidder:

- a. Refuses to accept Letter of Acceptance of the Bid; or
- b. Fails to furnish Performance Security.

## 9. BID PREPARATION AND SUBMISSION

9.1. Bid 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.

9.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.

### 9.3. TECHNICAL PROPOSAL

The Technical Proposal will enable the Technical Tender 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.

9.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.

9.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

## **9.7 Detail and Order of Documents to be furnished with the Technical proposal:**

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 in the following order:

**9.7.1.** Covering letter *duly* signed and stamped by authorized representative.

**9.7.2.** Copy of Income Tax Registration Certificate

**9.7.3.** Copy of Sales Tax Registration Certificate.

**9.7.4.** Copy of Professional Tax

**9.7.5.** Detailed specification of items.

**9.7.6** Sound financial position of the bidder (At least each available equal to the 50% of quoted value as per bank statement)

**9.7.7.** At least three relevant Supply Orders/Contracts received in the past

**9.7.8.** Affidavit/Undertaking Covering Letter on Stamp Paper.

## **FINANCIAL PROPOSAL**

**9.8.** The Financial Proposal of the bidder shall include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.

**9.9.** 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.

**9.10.** The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc. **9.11.** The Bid is liable for rejection if Financial Proposal contains conditional offer.

### **9.12. Details to be furnished with financial proposal**

**9.12.1.** Financial Proposal Covering Letter

**9.12.2.** Financial Proposal Form duly filled, signed and stamped by the Bidder

### **9.13 Mode of Submission of Bids**

**9.13.1** The Bid should be addressed to “Convener Tender Committee, Government College Women University Faisalabad” and dropped in the Tender Box placed at Purchase Section of University by hand or through courier.

**9.13.2.** The Bids received after Due Date and Time or Unsealed or incomplete or Submitted by Fax or Email will be summarily rejected.

## **10. MODIFICATION/WITHDRAWAL OF THE TENDER**

**10.1.** The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

**10.2.** The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.

## **11. BID OPENING**

### **11.1. Technical Proposal Opening**

The bid's outer cover and Technical Proposal cover will be opened by the Tender Committee of University on the date and time as specified in the Tender Notice. The bids will be opened in the presence of the bidders/representatives who choose to be present.

### **11.2. Suppression of facts and misleading information**

**11.2.1.** During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Tender Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase 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.

**11.2.2.** 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 Tender Committee failing which the Bid may be rejected.

## **12. PRELIMINARY EXAMINATION**

**12.1.** The Tender Committee shall examine the bids to determine whether they are complete, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

**12.2.** 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.

## **13. DETERMINATION OF RESPONSIVENESS OF THE BID**

**13.1.** 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:

**13.1.1.** To meets an eligibility criteria for the Bidder / the Goods / the Services;

**13.1.2.** To meets all the mandatory requirements of the evaluation criteria.

**13.1.3.** To meets the Technical Specifications for the Goods / the Services;

**13.1.4.** Is accompanied by the required Bid Security;

**13.1.5.** Is otherwise complete and generally in order;



**13.1.6.** Conforms to all terms and conditions of the Tender Document, without Material deviation or reservation

**13.2.** 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 irregularity in the Tender.

#### **14. TECHNICAL EVALUATION CRITERIA**

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

<b>Mandatory Requirements</b>	<b>Documents Required</b>
Sales Tax Registration	Certificate of Registration
Income Tax Registration	Certificate of Registration
Conformance to the required specification of items given in Schedule of Requirement	Detailed Specifications with Brand and Model
At least three relevant Supply Orders received in the Past from year 2017 onwards	Copies of Supply Orders/Contracts received in the past of the quoted brand
Company Firm is not black Listed	Affidavit /Bidder's Undertaking on stamp paper
Professional Tax	Certificate of Registration

The bidder must provide Verifiable documentary proof against all the mandatory requirement and Evaluation Criteria along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

The Tender Committee may ask for physical Demonstration of any of the items given in the Tender Document for confirmation of the specifications.

#### **15. FINANCIAL PROPOSAL EVALUATION**

**15.1. Technically** qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the University accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or

their authorized representatives against each Items shall be allowed to take part in the Financial Proposal(s) opening against their relevant bid .

**15.2. Financial** Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc.

## **16. REJECTION AND ACCEPTANCE OF THE TENDER/BID**

**16.1.**The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions,

### **According to PPRA rule 35**

(5) A procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement contained in rule 4 and shall immediately communicate the decision to the bidders.

### **16.2.The Tender / bid shall be rejected if:**

**16.2.1.** It is substantially non-responsive; or

**16.2.2.** The bidder does not meet any of the mandatory criteria mentioned.

**16.2.3.** It does not contain the documentary proof against any of the mandatory Criteria.

**16.2.4.**The bid is incomplete, partial, conditional, alternative, late; or

**16.2.5.**The Authorization Certificate could not be verified; or

**16.2.6.** The bidder does not attach Bid Security in Shape of CDR; or

**16.2.7.**The bid security is not attached or it is less than the required amount; or

**16.2.8.**The Bidder submits more than one Bids against one Tender; or

**16.2.9.**The Bidder tries to influence the Tender evaluation / Contract award; or

**16.2.10.** The Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or

**16.2.11.** 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

**16.2.12.** The Bidder submits any financial conditions as part of its bid which is not in Conformity with tender document.

## **17. CONTACTING THE PROCURING AGENCY**

**17.1.** No Bidder shall contact the Tender Committee of University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

**17.2.** 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.**

## **18. ANNOUNCEMENT OF EVALUATION REPORT**

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 report shall be made available on PPRA website and all the bidders shall be informed of this.

## **19. AWARD OF CONTRACT**

The Tender will be awarded to the Lowest Evaluated Bidder (item wise) who has been Declared Technically Qualified.

## **20. Letter of Acceptance (LOA)**

After acceptance of the Bids by the Tender Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder (s).

## **21. PAYMENT OF PERFORMANCE GUARANTEE (PG)**

The Successful Bidder(s) performance guarantee will be submitted to Purchase office for a specified time mentioned in bidding documents.

## **22. REFUND OF BID SECURITY (BS)**

The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder.

## **23. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT**

**23.1** The Tender Committee shall issue Supply Order or sign a Contract with the Successful bidder who has meet all requirement.

**23.2** The Successful Bidder will provide the stamp paper of .25% of total order value for issuance of Supply Order or Signing the Contract.

## **24. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY**

**24.1** Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.

**24.2.** The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

**24.3. Mere** fact of lodging of a complaint shall not warrant suspension of the procurement process.

**24.4.** The decision of the Vice Chancellor of GC Women University Faisalabad would be final & binding on both the parties and not challengeable in any court of law.

## **GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER**

### **25. DELIVERY OF ITEMS**

**25.1.** Delivery Period will be counted after issuance of Letter/ of Acceptance / Supply Order with details given below:

**25.2.**The Supplier will be responsible for **delivery and installation** of Goods and services

**25.3** Before delivery of items to the locations, the Bidder must get the items inspected at GCWUF.

**25.4.** The supplier will bear all costs associated with the preparation, delivery and installation 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. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

### **26. LIQUIDATED DAMAGES**

**26.1.** When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Tender 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 2% of the price of the delayed goods per month of delay, maximum up to 10% of the price of total value of the contract.

**27.2.** The Successful Bidder will be responsible to provide the delivery, delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

### **27. INSPECTION AND TESTS**

**27.1** The Inspection Committee of GCWUF shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.

**27.2.** Inspection will be done at Government College Women University Faisalabad.

**27.3.**Inspection Committee may verify the authenticity of items from Supplier.

**27.4.** After the inspection or test if the Inspection Committee declared items do not conform to the specification and the criteria then Tender Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University.

### **28. RELEASE OF PERFORMANCE GUARANTEE (PG)**

The Performance Guarantee will be refunded to the Successful Bidder(s) **after one year of lab Equipment and 4 months of chemicals completion of delivery/Inspection and installation of Goods.**

### **29. CONTRACT AMENDMENT**

No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

### **30. TERMINATION FOR DEFAULT**

The Tender Committee of GCW University 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:

**30.1** The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

**30.2.** The successful bidder fails to deliver goods and services as per its technical specifications Offered in the bid

**30.3.** The successful bidder fails to perform any other obligation(s) under the Contract.

**30.4.** The bidder, in the judgment of the Tender Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

### **31. 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 University 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.

### **32. Force Majeure**

Majeure means an act of nature 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 foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressed of grievances, 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 to perform 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.

### **33. Warranty**

**33.1.** Warranty of equipment will be as mentioned in tender specification.

**33.2.** Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods 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 in the conditions prevailing in the University.

**33.3.** During the warranty period the Successful Bidder will provide comprehensive warranty of the items. The Tender 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 given time, 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.

**Technical Specifications**

<b>Category 1</b>				
<b>Sr. No</b>	<b>Item Name</b>	<b>A/U</b>	<b>Req. Qty</b>	<b>Total Amount</b>
			<b>Reams</b>	<b>Rs</b>
1	Reams A4 size Copymate plus, 80 GSM, 500 sheets or equivalent	Pkt/Reams	1575	
2	Reams Legal size Copymate plus, 80 GSM, 500 sheets or equivalent	Pkt/Reams	930	
	<b>Total (Rs) Category 1</b>			<b>4,055,100.0</b>
<b>Category 2</b>				
<b>Sr. No</b>	<b>Item Name</b>	<b>A/U</b>	<b>Total Quantity</b>	<b>Total Amount (Rs)</b>
1	Ballpoint Pen (color blue) Signature Blu Needle TIP or Equivalent as per sample.	Pkt	663	
2	Ballpoint Pen (color red) Signature Blu Needle TIP or Equivalent as per sample	Pkt	285	
3	Ballpoint Pen (color Black) Signature Blu Needle TIP or Equivalent. as per sample	Pkt	300	
4	Whitener Dux Art No. 302 Content: 7ml Metal Tip or Equivalent as per sample	Nos	410	
5	Highlighter (1-4.5 mm broad point Dollar or equivalent) as per sample	Nos	530	
6	Signu Uniball (0.7mm UM-120 90 Qty. Blue 600 & Black 600) or Equivalent as per sample	Nos	950	
7	Gum Stick (36g Dux Art No. 900 PVP Formula New Wrinkle Free) or Equivalent as per sample	Nos	370	
8	File Cover Colour Printed with GCWUF logo 350gram with pocket with center cloth, 14" x 19" as per sample	Nos	10500	
9	Stapler Pins (size 24/6 Qty. 1000 staples per pkt Dollar or Equivalent as per sample	Pkt	800	
10	Stamp Pad Large Crystal or equivalent (as per sample)	Nos	150	
11	Stapler medium 24/6 or 26/6, 20 sheet of 20lb paper capacity Dux D-12 or Equivalent as per sample	Nos	115	
12	Steel Scale stainless good quality 12" Inch thick. as per sample	Nos	150	
13	Punch Machine Medium (2 hole) Fuji 480 & 8cm punching capacity 1.25mm m or Equivalent. as per sample	Nos	20	

14	Punch Machine (1 hole) kangaro no 376224, 1.0mm & 4.5mm or equivalent as per sample	Nos	25	
15	Permanent Marker (Dollar Size UM-22 or equivalent) as per sample	Nos	150	
16	Paper Cutter DELI or equivalent (Good Quality) as per sample	Nos	100	
17	Paper Clips Three Flowers, 30mm 80pieces per pkt as per sample	Pkt	100	
18	Envelops Letter Size (4"x9" brown 70 gram) as per sample	Nos	9000	
19	Envelops A4 Medium Size (10"x12" brown 70 gram) as per sample	Nos	4500	
20	Envelops Legal Size (11"x15" brown 70 gram) as per sample	Nos	6900	
21	White Board Markers (Dollar on-board 5mm Qty. Black 750 & Blue 750 or equivalent	Nos	700	
22	White Board Markers Refiller (Dollar 15ml dry erase or equivalent) as per sample	Nos	250	
23	Drafting Pad Small Large (Hera small 8x6.5, legal 13x8.5, Qty. 100 each, imported page 70 gram 70 pages or equivalent) as per sample	Nos	200	
24	Dispatched Register (local page 70 gram 376 pages) as per sample	Nos	50	
25	Led Pencil Dux & Super Writer 12HB, or equivalent as per sample	Pkt	190	
26	Eraser Dux Soft Eraser Good Quality or equivalent as per sample	Nos	650	
27	Sharpener Dux or equivalent as per sample	Nos	400	
28	Stapler Pin Remover Best Quality or Pin Plucker as per sample	Nos	150	
29	Dustbin Large Size as per sample	Nos	396	
30	Duster Whiteboard Dry Eraser/ Duster Superior Grip & Finish as per sample	Nos	275	
31	File Tags Fine Quality 5 inch (25tags of each bundle) as per sample	Pkt	405	
32	Flappers Complete with Catton lace length 24" and width 3" plastic strap good quality as per sample	Nos	1000	
33	Simple Register ( imported page 70 gram 246 pages Hera or equivalent) as per sample	Nos	180	



34	Scotch Transparent Tape 1 inch (Deer or equivalent) as per sample	Nos	230	
35	Stock register ( imported page 70 gram 300 pages Hera) or equivalent as per sample	Nos	60	
36	Calculator (Citizen/ Casio MJ-120T 12Digit manual imported quality standard size or equivalent) as per sample	Nos	70	
37	Stapler Large FUJI Heavy Duty Stapler Machine - HD 23S24 Supports pin 23/6 to 23/24 or equivalent as per sample	Nos	9	
38	Stapler Pins Large 1).23/8 , 2).23/10 , 3).23/13 , 4).23/15 , Doller or equivalent. as per sample	Nos	90	
39	Stamp Pad Ink (Crystal 28.5 ml black 150 & blue 150) as per sample	Pkt	60	
40	Box Files (QB FC-S.2 NO:556 China good quality or equivalent) as per sample	Nos	1150	
41	Punch Machine Large (2 hole) Paper Capacity 75g/m2 60 sheets & Punch Distance of 80mm. Item No. SN-OP449 Sensa or Equivalent as per sample	Nos	10	
42	Binding Tape 3 inch Deer or equivalent as per sample	Nos	35	
43	Binding Sheet Legal	Kgs	175	
44	Attendance Register, 58 pages	Nos	45	
45	Tissue Paper	Boxes	250	
<b>Total (Rs) Category 2</b>				<b>2,453,310.00</b>
<b>Total (Rs) Category 1 and 2</b>				<b>6,508,410.00</b>

**Note:**

- **Any firm can participate in one category or both.**
- **Bid Security of the complete category must be attached with technical bid.**
- **It is not mandatory to quote all items of a category but bid security must be of complete category.**
- **Warranty Period for all items is one year which will start from the date of inspection.**