Government College Women University, Faisalabad (GCWUF) invites sealed tenders / bids from the well reputed Printing Firms / Suppliers, having own quality printing machines, cutting, binding arrangements and registered with Sales Tax and Income Tax Departments for printing of "GCWUF Prospectus - 2014". Detail & Specifications are separately attached in the Tender Documents.


2. A single package containing two envelopes, Technical and Financial separate Bids, duly completed, signed, stamped, sealed and complete in conformity with Tender Documents should be reached in the office of undersigned through courier companies/ post office only, not later than 10:00 AM on 12.08.2014. Sealed Technical Bids will be opened first on 12.08.2014 at 10:30 AM, in the presence of the firms or their representative who wish to attend and Financial Bids will be opened latterly on the same date.

3. All bids must be accompanied by Tender Fee Rs; 500/- and Bid Security (Refundable) at the rate of 2% of Bid value in form of CDRs / DDs in favor of "Treasurer GCWUF".

4. GCWUF Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.

Note: Bidders are requested to read each & every clause of tender documents carefully. The Technical Committee before award of the contract may visit the Printing Firm’s premises to evaluate its machinery and set up for performing required task within university 's limited time for scheduled academic activities.

(Shulam Nabi)
Treasurer
Govt. College Women University, Madina Town Faisalabad
Phone: 041-9220297
GENERAL TERMS & CONDITIONS

1. Tender Opening Date & Procedure:
   a) The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - Two Envelope Bidding Procedure.
   b) A single package containing two envelopes, Technical and Financial separate Bids in complete conformity with Tender Documents should be dropped in Treasurer Office GCWUF through courier companies/ post office only, not later than 10:00 AM on 12.08.2014.
   c) Sealed Technical Bids will be opened first on 12.08.2014 at 10:30 AM, in the presence of the firms or their representative who wish to attend and for evaluation by the "GCWUF Technical Committee".
   d) Financial Bids of Successful Technical Bidders will be opened latterly on the same date.
   e) Financial Bids of unsuccessful Bidders will be returned un-opened.

2. Tender Fee, Bid Security and Performance Security:
   a) Technical Bid must be accompanied by Tender Fee of Rs: 500/- in form of Call Deposit Receipt (CDR) / Demand Draft (DD) in original.
   b) Financial Bid must be accompanied by Bid Security @ 2% of the bid value (refundable) in form of Call Deposit Receipt (CDR) / Demand Draft (DD) in original.
   c) CDRs / DDs must be in favor of "Treasurer, GC Women University, Faisalabad" and Cheque is not acceptable.
   d) Performance security @10% of the total bill shall be retained and refundable after receipt of quality satisfaction report from quarter concerned.

   a) Offers shall be valid for at least 15 days from the date of submission of bids.
   b) Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.

4. Failures and Terminations:
   No offer of a firm / supplier will be considered if :-
   i. Bid received without Tender Fee & Bid Security CDR or less than required.
   ii. Bids received not in accordance with specifications of Tender Documents.
   iii. Alternate bids received or alternative arrangement offered.
   iv. Bid received later than the date and time fixed for tender.
v. Tender is incomplete in any respect or is unsigned.
vi. Offer is ambiguous and the offer is conditional.
vii. Offer from a firm which is black listed at any level.
viii. Any erasing / cutting / overwriting etc.
ix. The Firm fails to make delivery within specified delivery period strictly in accordance with the terms and conditions as laid down in the Work Order.
x. Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

5. **Other special conditions :-**

i. Bids must contain, Firm's profile, years of experience, major work orders, complete detail of machinery, power back up & other set up for printing.

ii. Paper / Card samples as per specification & gram age are required.

iii. The bidders shall quote rate per copy inclusive of all applicable Govt. Taxes.

iv. The bidders shall provide the proof of Registration for GST / NTN & CNIC.

v. Successful bidder shall ensure quality & standard printing with no excuse and in case of deficiency or fault, may impose penalty or reject the delivery.

vi. Successful bidder shall ensure to serialize the 5000 admission forms and be fixed in the prospectus with perforated seam.

vii. Successful bidder shall be responsible for loading / unloading on delivery at GCWUF premises during university office hours.

viii. Printed material shall be protected from rain / bad weather and any damage during transportation / delivery shall be at bidder's cost.

ix. Successful bidder shall ensure timely delivery and GCWUF will not accept any excuse of load shedding, shortage of labour, working time during Holy Ramzan or any other etc.

x. Delivery of printed material (Prospectus) must be completed within two weeks after issuing the Supply Order.

xi. After receipt of the printed material the inspection will be carried out by the Inspection Committee within 07 days.

xii. The quantities can be increased / decreased by the Competent Authority

xiii. 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.

xiv. All Government Taxes will be deducted according to applicable rules.

xv. The GCWUF reserves the right to reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.

\[\text{Signature}\]

(Ghulam Nabi)
Treasurer
Govt. College Women University, Madina Town Faisalabad
Phone: 041-9220297
# TENDER NOTICE NO. GCWUF/2014/07

## DETAIL & SPECIFICATIONS OF "GCWUF PROSPECTUS-2014"

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Article</th>
<th>Details</th>
<th>Specification</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GCWUF Prospectus - 2014.</td>
<td>Size</td>
<td>7.7” Length &amp; 8.3” Width (approximate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Quality</td>
<td>130 gram Art Paper / Glazed Paper</td>
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<tr>
<td></td>
<td></td>
<td>Title Card</td>
<td>350 gram art card with matt lamination and spot UV</td>
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<tr>
<td></td>
<td></td>
<td>Printing</td>
<td>4 colors printing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Binding</td>
<td>Gum Binding</td>
<td></td>
</tr>
</tbody>
</table>
|         |                  | Form | 2 forms with same Sr. number (1 - 5000)  
  i. White for morning programs  
  ii. Sky Blue for evening programs  
Each Form: Offset Paper 100 gram 2 leaves (4 Pages) double side printing with single color Binded in Prospectus with perforated seam | 5,000 Nos. |
|         |                  | Packing | Each Prospectus will be in printed envelop and bundle of (10) copies each with plastic patti. | |
|         |                  | Separate/Extra Form | 1 Purple Form with Sr. number (10001 - 10300) (for quota / reserved seats)  
Form specifications as above | 300 Nos. |

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**Important Note:** Sample prospectus may be seen in the office of undersigned

Details of Call Deposit Receipt (CDR)  
No__________________________  
Amount______________________  
Bank_____ Branch_____ City______  
CNIC No______________________  
Name of the Firm & Address_________________________  
Ph No______________________

(Ghulam Nabi)  
Treasurer  
Govt. College Women University, Madina Town Faisalabad  
Phone: 041-9220297