



**University of Sahiwal, Sahiwal**

Contact No: 040-9200432

*Office of the Purchase and Procurement*

**TENDER DOCUMENT FOR THE PROCUREMENT OF  
ANSWER SHEETS FOR UNIVERSITY OF SAHIWAL,  
SAHIWAL**

**T e n d e r Reference No. UOSL / PO / 2024 - 25 / 03**

## Tender Notice

Sealed tenders/ bids are invited from experienced and GST, NTN registered firms and PRA (if applicable) for the following Tender (Item Wise Rate) on the basis of **Single Stage two Envelope Bidding Procedure** in terms of Rule No. **38 (2) (a)** of the Punjab Procurement Rules 2014.

Tender No.	Description	Estimated Cost (Rs.)	Bid Security	Closing Time and Date	Opening Time and Date
Tender No. Reference UOSL/PO/ 2 0 2 4 -2 5 /03	Answer Sheet (Detail in Tender Documents)	12,857,400	2 % of the Estimated Cost	11:00 am 06.03.2025	11:30 am 06.03.2025

- Tender Document will be immediately available after the publishing of this Tender Notice Rule No. 25(1) and can be downloaded from EPADS/PPRA
- The bids shall be submitted only through EPADS.
- The Bid Security in the form of “CDR” or bank guarantee in favor of the **Additional Treasurer University of Sahiwal, Sahiwal** is required to be submitted in original in hard form by the closing time and date of the tender to the Purchase Office, University of Sahiwal, and the scanned copy attached/ uploaded as required by the EPADS, without which the offer shall be rejected being non-responsive.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Documents will be liable for rejection.
- University shall not be responsible for delays in uploading technical and financial documents on EPADS or non-delivery of bid security etc. caused by courier firms/Post office etc.
- The tenders must upload within the time duration mentioned in tender documents on EPADS and tender security etc. must reach the Purchase Office, University office before closing time.

**Chairperson Purchase Committee**  
**University of Sahiwal**

## TENDER DOCUMENTS FOR THE PURCHASE OF ANSWER SHEETS

### 1 INVITATION TO THE BID

1.1. Bids/Tenders are invited, for Tender Documents for the procurement of Answer Sheets from Sales Tax and Income Tax Registered firms.

### 2. INSTRUCTIONS TO THE BIDDERS

2.1. Procurement will be made under the Punjab Procurement Rules (PPRA) 2014 amended time to time.

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/ upload all the required documents indicated in the Tender / Bid Documents at the time of submission/ uploading of 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 Documents will be liable for rejection.

2.5. The tenders must upload on EPADS before closing time and the Bid Security etc. must be received in the Purchase Office on or before the closing time and date of the tender.

2.6. **Mode of Advertisement:**

As per PPRA rules the advertisement is being placed on the website of University, PPRA, and EPADS Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk))

2.7. **Procedure of Open Competitive Bidding**

The PPRA Rule No. 38(2)(a) procedures are being followed and the documents should be uploaded on EPADS accordingly.

### BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	University of Sahiwal, Sahiwal
2	Tender Reference No.	UOSL/PO/2024-25/03
3	Name of Tender	<b><u>Procurement of Answer Sheets</u></b>

4	Tender Document available place	EPADS, PPRA and University website
5	Cost of Tender Document	NIL
6	Bid Security	<b>2 % of estimated cost In shape of CDR or bank guarantee in favor of “Additional Treasurer, University of Sahiwal”</b>
8	Performance Security	<b>Performance guarantee</b> in shape of CDR or Bank Guarantee shall be provided by successful bidder, equivalent to 10% of contract amount. Insurance guarantee/Cheques or third party undertakings shall not be acceptable.
9	Addressed	Purchase and Procurement Office, University of Sahiwal. Main Farid Town Road Sahiwal.
6	Contact Number	Ph. 040-9200430 and 32
10	Due Date, Time and place of submission of Tender Document	Closing date 06.03.2025 time 11:00 am Opening date 06.03.2025 time 11:30 am Purchase and Procurement Office, Admin Block, University of Sahiwal.

## **TERMS AND CONDITIONS OF THE TENDER**

### **3. Definitions**

- 3.1.** “Procuring Agency/ Purchaser” means University of Sahiwal, Sahiwal.
- 3.2.** “UOSL” means University of Sahiwal.
- 3.3.** “Bidder” means the Firm/ Company/ Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organizations under the contract and has 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.** "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in

question.

- 3.7. "Goods" means equipment, machinery, and/ or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "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.
- 3.9. "PPRA" means Punjab Procurement Regulatory Authority.
- 3.10. EPADS means e-Pak Acquisition & Disposal System (EPADS).
- 3.11. If the tender opening date is announced as a holiday by the Government due to any reason, then the next working day will be considered as tender opening date.

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

Eligible Bidder is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer;
- 4.3. is an active Sales Tax Payer;
- 4.4. has got the experience in supply of relevant items;
- 4.5. has got the Technical Staff and equipment to execute the work (if required);
- 4.6. has not been blacklisted by University of Sahiwal or PPRA.

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

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

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

- 6.1. The Purchase Committee of University of Sahiwal 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).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/ Bidders.
- 6.3. 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.

## 7. **BID CURRENCY**

Bidder should quote price in Pak Rupees for as tender notice.

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

- 8.1. Validity period of the bids shall be 90 days.
- 8.2. In exceptional circumstances, the Purchase Committee of the University of Sahiwal 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 not permitted to modify its tender.

## 9. **BID SECURITY**

- 9.1. Bidder will submit Bid Security drawn in the name of Additional Treasurer, University of Sahiwal.
- 9.2. The Bid Security will be in the form of CDR only in favor of the Additional Treasurer, University of Sahiwal.
- 9.3. Cheque/ Cross Cheque/ pay order/ Demand Draft /Banker's Cheque shall be similarly rejected.
- 9.4. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender upon request.
- 9.5. The Bid Security of Successful Bidder(s) may be returned after provision of supply along with invoice/bill or after the submission of Performance Guarantee in the prescribed manner.
- 9.6. 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.
- 9.7. The Bid Security may be forfeited, if a Bidder:
  - a) Refuses to accept supply order/ work order
  - b) Fails to furnish complete supply of items.**
  - c) Supplies sub-standard quality of the required item services

## 10. **BID PREPARATION AND SUBMISSION**

- 10.1. The Tender shall be filled 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.
- 10.2. The Bids/Tenders should be submitted/ uploaded in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate.
- 10.3. **TECHNICAL PROPOSAL**

The Technical Proposal will enable the concern 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.

- 10.4. 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.
- 10.5. The Technical Proposal **must not strictly contain any Price/Cost indications as such** otherwise the bids will be simultaneously rejected.
- 10.6. The Bidder should quote only one brand/model/make of each item if required
- 10.7. **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. **Bids must be received only through EPADs. However, the following documents are required in hard form before the closing time and date of the tender.**

### **Documents that must be provided in soft and hard form**

- 10.7.1. **A Complete Sample of Product in physical form (sample of answer sheet paper) as per Requirements must be submitted to the Purchase and Procurement Office before closing time and date of tender.**
- 10.7.2. **Original Bid Security must be submitted to the Purchase and Procurement Office before closing time and date of tender.**

### **FINANCIAL PROPOSAL**

- 10.8. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties freight charges etc. as applicable shall be the responsibility of the bidders.
- 10.9. 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.
- 10.10. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- 10.11. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 10.12. Vendors must quote their rates on the company letter pad/tender form according to the specifications.

## 11. **BID OPENING**

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

The bid's Technical Proposal will be opened by the Purchase Committee of University of Sahiwal on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. Only one representative for each bidder would be allowed to attend the Bid Opening.

### 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 Purchase 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 along with any other legal action considered by the committee.

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 Purchase Committee failing which the Bid may be rejected.

## 12. **PRELIMINARY EXAMINATION**

12.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

12.2. In the 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. Meets the eligibility -criteria for the Bidder and the Goods / the Services;



- 13.1.2. Meets all the mandatory requirements of the evaluation criteria.;
  - 13.1.3. Meets the Technical Specifications for the Goods / the Services;
  - 13.1.4. Meets the delivery period / point for the Goods / the Services;
  - 13.1.5. Is accompanied by the required Bid Security;
  - 13.1.6. Is otherwise complete and generally in order;
  - 13.1.7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation
  - 13.1.8. Which offers one Brand/Model/Make for each item (which does not contain any option)
- 13.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 13.3. 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**

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:

Sr. No.	Description	Attachment YES/NO	Valid/Invalid
1	Copy of CNIC of the Owner of Firm		
2	Valid Income Tax Registration and active taxpayer / return filer/ certificate		
3	Valid General Sales Tax Registration (status active with FBR) and active return filler		
4	Copy of income tax and GST returns submitted to the FBR for the last fiscal year.		
5	3 years experience of supplying relevant items attached supply order (verifiable) minimum 5M for last 3 years.		
6	Press Declaration Certificate must be attached with the same name of the bidder participating in the bid.		
7	Financial Position / Bank Statement of the last fiscal year.		
8	Compliance with the technical specifications of the items/goods (all items) to be procured mentioned in the Tender Documents		

9	In full compliance with the execution schedule and delivery period mentioned in tender documents (Undertaking) on letterhead.		
10	Submission of required undertaking on stamp paper duly attested by notary public that the firm is not blacklisted by University of Sahiwal or PPRA and affidavit “Annexure D” (may be used)		
11	Bid Security must be provided to the office before the closing date and time. The same must be uploaded on EPADS		
12	Certificate to the effect that the rates are not abnormal (on company / Firm Letter Head)		
13	Total No. of Staff members present in daftri khana of the firm/ company (on company/firm letterhead). The bidder must provide the details of the equipment.		
14	Sample must be provided to the office before closing date & time.		
15	Signed and stamp copy of bidding documents.		

**Note:**

- In order to qualify for a firm/company for the next phase of tender, the above is the minimum and standard requirements.

## 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 Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against the quoted item(s) shall be allowed to take part in the Financial Proposal(s) opening.

**15.2.** Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes, freight and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

**15.3.** The bidder must have to quote the relevant item(s) given in the documents for which the bidder is applying.

**15.4.** The tender will be awarded to the Item wise technically evaluated lowest bidder against.

## 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 the item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

**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 mentioned
- 16.2.4. The bid is incomplete, conditional, alternative, late; or
- 16.2.5. the bidder does not provide Bid Security in Shape of CDR or bank guarantee; or
- 16.2.6. the bid security is not attached or it is less than the required amount; or
- 16.2.7. the Bidder submits more than one Bids against one Tender; or
- 16.2.8. the Bidder failed to submit the sample required
- 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 are not in conformity with tender document.
- 16.2.13. If the bidder is black listed by University of Sahiwal and PPRA

**17. CONTACTING THE PROCURING AGENCY**

- 17.1. No Bidder shall contact the Purchase Committee of University of Sahiwal 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 as per rules.

**19. AWARD OF CONTRACT**

19.1. The Tender will be awarded to the technically evaluated lowest bidder who has been declared Technically Qualified as well as lowest in price.

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

The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released after successfully completion of delivery or after the verification of the submitted required performance guarantee.

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

21.1. On the recommendation of the purchase committee supply order will be awarded by the Treasurer Office and the contract will be signed with the successful bidder.

21.2. The Successful Bidder will provide the stamp paper of 0.25% of total order value or as applicable for the time being for issuance of Supply Order or Signing the Contract.

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

22.1. 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.

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

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

22.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction in Sahiwal only.

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

### **ORDER**

## 23. **DELIVERY OF ITEMS**

23.1. Delivery Period will be counted after issuance of work order:

23.2. Maximum time allowed to make supplies will be **30 days** from the issuance of supply/work order.

23.3. The Supplier will be responsible for **delivery / installation/ training (if required)** of Items at UOSL, Sahiwal as mentioned.

23.4. The supplier will bear all costs associated with the preparation, delivery, installation and training etc. 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 the safe delivery of goods. Any damage sustained during transportation/delivery will be rectified by the

supplier at his cost.

## **24. LIQUIDATED DAMAGES**

- 24.1.** When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase 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 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
- 24.2.** The Successful Bidder will be responsible to provide the delivery, delivery Challan and Bill with Sales Tax Invoice within the delivery period in order to avoid Late Delivery Charges/ delay in payments.

## **25. INSPECTION AND TESTS**

- 25.1.** The Inspection Committee of UOSL shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 25.2.** The Inspection Committee has verified the authenticity of items from the supplier through a report from PCSIR.
- 25.3.** After the inspection or test if the Inspection Committee is of the opinion that items do not conform to the specifications and the criteria mentioned above, the Inspection 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 UOSL.
- 25.4.** The Technical Committee/ Inspection Committee can visit the printing press/ workshop/ factory/ workplace etc. (whichever is applicable) for inspection purpose.

## **26. RELEASE OF PERFORMANCE SECURITY**

The performance security 10% will be refunded to the supplier after successful completion of warranty period. (if not mentioned then it will be six month).

The performance security must be provided by the lowest technically evaluated bidder at the time of making the contract with UOSL.

## **27. CONTRACT AMENDMENT**

- 27.1.** The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 27.2.** No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

## **28. TERMINATION FOR DEFAULT**

The Purchase Committee of University of Sahiwal 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:

- 28.1. The bidder fails to provide goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 28.2. the successful bidder fails to deliver goods as per its technical specifications offered in the bid
- 28.3. The successful bidder fails to perform any other obligation(s) under the Contract.
- 28.4. The bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## 29. **BLACK LISTING**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / supply order, 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 Purchaser 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 procuring agency or the public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

## 30. **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 miss- 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, fire, 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 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.

## 31. **TERMINATION FOR INSOLVENCY**

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

## 32. **FORFEITURE OF PERFORMANCE SECURITY**

**32.1.** If the Contractor 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 Contractor.

**32.2.** Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

## 33. **PAYMENT**

**33.1.** 100% payment will be made by University of Sahiwal to the Successful Bidder after successful delivery, installation and training etc. of goods as per schedule of delivery mentioned in the work order and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. Performance Guarantee
- iv. General Sales Tax Invoice
- v. Inspection/Completion report
- vi. Bill of Entry (in case of imported items)
- vii. Satisfactory report of PCSIR Laboratory
- viii. Any other relevant document
- ix. The performance guarantee will be returned three months after the delivery date of the item(s), subject to the fulfillment of all codal formalities.

## 34. **Warranty**

**34.1.** **Warranty of items shall be considered as three months from the date of delivery of the answer sheets.**

**34.2.** The Supplier shall confirm that the goods supplied under this contract are new original and unused. The Supplier shall further warrant that all goods supplied under this



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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.

- 34.3.** During the warranty period the Successful Bidder will provide comprehensive warranty of the items on letter head. The Procuring agency 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 **ten days at his own cost**, 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 etc.

## NOTE

- All the process will be accomplished as per PPRA Rules 2014.
- Moreover, in case of any dispute / confusion etc. (other than warranty and bid security clause) the terms and conditions etc. given in Standard Bidding Document of PPRA will be applicable upto the extent of contradiction.
- The bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of bidding process. **The payment will be made after the satisfactory report of PCSIR Laboratory, Lahore and the firm will be responsible for its expenses.**





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## 35. SPECIFICATIONS AND SCHEDULE OF REQUIREMENT

Specification of Answer Sheets	Qty
local paper (crown, flying, or equivalent) minimum 68-gram high finish with thread binding & numbering, 12 pages (24 if count both sides) with black color printing, size 8.50"x11" portrait style as per standard sample	270,000

Note:

- The firm will not use recycled paper.
- The contractor will have to take all necessary measures for the security and secrecy of the answer sheets.
- The serial number necessary for printing on the answer sheets will be issued by the Controller Office of the University of Sahiwal.
- A Complete copy of Answer Sheet as Sample will be submitted before closing time.

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Sign and Stamp



# University of Sahiwal, Sahiwal

Contact No: 040-9200432

*Office of the Purchase and Procurement*

## **Annexure- A Technical Proposal Covering Letter**

To

Convener Purchase Committee

University of Sahiwal, Sahiwal,

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

We have attended original bid security amounting to Rs. .... Having No..... dated..... Along with our technical bid.

We are submitting the proposal in conformity of all the terms and conditions as laid down in the tender document

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

## Annexure- D

### AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No.** Tender No. .... /..... **published. on PPRA**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We also declare that our Company/Organization is not blacklisted by University of Sahiwal or PPRA.

*[Name and Signatures of authorized Person along with stamp]*



# University of Sahiwal, Sahiwal

Contact No: 040-9200432

Office of the Purchase and Procurement

## Annexure- E Financial Proposal Covering Letter (to be attached with Financial Proposal)

To,

Convener/ Chairperson Purchase Committee  
University of Sahiwal, Sahiwal.

Dear Sir,

With Reference to your Tender No. ....for (*title of the  
Tender*).

Please find attached our Financial Proposal for the sum of Rs. (*insert amount in words and figures*)\_.

This amount is inclusive of all taxes.

Sign and Stamp

**Note: the above annexures may be used where required**