

LAHORE COLLEGE FOR WOMEN  
UNIVERSITY LAHORE



**TENDER**

**TENDER DOCUMENT FOR THE PURCHASE OF PAPER REAMS FOR  
EXAMINATION BRANCH AND STATIONERY STORE, STATIONERY &  
PRINTING ITEMS FOR STATIONERY STORE AND NETWORK SWITCHES FOR  
EXAMINATION BRANCH**

**Issued to: -----**

**Tender No. LCWU/Tender/2023-2024/03**

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# LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

Ph. No.042-99203801-09 Ext. 286/210 [www.lcwu.edu.pk](http://www.lcwu.edu.pk)

No. 38 /LCWU

Dated:22-08-2023

## TENDER NOTICE

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Tender No.	Sr. No.	Tender Name	Qty.	Total Bid Cost Estimated (Rs.)	5% CDR amount of estimated Cost (Rs.)	Closing Time and Date	Opening Time and Date
LCWU/2023-2024/03	<b>Paper Ream for Examination Branch</b>					14-09-2023 Till 12:00 PM	14-09-2023 at 12:30 PM
	1.	Paper Ream A4 size Imported 70grams	2000-Reams	4,725,000	236,250		
	2.	Paper Ream 8 ½ x13" Imported 80 grams	250-Reams				
	<b>Paper Ream for Stationery Store</b>						
	1.	Paper Ream A4 size imported 80 grams	1000-Reams	6,65,0000	332,500		
	2.	Paper Ream A4 size Imported 70 grams	1000-Reams				
	3.	Paper Ream legal size Imported 70 grams	1000-Reams				
	<b>Stationery and Printing items for Stationery Store</b>						
	1.	Stationery and Printing items	Detail in tender doc.	5,233,600	261,680		
	<b>Networking Switches for Examination Branch</b>						
1.	Networking switches	02-Nos	250,000	12,500			

- Tender Document will be immediately available on LCWU & PPRA Websites after publishing of this Tender Notice (Rule No. 25(1)).
- Tender Document can be obtained from website of PPRA Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) and LCWU web site ([www.lcwu.edu.pk](http://www.lcwu.edu.pk)) **Tender Fee of Rs.2000**, shall attached with tender documents as a Pay Order in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore.
- The Bid Security, 5% of estimated price, in the form of "CDR in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Documents.
- 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.
- No supporting document will be accepted, at all, after opening of the Technical Bids.
- Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- The sealed tenders must reach the University office through Registered post/ courier service by hand tender will not be accepted.

**Convener Purchase Committee**

**Lahore College for Women University, Jail Road, Lahore**

Ph. No.042-99203801-09 Ext. 286/210

## **1. INVITATION TO THE BID**

Bids/Tenders are invited, for **Paper Reams for Examination Branch and Stationery Store, Stationery & Printing Items for Stationery Store and Network Switches for Examination Branch** from 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 or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- 2.5 Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- 2.6 **Mode of Advertisement:**  
As per Rule 12(1) the advertisement is being placed on the website of PPRA Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) and LCWU web site ([www.lcwu.edu.pk](http://www.lcwu.edu.pk))
- 2.7 **Type of Open Competitive Bidding**  
As per Rule No. 38(2) a Single stage two envelope procedures 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 Purchaser shall evaluate the technical proposal under **PPRA Rule # 32 (1)** 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 un-opened to the respective bidders .

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

1	Procuring Agency	Lahore College for Women University, Jail Road, Lahore
2	Tender Number	LCWU/Tender/2023-2024/03
3	Name of Tender	<b>Paper Reams for Examination Branch and Stationery Store, Stationery &amp; Printing Items for Stationery Store and Network Switches for Examination Branch</b>
4	Tender Document available place	on the website of PPRA Punjab ( <a href="http://www.ppra.punjab.gov.pk">www.ppra.punjab.gov.pk</a> ) and LCWU web site ( <a href="http://www.lcwu.edu.pk">www.lcwu.edu.pk</a> )
5	Cost of Tender Document	<b>Rs.2000/-</b> attach Pay Order In favor of V.C Lahore College for Women University Jail Road Lahore (Non-Refundable)
6	Bid Security	<b><u>Rs. 236,250/- for Paper Ream for Examination Branch</u></b> <b><u>Rs. 332,500/- for Paper Ream for Stationery Store</u></b> <b><u>Rs. 261,680/- for Stationery &amp; Printing items for Store</u></b> <b><u>Rs. 12,500/- for Networking Switches for Examination Branch</u></b> In shape of CDR in favor of "Vice Chancellor, Lahore College for Women University.
8	Performance Security	10% security will be retained from supplier's bill which will be returned after warranty period. (as per tender document) In Case of Letter of Credit firms will submit Bank Guarantee. The security shall be refunded to the Vendor/Supplier within one months of it becoming due, in case refund is not claimed, the security shall stand forfeited as unclaimed deposits. Claim for 10% security refund Performa is attached with tender document.
9	Tender Addressed to	Chairperson, Lahore College for Women University, Jail Road, Lahore
6	Contact Number	Ph. 042-99203801-09 Ext. 286/210
10	Due Date, Time and place of submission of Tender Document	14-09-2023 till 12:00 P.M (through Registered courier) Diary Dispatch Section Room No. S-16 2 <sup>nd</sup> Floor Lahore College for Women University, Jail Road, Lahore
11	Date, Time and Place of Technical Bid Opening	14-09-2023 at 12:30 P.M at Committee Room of Lahore College for Women University, Jail Road, Lahore
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 Lahore College for Women University, Jail Road Lahore
- 3.2 "LCWU" means Lahore College for Women University, Lahore
- 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 “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.

#### **4 TENDER ELIGIBILITY**

Eligible Bidder/Tenderer 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 has got the experience in supply of relevant items;

4.4 has got the Technical Staff to execute the work;

4.5 conforms to the clause of “Responsiveness of Bid” given in this tender document;

4.6 has not been blacklisted.

#### **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 Lahore College for Women University, 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. (Other than L/C case)

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

8.1 Validity period of the bids shall be **Three Months.**

8.2 In exceptional circumstances, the Purchase Committee of Lahore College for Women 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.

## 9 **BID SECURITY**

Bidder will submit Bid Security drawn in the name of Vice Chancellor Lahore College for Women University against each lot with details given below: 10% security will be retained from supplier's bill which will be returned after warranty period. (as per tender document) In Case of Letter of Credit firms will submit Bank Guarantee. The security shall be refunded to the Vendor/Supplier within Six months of its becoming due, in case refund is not claimed, the security shall stand forfeited as unclaimed deposits.

9.1

*(The required amount of Bid Security, for each lot, 5% of estimated cost of the lot)*

Sr. No.	Tender Name	5% CDR of the estimated amount
1.	Paper Ream for Examination Branch	Rs. 236,250/-
	Paper Ream for Stationery Store	Rs. 332,500/-
	Stationery & Printing items for Store	Rs. 261,680/-
	Networking Switches for Examination Branch	Rs. 12,500/-

9.2 The Bid Security will be in form of CDR in favor of the Vice Chancellor, Lahore College for Women University Lahore.

9.3 Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily 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.

9.5 The Bid Security of Successful Bidder(s) may be return after provision of supply along with invoice/bill

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/partial supply of items.

## 10 **BID PREPARATION AND SUBMISSION**

10.1 The Tender 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.

10.2 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.

10.3 **TECHNICAL PROPOSAL**

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

10.6 The Bidder should quote only one brand/model/make of each item.

10.7 **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

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:

10.7.1 Covering letter (***Annexure-A***) duly signed and stamped by authorized representative.

10.7.2 Copy of Income Tax Registration Certificate

10.7.3 Copy of Sales Tax Registration Certificate.

10.7.4 Detailed specification of items.

10.7.5 Affidavit/Undertaking Covering Letter on Stamp Paper (***Annexure-D***).

10.7.6 Original tender fee slip / pay order tender fee

10.7.7 Bid security of amount (total amount of the relevant lot) mentioned in clause No.8 of the tender document.

**FINANCIAL PROPOSAL**

10.8 The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be 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. Hand written quoted rates will not be accepted.

10.13 **Details to be furnished with Financial proposal (Envelope B)**



- 10.13.1 Financial Proposal Covering Letter (**Annexure E**).
- 10.13.2 Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure F**).
- 10.13.3 Bid Security of amount (total amount of the relevant lot) mentioned in Clause No. 8 of the Tender Document.

#### 10.14 **Sealing the Bid**

The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as **“Technical Proposal Paper Reams for Examination Branch and Stationery Store, Stationery & Printing Items for Stationery Store and Network Switches for Examination Branch Bid Ref.: due on the “FROM” address and “TO” address shall be written without fail.**

- 10.15 The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as **“Financial Proposal for Paper Reams for Examination Branch and Stationery Store, Stationery & Printing Items for Stationery Store and Network Switches for Examination Branch Bid Ref.: due on: The “FROM” address and “TO” address shall be written without fail.**

- 10.16 **Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as **“Bid for Paper Reams for Examination Branch and Stationery Store, Stationery & Printing Items for Stationery Store and Network Switches for Examination Branch due on \_\_\_\_.** The “FROM” address and “TO” address shall be written without fail.

#### 10.17 **Mode of Submission of Bids**

The Bid should be addressed to “Chairperson Purchase Committee, Lahore College for Women University, Jail Road, Lahore” and shall reach diary section of Lahore College for Women University, within given time period in tender notice, through valid Courier/Post.

- 10.17.1 The Bids received after Due Date and Time or by-hand or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

### 11 **MODIFICATION/WITHDRAWAL OF THE TENDER**

- 11.1 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.
- 11.2 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.

### 12 **BID OPENING**

#### 12.1 **Technical Proposal Opening**

The bid’s outer cover and Technical Proposal cover will be opened by the Purchase Committee of Lahore College for Women University 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.

#### 12.2 **Suppression of facts and misleading information**

- 12.2.1 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.

12.2.2 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.

### 13 **PRELIMINARY EXAMINATION**

13.1 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.

13.2 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.

### 14 **DETERMINATION OF RESPONSIVENESS OF THE BID**

14.1 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:

14.1.1 meets an eligibility criteria for the Bidder / the Goods / the Services;

14.1.2 Meets all the mandatory requirements of the evaluation criteria.;

14.1.3 meets the Technical Specifications for the Goods / the Services;

14.1.4 meets the delivery period / point for the Goods / the Services;

14.1.5 is accompanied by the required Bid Security;

14.1.6 is otherwise complete and generally in order;

14.1.7 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation

14.1.8 which offers one Brand/Model/Make for each item (which does not contain any option)

14.2 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.

14.3 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.

### 15 **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>Evaluation Criteria</b>	<b>Requirement</b>
Sales Tax Registration	<b>Mandatory</b>
Income Tax Registration	<b>Mandatory</b>
Conformance to the required specification of items given in Schedule of Requirement	<b>Mandatory</b>
Affidavit /Bidder's Undertaking on stamp paper (Annexure-D)	<b>Mandatory</b>

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

16 **FINANCIAL PROPOSAL EVALUATION**

16.1 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 each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).

16.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes 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.

17 **REJECTION AND ACCEPTANCE OF THE TENDER/BID**

17.1 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, 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.

17.2 **The Tender / bid shall be rejected if:**

17.2.1 It is substantially non-responsive; or

17.2.2 The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or

17.2.3 It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or

17.2.4 The bid is incomplete, partial, conditional, alternative, late; or

- 17.2.5 The authorization certificate could not be verified
- 17.2.6 the bidder does not attach Bid Security in Shape of CDR; or
- 17.2.7 the bid security is not attached or it is less than the required amount; or
- 17.2.8 the Bidder submits more than one Bids against one Tender; or
- 17.2.9 the Bidder tries to influence the Tender evaluation / Contract award; or
- 17.2.10 the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
- 17.2.11 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
- 17.2.12 The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

18 **CONTACTING THE PROCURING AGENCY**

- 18.1 No Bidder shall contact the Purchase Committee of Lahore College for Women University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 18.2 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.

19 **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.

20 **AWARD OF CONTRACT**

- 20.1 The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

21 **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.

22 **ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT**

- 22.1 The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder.
- 22.2 The Successful Bidder will provide the stamp paper of 0.25% of total order value for issuance of Supply Order or Signing the Contract.

23 **REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY**

- 23.1 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.
- 23.2 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 23.3 Mere fact of lodging of a complaint shall not warrant suspension of the procurement

process.

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

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

### 24 **DELIVERY OF ITEMS**

24.1 Delivery Period will be counted after issuance of Supply Order with details given below:

24.2

Sr.#	Name of items	No. of days
1.	Paper Ream for Examination Branch	30-Days
2.	Paper Ream for Stationery Store	
3.	Stationery & Printing items for Store	
4.	Networking Switches for Examination Branch	

24.3 The Supplier will be responsible for **delivery and installation** of Items at LCWU Lahore as mentioned.

24.4 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.

### 25 **LIQUIDATED DAMAGES**

25.1 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 Rs.500/- per day of the delayed goods per day of delay, penalty may be wave off by the competent authority.

25.2 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.

### 26 **INSPECTION AND TESTS**

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

26.2 Inspection Committee may verify the authenticity of items from Supplier.

26.3 After the inspection or test if the Purchase Committee is of the opinion that items do not conform to the specification 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 LCWU.

### 27 **RELEASE OF PERFORMANCE SECURITY**

The performance security / Bank Guarantee 10% will be refunded to the supplier's after completion of warranty period one year Claim for 10% security refund Performa is attached with tender document.

28 **CONTRACT AMENDMENT**

28.1 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.

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

29 **TERMINATION FOR DEFAULT**

The Purchase Committee of Lahore College for Women 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:

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

29.2 the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

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

29.4 The bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

30 **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 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 public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

31 **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 Redressal 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.

32 **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.

33 **FORFEITURE OF PERFORMANCE SECURITY**

33.1 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.

33.2 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.

34 **PAYMENT**

34.1 100% payment will be made by Lahore College for Women University to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Inspection/Completion report
- v. 0.25% E-stamp paper of the bill amount
- vi. Bill of Entry of imported items

35 **Warranty**

35.1 Warranty of items shall be as per required in the Schedule of Requirement (Clause No. 36)

35.2 The 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.

35.3 During the warranty period the Successful Bidder will provide comprehensive warranty of the items. The Purchase 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 **ten days**, 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.

35.4 **36. TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENT**

<b>Paper Reams for Examination Branch</b>		
<b>Sr. #</b>	<b>Name of items /Specification</b>	<b>Quantity</b>
1.	Paper Ream A4 size Imported 70 grams	2000-Reams
2.	Paper Ream 8 ½ x 13” Imported 80 grams	250-Reams
<b>Paper Ream for Stationery Store</b>		
1.	Paper Ream A4 size imported 80 grams	1000-Reams
2.	Paper Ream A4 size Imported 70 grams	1000-Reams
3.	Paper Ream legal size Imported 70 grams	1000-Reams
<b>Stationery items for Stationery Store</b>		
1	Ball Point ( Blue-400 Boxes , Black- 100 Boxes , Red-100 Boxes ) Latest manufacturing date	600 Boxes
2	Uni Ball Pens or Equivalent ( Blue-150 Boxes , Black- 125 Boxes , Red-25 Boxes ) Latest manufacturing date	300 Boxes
3	Led Pencils (hp, Gold fish) or Equivalent	500 Boxes
4	Sharpeners	100 Boxes
5	Erasers	100 Boxes
6	High Lighters Dollars/ Equivalent (Green 40 boxes, Red 30 Boxes, Orange 30 Boxes) Latest manufacturing date	100 Boxes
7	Whitener’s	100 Boxes
8	Staplers Pins 24/6	200 Boxes
9	Thumb Pins	50 Boxes
10	Tail Clips (Binder Clip) (75 boxes small & 75 Boxes Large)	150 Boxes
11	Board Marker Dollar / Equivalent ( 250 boxes Black & 250 boxes Blue )	500 Boxes
12	Board Marker Ink Dollar / Equivalent ( 75 Box Black & 75 Box Blue )	150 Boxes
13	Needle (Sua)	100 Nos.
14	Steel Scale	10 Dozen.
15	Ring Files	800 Nos.
16	Box Files Imported	800 Nos.
17	Stamp Pad	100 Nos.
18	Papers Cutters	200 Nos
19	Staplers 24/6	400 Nos.
20	Calculators (Small ) citizen or Equivalent	80 Nos.
21	Scotch Tape 1"	200 Nos.
22	Scotch Tape 2"	200 Nos.
23	Binding Tape 2" ( 250 Black & 250 Gray )	500 Nos.
24	Large Staplers	10 Nos.
25	Large Staplers pins	20 boxes
26	Simple Register page 200	800 Nos.
27	Sticky Notes Pad (MINI)	300 Nos.
28	Memo Papers Arrow 12*45mm/5*20 Tree flowers	300 Nos.
29	Letter Size Brown Envelops	4000 Nos.
30	A4 Size Brown Envelops	4000 Nos.
31	Legal Size Brown Envelops	4000 Nos.
32	Scissors	300 Nos.
33	Gum Stick 21 G	100 Boxes.
34	Roller water Dumper	100 Nos.
35	White Board Duster	600 Nos.
36	Binding Sheet A4 (X-ray) sheet	20 Pkts
37	Binding Sheet Legal (X-ray) sheet	20 Pkts
38	Colour paper for binding A4	20 Pkts
39	Colour paper for binding Legal	20 Pkts
40	Papers Separators	30 Pkts
41	File Tags Small	300 Guchi
42	File Tags Large	300 Guchi
43	Paper Puncher Machine medium size	100Nos.
44	Pin Opener	200 Nos.
<b>Printing items for Stationery Store</b>		
1	Green Files Covers	10000 Nos.



2	Students Attendance Register	1500 Nos.
3	Staff Attendance Register	300 Nos.
4	Letter Dispatch Register	200 Nos.
5	Letter Receiving Register	200 Nos.
6	Drafting Pad with LCWU Logo	1000 Nos.
7	Vehicle Log Book	400 Nos.
8	Letter Size Printed Envelops with LCWU Logo	4000 Nos.
9	A4 Size Printed Envelops with LCWU Logo	4000 Nos.
10	Legal Size Printed Envelops with LCWU Logo	4000 Nos.
11	Stock Register	600 Nos.
12	Souvenirs	600 Nos.
13	Characters Certificate	3000 Nos.
14	Certificates	3000 Nos.

<b>Networking Switches for Examination Branch</b>		
1.	Networking switches Cisco 2960-TCL, 24 Ports or Equivalent	02-Nos

## Annexure- A Technical Proposal Covering Letter

To

Chairperson Purchase Committee

Lahore College for Women University,

Lahore

Dear Sir,

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

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

## Annexure- B Check List

The bidder must attach this list along with the Bid

### 1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in <b>Two Envelopes</b>	
2	<b>Technical Proposal</b>	<i>Envelope A</i>
3	<b>Financial Proposal</b>	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another <b>Outer Envelope.</b>	

### 1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	<b>Check List</b>		
2	<b>Covering Letter</b>		
3	Technical Bid Form duly signed and Stamped by the Bidder		
4	Specifications of quoted items on the Letter Head of the bidder		
5	Copy of <b>Income Tax Registration Certificate</b>		
6	Copy of <b>Sales Tax Registration Certificate</b>		
7	<b>Affidavit/Undertaking</b> on the Stamp Paper		
11	Proof of Sales of the Company		
12	List of Staff		
13	The specified <b>catalogues / brochures</b> of items quoted by the bidder		
<b>Note:</b> All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
<b>Total Number of pages attached with the Technical Bid</b>		<u>                    </u> Pages	
14	<b>Tender Document</b> duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B : Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Covering Letter		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of CDR		

## Annexure- C BID FORM

### Technical Bid Form

S#	Particulars	Bidder's Response
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A	Information about the Bidder	
	Name of the Company	
	Year of Incorporation/Registration	
	NTN Registration Number	
	GST Registration Number	
	Address	
	Office Telephone Number	
	Email Address of the Company	
	Name of Contact Person	
	Mobile No. of Contact Person	
	Email Address of Contact Person	

**Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER**

Ref: **Tender No. LCWU/Tender/2023-2024/03 published on PPRA on**

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 agree that the Purchase Committee of Lahore College for Women University is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

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



# LAHORE COLLEGE FOR WOMEN UNIVERSITY

Jail Road, Lahore – Pakistan. Tel: 042-99202014, 99203801-09, Ext: 212 Fax: 042-99203130

## SECURITY REFUND FORM

Name of the vendor / supplier: \_\_\_\_\_  
Name of items supplied: \_\_\_\_\_  
Supply order number: \_\_\_\_\_  
Date of delivery of items: \_\_\_\_\_  
Gross amount of bill pre-audited by the Resident Auditor: \_\_\_\_\_  
Security amount deducted from the bill: \_\_\_\_\_  
Warrantee period: \_\_\_\_\_  
Warrantee expired on: \_\_\_\_\_

VENDOR / SUPPLIER

FOR PURCHASE OFFICE USE ONLY:

Certified that the performance of the item supplied by the Vendor / Supplier remained satisfactory during warrantee period. As per request of the Vendor / Supplier, the security may be refunded.

CONVENOR PHYSICAL INSPECTION COMMITTEE: \_\_\_\_\_

HEAD OF DEPARTMENT: \_\_\_\_\_

DEPUTY DIRECTOR PURCHASE: \_\_\_\_\_

PURCHASE OFFICER: \_\_\_\_\_

FOR TREASURER OFFICE USE ONLY:

The amount of security for Rs. \_\_\_\_\_ Deducted from bill of the Vendor / Supplier, duly pre-audited by the Resident Auditor, was deposited into Security Account No. on \_\_\_\_\_ vide cheque No. \_\_\_\_\_ dated at NBP Jail Road, Lahore. The amount of security may be released to the Vendor / Supplier through Cheque as per recommendation of the Purchase Department.

Submitted for approval please.

DEALING ASSISTANT

ADDITIONAL TREASURER

TREASURER

VICE CHANCELLOR

(For approval exceeding Rs.100,000/-)

Note: The Security shall be refunded to the Vendor / Supplier within six months of its becoming due. In case refund is not claimed, the security shall stand forfeited as un-claimed deposits.