

Govt. of the Punjab

Technical Education & Vocational Training Authority
(TEVTA)



STANDARD BIDDING DOCUMENT FOR

PROCUREMENT OF STATIONERY ITEMS
AT GOVT. COLLEGE OF TECHNOLOGY MULTAN TO BE
MADE UNDER SINGLE STAGE ONE ENVELOPE PROCEDURE
2023-2024



Bid Reference No:	GCT/MN/STATIONERY/2023-2024	
Package Name:	Procurement of Stationery Items	
Method of Procurement	Single Stage One Envelope (Least Accumulative Cost Method)	
Last date of issuance of bidding Documents:	22-12-2023	
Last Date & Time of Receipt of Bids	23-12-2023	12:00 P.M
Opening Date & Time	23-12-2023	12:30 P.M

Name and Signature of Bidder
with official stamp
Dated:

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Name and Signature of Bidder
with official stamp
Dated:

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY GOVT. COLLEGE OF TECHNOLOGY, MULTAN Web Site: www.tevta.gop.pk Email: principalgctmtn@gmail.com Ph: 061-4230505				
<h2 style="background-color: black; color: white; padding: 5px; margin: 0;">INVITATION TO BID</h2> <p>Govt. College of Technology, Multan invites sealed bids from the well reputed bidders having valid and active GST and NTN Number for Procurement of below mentioned package.</p>					
Sr. No.	Bid Reference No	Package Name	Estimated amount (Rs)	Bid Security (Rs)	Bid Opening Date & Time
1	GCT/MN/Stationery/2023-2024	Procurement of Stationery Items	Rs.270000/-	Rs.5400/-	23-12-2023 at 12:30 P.M
<p>Tender documents can be obtained from Govt. College of Technology, Multan @ of Rs: 500/- (Non-refundable) after depositing the said cost in “Account No: 5310023955100148” through bank deposit slip up to 22-12-2023 on submission of written request on bidder letter head. Sealed bids lot wise along with 2% bid security of the estimated amount (refundable) mentioned above must be attached in the form of Pay Order / CDR / Demand Draft / Banker’s Cheque favoring “Principal Govt. College of Technology Multan” should reach Govt. College of Technology, Multan on or before 23-12-2023 till 12:00 P.M through registered post/courier which will be opened on the same day as per schedule given above in the presence of the bidders / representatives. The procurement process will be governed under Punjab Procurement Rules 2014. Single stage one envelope bidding will be followed. This invitation of bid along with bidding documents is also available on PPRA website and TEVTA website are only for information, bid can only be submitted on the bidding documents obtained from Govt. College of Technology, Multan. In case of public holiday on the bid opening day bids will be opened on the next working day.</p>					
<h2 style="margin: 0;">PRINCIPAL</h2> <p style="margin: 0;">Govt. College of Technology, Qasim Pur Colony Multan</p> <p style="margin: 0;">Web Site: www.tevta.gop.pk Email: principalgctmtn@gmail.com Ph: 061-4230505</p>					

Name and Signature of Bidder
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INSTRUCTIONS TO BIDDERS

1. Single stage one envelope procedure will be adopted.
2. Erasing, cutting/ overwriting should be avoided. However, in case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelope should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.
4. Bid Reference No. and Package Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. Bids will Publically be opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
7. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
9. All bids must be received in the office of **Principal Govt. College of Technology Multan**, within due date and time as mentioned in the invitation to bid / advertisement through registered post/courier. No bid will be accepted if submitted by hand.
10. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Bidding documents should properly be signed and stamped.
12. Item wise total price and grand total price, in words and figures should be quoted at the respective columns of the Form of Bid.
13. No bid will be accepted after closing date and time.
14. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, etc. in Pak Rupees.
15. Evaluation of bid shall be made on least cost basis, conforming to the required specification as given in Form of Bid.

Name and Signature of Bidder
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16. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
17. The bidder must be active tax payer.
18. Bidder shall submit NTN and GST Registration Certificates.
19. Bid security of Rs.5400/- (@ 2% of estimated cost of Rs. 270000/-) must be attached in original.
20. Successful bidders will attend the office of the Principal Govt. College of Technology Multan to sign the contract agreement and for submission of performance security @ rate of 05% of the contract amount.
21. Contract agreement will be signed on the stamp paper in accordance with stamp act 1899 (i.e. 0.25% of the contract amount). Successful bidder(s) will be responsible for purchase of stamp paper.
22. The Procuring agency reserve the rights to cancel the tender at any stage without stating any reason.



Name and Signature of Bidder
with official stamp
Dated:

Bid Form

To:

Principal
Govt. College of Technology
Multan

Dear Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to **Supply Stationery Items**, at Govt. College of Technology, Multan in conformity with the specifications in the bidding documents as per the following price.

Sr.#	Item Name with Specification	Volume/ Quantity	Unit	Unit rate without GST.	Per Unit Amount of GST	Unit rate with GST.	Total Amount with all Taxes
1	2	3	4	5	6	7	8=(3x7)
1	Board Marker Different Color	35	Box				
2	Board Marker Ink Different Color	70	Nos.				
3	Ream A4 70grm / 80 grm	55	Nos.				
4	Ball Point Blue (Jel)	18	Box				
5	Ball Point Black (Jel)	6	Box				
6	White Board Duster	40	Nos.				
7	Ream Legal	10	Nos.				
8	Stapler Pin	50	Nos.				
9	Gum Stick	20	Nos.				
10	Box File Large	30	Nos.				
11	Envelop A4	72	Nos.				
12	Permanent Marker	18	Nos.				
13	Highlighter	48	Nos.				
14	Whitener	20	Nos.				
15	Pointer Black	6	Box				
16	Stapler	12	Nos.				
17	Scotch Tape 2"	10	Nos.				
18	Double Tape 1"	5	Nos.				
19	Ball Point Red (Jel)	7	Box				
20	Stamp Pad	15	Nos.				

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21	Calculator	2	Nos.				
22	Pointer Blue	2	Box				
23	Pin Remover	10	Nos.				
24	Paper Clip	12	Box				
25	File Separator Plastic/Laminated	15	Nos.				
26	Pencil	48	Nos.				
27	Eraser	30	Nos.				
28	Sharpener	30	Nos.				
29	File Cover	150	Nos.				
30	Box File Medium	10	Nos.				
31	Jel Ball Point 0.7mm Black	3	Box				
32	Jel Ball Point 0.7mm Blue	3	Box				
33	Short Hand Notebook	3	Nos.				
34	Diary Register	2	Nos.				
35	Dispatch Register	2	Nos.				
36	File Flapper	4	Pkt				
37	Water Dumper	6	Nos.				
38	Paper Pin	10	Box				
39	Envelop 4 x 9	12	Pkt				
40	Cloth Envelop A4	2	Pkt				
41	Cloth Envelop Legal	1	Pkt				
42	Binder Clip 2"	4	Box				
43	Scotch Tape 1"	10	Nos.				
44	Ink Blue	5	Nos.				
45	Stamp Pad Ink	6	Nos.				
46	Sticky Notes	30	Nos.				
47	File Tag	14	Pkt				
48	File Laces	14	Pkt				
49	Punch Machine	6	Nos.				

Name and Signature of Bidder
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50	Thread Gola	10	Nos.				
51	Thumb Pin	20	Box				
52	Envelop Legal	200	Nos.				
53	Marker Blue	6	Nos.				
54	Carbon Paper	120	Nos.				
Grand Total							

(Amount of Grand total in Words _____)

We understand that the purchaser intends to award the contract for all / any category to the lowest bidder. We will not claim any additional cost in respect of Supply of Stationery Items due to any variations. We undertake, if our Bid is accepted to complete the supply in accordance within the given time period.

We understand that the process of procurement is governed by PPRA Rules 2014. However, any additional conditions specified in the bidding document shall remain applicable.

Dated this _____ day of _____ 2023.

Note: All applicable taxes at the time of payment will be deducted Charge in the rate of tax announced by the Govt. from time to time will be applicable. Kindly consult clause 8 of TERMS & CONDITIONS of this document for calculation of Sale tax as required in column 8 "Per Unit Amount of GST" of this Bid Form.

Name and Signature of Bidder
with official stamp
Dated:

FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this ____ day of 2023 at _____ between Govt. College of Technology, Multan (hereinafter called "the Purchaser") and _____ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for supply of Stationery Items and has accepted a bid by the Supplier for the supply of Stationery Items in the sum of Rs. ----- (hereinafter called "the Contract Price").

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - a) Invitation to bid as publicized / advertised by the Purchaser
 - b) Bidding document as bought from the Purchaser
 - c) Form of Bid
 - d) Undertaking submitted by the bidder along with the bid papers
 - e) Procurement Order.
 - f) General and special conditions regarding procurement as given in the bidding documents and
 - g) This contract agreement as executed between the Purchaser and the Supplier.
 - h) The Bid Security.
 - i) Performance Security
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
5. Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.
6. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator on the request of contractor.

Name and Signature of Bidder
with official stamp
Dated:

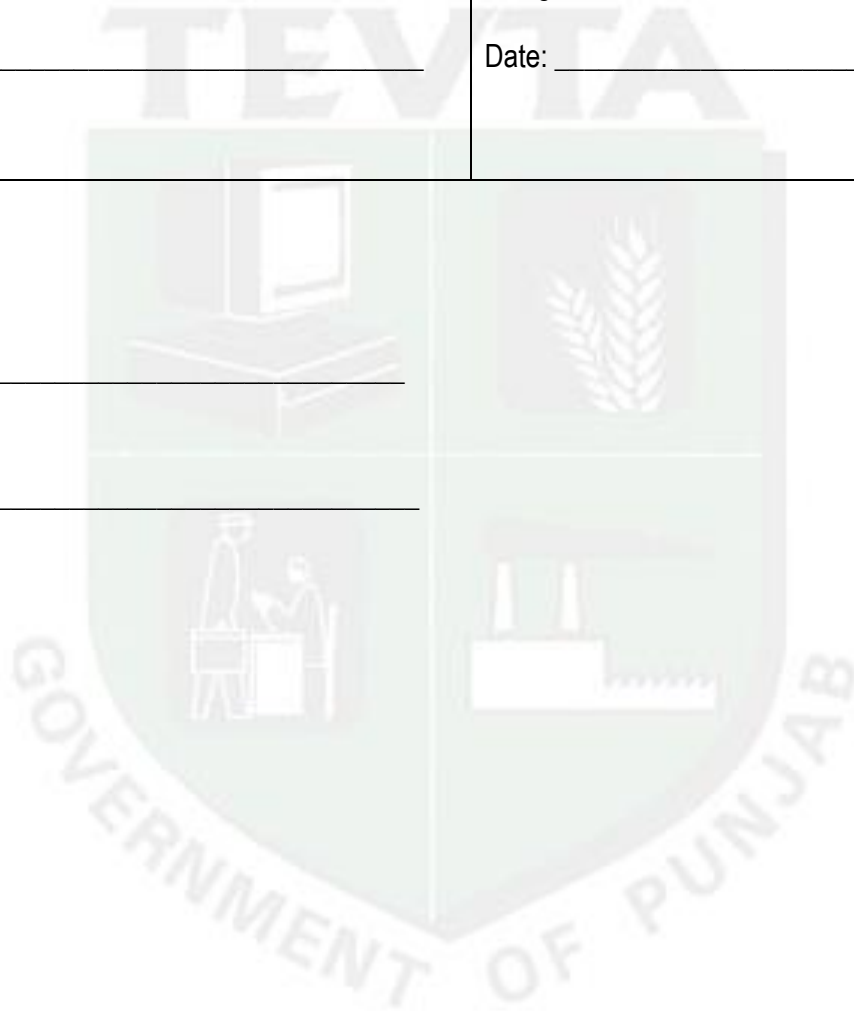
In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. _____

2. _____



Name and Signature of Bidder
with official stamp
Dated:

TERMS & CONDITIONS

1. Scope of Work

Procurement will be based on least cost method. Lowest evaluated successful bidder will be responsible for delivery of items at consignee's end in safe, sound condition.

2. Procurement Procedure and Method of Procurement

Single stage one envelope bidding procedure will be adopted following least cost method.

3. Validity of Bids

The bids shall remain valid for a period of 90 days from the date of opening of bids. Further extension if required be obtained as per Punjab Procurement Rules 2014.

4. Currency

Firm and final rates should be quoted in PAK Rupees.

5. Govt. Taxes and Transportation Charges

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, commissioning charges etc. in Pak Rupees.

6. Preparation of bids/ Proposals

Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.

7. Rates on the Form of Bid

Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all blank columns of the Form of Bid.

8. Sale Tax

- a. The sale tax cannot be included / added for the items which are exempted for sale tax as per 3rd schedule of sale tax act, 1990, if any bidder included sale tax in their bid the same will be excluded from their quoted price while comparative statement / analyses.
- b. The sale tax cannot be included / added for the items / packing items where sale tax already included in retail price, if any bidder included sale tax in their bid the same will be excluded from their quoted price while comparative statement / analyses

Name and Signature of Bidder
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9. Alternative Bids

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items shall not be considered.

10. Verification

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered and the bid shall be liable to be rejected.

11. Change place of Delivery

Procuring agency may change place of delivery at any time during the procurement proceeding.

12. Provision of Sample

The procuring agency can demand sample of any item for checking the performance / quality of the same. On satisfactory performance / quality of the sample, the bidder will be responsible for delivery of the same. In case performance / quality of the sample are un-satisfactory the procuring agency can reject the same and the bid will be technically dis-qualified. Provided samples will be retained by procuring agency for evidence.

13. Acceptance of Arithmetical Errors

In case of 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 bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited.

14. Submission of Bids

The interested bidders should submit bids of the package on the basis of "single stage one envelope procedure". All bids must be received in the office of Principal Govt. College of Technology, Multan within due date and time as mentioned in the Invitation to Bid / Advertisement.

Name and Signature of Bidder
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Dated:

15. Opening of Bids

Bids will Publically be opened by the Procurement Committee of Govt. College of Technology Multan, in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the invitation to bid.

16. Evaluation

Evaluation of bids shall be made on least cost method, conforming to the required specification as given in Form of Bid and other conditions mentioned in the bidding documents.

17. Method of Selection of Lowest Evaluated Bidder

Lowest evaluated bidder will be selected on least cost method. The bidder which meets the required minimum specification, other conditions mentioned in the bidding documents and having lowest price will be selected as lowest evaluated bidder.

18. Award of Contract and Procurement Order

Contract will be awarded to the lowest evaluated bidder on least cost method. Procurement Order will be issued after signing of contract agreement.

19. Repeat Order

The contractor may provide deliverable items on repeat order up to (15% of the original procurement order) under the provision of Punjab Procurement Rules, 2014, if asked for.

20. Rejection of the Bid

Bids will be rejected in case of the following:

- a. Received after due date and time.
- b. Bidding documents are unsigned / unstamped.
- c. The bid is conditional.
- d. The bid is from a bidder who is black listed, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan
- e. The bid is received by telephone/ telex/ fax/ telegram/E-mail or by hand.

Name and Signature of Bidder
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Dated:

- f. Bid Security is not attached with the bid OR lesser in amount than required OR not in favor / name of Principal Govt. College of Technology Multan.
- g. If the bidder is not on active tax payer list of FBR.

21. Inspection

- i. The inspection shall be conducted at the premises of the final destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification or provided samples, in inspection the contractor shall replace the rejected goods / items within fifteen working days, free of cost.
- iii. The procuring agency post-delivery right to inspect, where necessary, rejects the goods / items shall in no way be limited or waived by reason of pre-delivery inspection, passing of the goods.

22. Payment Mode

Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

23. Taxes

The Procuring agency shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

24. Penalty

In case of late delivery, of goods / items, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the late delivered items shall be imposed on the supplier up to a maximum of 10% of the contract amount.

25. DELIVERY

- 1. The lowest evaluated successful bidder will be responsible for delivery, complete in all respect at places as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 10 days of issuance of procurement order.

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2. Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery whereas the clause 24 will be intact.

26. **Force Majeure**

- I. The Supplier shall not be liable for forfeiture of its, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- II. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- III. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

FORMAT OF ALL SECURITIES REQUIRED

1. **Bid Security**

All bids accompany the bid security as demanded in the invitation to bid in the form of CDR/DD/PO/ Banker's cheque in favor of Principal Govt. College of Technology Multan. In case of withdrawal of bid after opening of bids, or non-compliance of the procurement order/ procurement contract, the bid security will be forfeited.

2. **Release of Bid Security**

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released after receiving of performance security @ 05% from the successful bidder.

3. **Performance Security**

Performance security in the form of CDR/DD/PO/ Banker's cheque in favor of Principal Govt. College of Technology Multan will be submitted by successful bidders @05% of contract price before signing the contract. In case of non-

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compliance of the procurement order/ procurement contract, the Performance security will be forfeited.

4. Release of Performance Security

Performance Security will be released after 90 days of bill submission keeping in view the performance of supplied items.

ARBITRATION

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

BLACK LISTING

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

COMMUNICATION

In case of any problem regarding preparation and submission of bids, Principal Govt. College of Technology Multan may be contacted on the below mentioned address:

Principal
Govt. College of Technology,
Qasimpur Colony Multan.
Tel: 061-4230505
Cell: 0324-7043086

Name and Signature of Bidder
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CERTIFICATE

- A. We undertake that our Firm M/s_____ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid is accepted, the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

Note: To be Provided on Rs. 100/- Stamp paper.

Name and Signature of Bidder
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Dated:

CHECK LIST / GUIDELINES FOR BIDDERS

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirement are met for the preparation and submission of their bids:

Sr. No.	Requirement	Yes / No
01.	The bidder is active tax payer throughout the procurement process	
02.	Bid Security as demanded in the invitation to bid is available in the bid.	
03.	Bid reference and package at top left corner of the envelope is marked	
04.	No Erasing, cutting/ overwriting made. If made the same is properly signed and stamped	
05.	Envelope are properly sealed	
06.	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
07.	Bids are addressed Principal Govt. College of Technology Multan.	
08.	All pages of bidding documents are properly signed and stamped at the given place	
09.	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
10.	Firm and final rates are quoted in PAK Rupees	
11.	Literature / manual / brochure (in Urdu / English) placed in the bid, is in conformity with the required specifications of items (Where Applicable)	
12.	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
13.	Rates are quoted on the attached prescribed Form of Bid	
14.	No calculation or arithmetic error is made	
15.	Bid is submitted within due date and time	
16.	Bid is not conditional	
17.	Certificate at the end of bidding documents is signed and stamped	
18.	Read and understand all the bidding documents	
19.	Address and contact No. of the bidder on the envelope is written	

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