

# **CADET COLLEGE OKARA**

## **TENDER FORM FOR SUPPLY OF STATIONERY ITEMS AND TEXT BOOKS FOR CADET COLLEGE OKARA**

Date & Time for Submission of Tender: 08-08-2017 upto 11:00 AM  
Date & Time for Opening of Tender: 08-08-2017 at 11:30 AM

<b>Firm Bio Data / Eligibility Criteria</b>	
1	<b>Name of the Owner of the Firm</b>
2	<b>Name of the Firm with full Address</b>
3	<b>National Identity Card (CNIC) No. (Photo copy must be attached)</b>
4	<b>General Sale Tax (GST) No. (Photo copy must be attached)</b>
5	<b>NTN No. (Photo copy must be attached)</b>
6	<b>CDR / Demand Draft / Pay Order No. Date and Amount with Bank Name. (Original also be attached)</b>
7	<b>Telephone No. Mobile No.</b>

### **NOTE:**

Rates must be in accordance with the specification given in the Tender Form and samples available in the College, so that rate may be compared with the equal specification. All the CDR / Demand Draft / Pay Order attached with the tender will be verified from the issuing Bank. CDR / Demand Draft / Pay Order @ **Rs. 20,000/-** in favour of Principal Cadet College Okara must be attached with the tender documents (technical bid).

### **SPECIAL INSTRUCTION:**

Bid validity is for one year and no offer will be considered, if

- i. It is received after the date and time fixed for its receipt.
- ii. It is un-signed.
- iii. It is not on the Letterhead.
- iv. It is over written.
- v. It is conditional.
- vi. It is given by a firm black listed.
- vii. It is received with a validity period shorter than that required in the Tender Form.
- viii. It is received without earnest money as specified in the tender.
- ix. Bid received through FAX.

### **IMPORTANT NOTICE:**

It is also mentioned here that according to PPRA Rules 2014, bidders have to submit two separate bids (I) Technical Bid (II) Financial Bid. Financial Bids of only those firms will be opened whose Technical Bids are accepted, found according to our requirement, remaining Financial Bids will not be opened (rejected) and will be returned back.

## **Terms & Conditions for Supply of Stationery Items and Text Books for Cadet College Okara**

1. Tender will be submitted in sealed envelopes on letter head of the firm duly signed and stamped. Main sealed envelope will consist of two separate sealed envelopes consisting of Technical and Financial bids marked and stamped.
2. Cumulated cost of rates quoted in the Financial Proposal must not exceed the Estimated Cost of the Tender. Price / cost of each item will include GST as per prevailing rules.
3. CDR / Demand Draft / Pay Order @ Rs. **20,000/-** in favor of Principal Cadet College Okara must be attached with the tender documents.
4. Tenderer will attach a proof regarding valid registration with NTN and Sales Tax departments.
5. Tenderer will be bound to pay GST and Income Tax as per prevailing rules.
6. Successful bidder will be bound to supply the items as per specification.
7. All the dues / expenditures for transportation will be responsibility of the tenderer.
8. Whole of the purchase will be on bill payment. No advance payment will be made in any case.
9. Any supply contrary to the specifications mentioned in the tender form issued by this office will be rejected and security will be forfeited.
10. Tenderer will be bound to submit his offer for whole of the supply items mentioned in the tender form otherwise tender will be rejected.
11. Bid validity is for a period of one year.
12. Technical bids will be opened in the presence of purchase committee of this office and bidders or their authorized representatives. After scrutiny of technical bids, technically successful bidders will be informed about the date and time for opening of financial bids. Unopened Financial bids will be returned to technically rejected bidders.
13. The purchase orders will be issued according to the actual requirements. Supply of ordered items (whenever placed during the bid validity period) must be ensured within 20 days, otherwise security will be forfeited and contract will be cancelled.
14. All the bidders are bound to submit Affidavit on Rs 100/- Stamp Paper to the effect that he is not Black Listed and attach the same with the Technical Proposal.
15. Successful bidder will provide Rs 100/- Stamp Paper for written agreement to the Principal Cadet College Okara.
16. Tenderer will be bound to submit complete bill to this office within a week time after successful completion of supply and getting clearance from the evaluation committee of this office.
17. Successful bidder/tenderer will be bound to submit 02 % of total cost of contract amount in the form of CDR / Demand Draft / Pay Order in favour of this office as Performance Guarantee immediately after issuance of supply order which will remain in custody of this office till validity period.
18. Incomplete tender, submitted without required documents (CDR / Demand Draft / Pay Order, attested CNIC, valid NTN and Sales Tax Registration), without signatures, submitted after fixed date & time will be rejected. Defective, conditional, cut, over written tenders will also be rejected.
19. The procuring agency reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal without assigning any reason under PPRA Rules 2014 there of which cannot be challenged in any court of law.
20. Supply order will be issued keeping in view availability of funds.
21. The purchase orders will be issued according to the actual requirements.
22. The procuring agency reserves the rights to increase/decrease the quantity of the tender items.
23. Decision of the Principal will be final and will not be challengeable in any court of law.