

CADET COLLEGE OKARA
TENDER FORM FOR THE PRINTING/SUPPLY OF COLLEGE MAGAZINE 2018

Date & Time for submission of tender:

27-09-2018 up to 10:30 AM

Date & Time for opening of tender:

27-09-2018 at 11:00 AM

PERSONAL DATA OF THE FIRM			Copy Attached Yes/No
1	Owner of the Firm		—
2	Name of the Firm		—
3	Full Address of the Firm		—
4	PTCL No. Cell No.		—
5	Email Address		
6	Filer / Non-Filer		
7	National Identity Card No (Photo copy must be attached)		
8	General Sale Tax No. (Photo copy must be attached)		
9	Income Tax No. (Photo copy must be attached)		
10	CDR / Demand Draft / Pay Order No. Date and Amount with Bank Name. (Original must be attached)		
11	Original Receipt for purchase of Tender Documents must be attached		
12	Affidavit on Rs. 100 Stamp Paper to the effect that firm is not Black Listed must be attached with Technical Bid		
13	All Tender documents must be Signed and Stamped		

Seal & stamp of firm: _____

TERMS & CONDITIONS FOR SUPPLY/PRINTING OF COLLEGE MAGAZINE 2018

1. Incomplete tender, submitted without required documents (CDR / Demand Draft / Pay Order, CNIC, valid NTN), without signatures, submitted after fixed date & time will be rejected. Defective, conditional, cut, over written tenders will also be rejected.
2. Bids will be opened in the presence of Technical/Evaluation committee of this office and bidders or their authorized representatives.
3. Tenderer will be bound to submit his offer for whole of the supply items mentioned in the Tender Form otherwise tender will be rejected.
4. Tender will be submitted in sealed envelopes on letter head pad of the firm duly signed and stamped.
5. 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 Samples of content pages, art card and art paper must also be annexed with the tender.
6. Non-compliance or any deviation from the given instructions, requirements and specification at any stage will result in the cancellation of the tender.
7. Tenderer will attach a proof regarding valid registration with NTN and Sales Tax departments.
8. Tenderer will be bound to pay GST and Income Tax as per prevailing rules.
9. Price / cost of each item will include all relevant taxes as per prevailing rules.
10. All the dues / expenditures for transportation will be responsibility of the tenderer.
11. Whole of the purchase/supply will be on bill payment. No advance payment will be made in any case.
12. **CDR / Demand Draft / Pay Order for Rs. 15,000/-** in favor of Principal Cadet College Okara as bid security must be attached with the tender documents.
13. 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.
14. Bid validity is for a period of 90 days.
15. Successful bidder must put-up draft copy of the college magazine to Technical/Evaluation committee Cadet College Okara for proof reading before printing the same.
16. Successful bidder will be bound to supply the items as per specification. Any supply contrary to the specifications mentioned in the tender form issued by this office will be rejected and security will be forfeited.
17. Complete supply must be ensured within 20 days from the date of acceptance of the offer and issuance of supply/purchase order, otherwise security will be forfeited and the offer will be given to the second lowest bidder and loss due to risk purchase will be on the previous firm.
18. Successful bidder will provide Rs 100/- Stamp Paper for written agreement to the Principal Cadet College Okara.
19. Successful bidder / tenderer will provide a sample of college magazine for final approval and also bound to supply the items as per his passed samples.
20. 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.
21. 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 (security) within a week after issuance of supply/purchase order which will remain in custody of this office for a period of 3 months.
22. The procuring agency reserves the right to accept or reject all bids or Proposals at any time and without assigning any reason under PPRA Rules 2014 there of which cannot be challenged in any court of law.
23. Supply/purchase orders will be issued according to the actual requirements.
24. The procuring agency reserves the rights to increase/decrease the quantity of the tender items.
25. Decision of the Principal Cadet College Okara will be final and will not be challengeable in any court of law.

Certificate:

It is certified that I the undersigned have read all the terms and conditions of the tender enquiry. I shall strictly abide by these terms and conditions.

Name of the firm: _____ Signature: _____

Designation: _____ Seal & stamp of firm: _____

Dated: _____

SPECIFICATION OF PRINTING OF COLLEGE MAGAZINE 2018

Detailed Specifications may be obtained from Cadet College Okara against non-refundable cash payment of Rs. 1000/- for each tender. Tender document is not transferable to any other prospective bidder.

SPECIAL INSTRUCTION:

Bid validity is 90 days 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 typed 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 inquiry.
- viii. It is received without earnest money as specified in the tender.
- ix. Bid received through FAX.

Seal & stamp of firm: _____