

TENDER PROPOSAL



Tender# G-19/01-01

Printing/Stationery/ Miscellaneous Items

National Textile University, Sheikhpura Road, Faisalabad-37610

www.ntu.edu.pk

M/S.....

ADVERTISEMENTS OF THE TENDER # G-19/01-01

Last date: 15-02-2019

i.	PPRA website dated	25-01-19
ii.	Daily Jang	29-01-19
iii	Dawn	29-01-19
iv	NTU website dated	25-01-19

ADVERTISEMENT AS IT IS:

National Textile University, Faisalabad

Tender Notice No. G-19/01-01

Printing/Stationery/ Miscellaneous Items

1. National Textile University, Faisalabad invites bids {**PPRA Rule-36(b)**} in sealed envelopes from the original Manufacturers, their Authorized Agents/Distributors/Firms (GST & Income Tax registered) for the purchase of following Items/services. **COVITEX Conference** will be held on March 05-06, 2019 and **DICE Exhibition** will be held on March 06-07, 2019.

Sr. #	Item Name	Quantity
01	For COVITEX Conference: (a) Printing & Publications (b) Stationery and shields (c) Conference bags (d) Meal (e) Miscellaneous items	Detail in Tender Document
02	For DICE Exhibition: (a) Printing, Publications & Shields (b) Stalls & Canopy etc. (c) Meal (d) Miscellaneous items	Detail in Tender Document

2. Tender Document may be downloaded from the official website of NTU (www.ntu.edu.pk) **or** may be obtained from the office of Convener Purchase. The fee of Tender Document is non-refundable **Rs. 1,000/-** (Rupees One Thousand only). The tender document fee will be accepted in shape of Pay order/Demand Draft drawn on Faisalabad in the name of “National Textile University, Faisalabad”.
3. Eligible firms should submit their bids along with **2%** earnest money of the total quoted price in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favour of National Textile University, Faisalabad, drawn on Faisalabad.
4. **Date, Time and venue:** Sealed bids should reach in the office of Convener Purchase by or before **10:00 am** on **15-02-2019**. Bids received within the stipulated time and date **will be opened** by the Purchase Committee in the **Meeting Room of NTU Faisalabad** on the **same day** at **10:30 am** in the presence of the bidders or their authorized representatives.
5. The names of contact persons for any technical queries are given in tender document.

Prof. Dr. Zahid Rizwan

Convener Purchase

041-9230081-85 (Ext. 159)

National Textile University, Sheikhpura Road, Faisalabad-37610

www.ntu.edu.pk

General Information	
IMPORTANT NOTE: COVITEX conference will be held on March 05-06, 2019. DICE Exhibition will be held on March 06-07, 2019.	
i.	National Textile University (NTU), Faisalabad invites sealed bids from original Manufacturers, their Authorized Agents/Distributors/Suppliers/Firms (Registered with Govt. Tax department) for the participation in the Tender.
ii.	Tender Document may be downloaded from the official website of NTU (www.ntu.edu.pk) or may be obtained from the office of Convener Purchase. The fee of tender document is non-refundable Rs. 1000/- (Rupees one thousand only). The tender document fee will be accepted in shape of Cash/Pay order/Demand Draft (can be submitted in a separate envelope) drawn on Faisalabad in the name of “National Textile University, Faisalabad”.
1. Deadline and Procedure for Bids:	
i.	Tender Proposals required under PPRA Rule 36(b).
ii.	Date, Time and venue: Sealed bids should reach in the office of Convener Purchase by or before 10:00 am on 15-02-2019 . Bids received within the stipulated time and date will be opened by the Purchase Committee in the Meeting Room of NTU Faisalabad on the same day at 10:30 am in the presence of the bidders or their authorized representatives.
iii.	PPRA Rule 36(b): Single stage two envelope procedure. Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”. NOTE: 2 nd , 3 rd , 4 th option(s) of any complete item or its any part will not be considered in any case. Only 1 st option will be considered for healthy competition under this rule.
2. Bidder’s Eligibility and Qualification	
i.	Bidding firm must be registered with Tax authorities and will submit the certificates of registration.
iii.	An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Black-listed from any Govt./Semi Govt. Department of the Pakistan.
iv.	Bidder will provide address of nearest office to Faisalabad (mandatory) and Web page address (optional).
3. Sealed “Technical & Financial Bid”	
i.	Technical & Financial Bids must be sealed carefully (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
4. Conditional Tender:	
i.	Any condition(s) imposed by the bidder will not be accepted.
5. Bid Security (PPRA Rule-25 for items# 1 & 2):	
i.	Bidders must be accompanied by a Bid Security @ 02% of the quoted bid price in the shape of Pay Order / CDR in favor of National Textile University, Faisalabad. Bid Security @ 02% will be calculated for items (1 & 2) considering the minimum quantity as mentioned in the list. Put separate CDR (in financial offer envelope) for items/equipment. In case of failure tender document will not be entertained.
6. Taxes/Duties:	
i.	FOR basis: All Govt. Taxes (where applicable) will be paid by the bidder.
7. Bid Validity Period:	
i.	All pricing shall be guaranteed not to increase, based on an order placed. The offer should be valid upto the dates mentioned for COVITEX conference & DICE Exhibition
8. Loading/Unloading:	
i.	Transportation/Loading/Unloading/Fixation (means operational) of all items will be provided by the bidder.

9. Country of Origin and Packing:	
i.	The items must be brand new and complete in all respects with original packing of manufacturer and strictly conforming to the given specifications. Country of origin and model must be mentioned in technical proposal (where applicable).
10. Prices for competition:	
i	<p>NOTE: University has a right to issue supply order/work order of any/all item/service(s) but will be paid as per actual. Actual bill may be demanded separately because there are separate budget head is available for COVITEX & DICE. Financial competition will be made for the independent serial number where word competition is written. Quotation may be same for COVITEX & DICE.</p> <p>1-Printing & publication for (COVITEX+DICE)----- (competition)</p> <p>2-Shields for (COVITEX+DICE)----- (competition)</p> <p>3-Stationary for COVITEX only ----- (competition)</p> <p>4-Conference bags for COVITEX only -----(competition)</p> <p>5-Meal (COVITEX+DICE) excluding Dinner. ----- (competition)</p> <p>Please quote meal separately for financial competition as</p> <p>(i)-High Tea with applicable necessary crockery ----- (competition)</p> <p>(ii) Lunch with applicable necessary crockery ----- (competition)</p> <p>(iii) Sitting arrangement [chairs, tables carpets, lighting (if applicable)] with canopy. Bidder is bound to provide sitting arrangement as per requirement of the High Tea & Lunch provider.Pl quote rates per day for healthy competition ----- (competition)</p> <p>6-Dinner in Marquee (March 5, 2019 for COVITEX+ March 6, 2019 for DICE): Possibly canal road location will be preferred. Please mention 3-4 names of Marquee with location in the bid then NTU technical committee will recommend the exact venue.--- (competition)</p> <p>7-Meal (Plater) will be served on working place/exhibition place etc. No crockery and sitting arrangement is required. ----- (competition)</p> <p>8-Miscellaneous for (COVITEX+DICE)----- (competition)</p>
11. Payments:	
i	All payments will be made as per actual supply of items/job. Also the Payment will be made on the availability of funds (approvals from Government planning agencies etc., other relevant authorities and University management). If payment is delayed (from Government planning agencies, other relevant authorities and University management) due to any reason; no extra interest/mark-up will be paid to the supplier/bidder.
12. Conformity with given Specifications:	
i.	Items/supply will be inspected at National Textile University in the presence of the supplier/their representative. Item/supply or any part will be rejected if not found according to the given specifications.
ii.	In case any material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the short supplied wrongly

	supplied, faulty or defective part/material free of charges including transport charges etc. or pay the full cost of replacement.
iii.	In case of failure on the part of supplier to supply the items as per specifications / quantity within the stipulated time (without extension/approval from the competent authority i.e. Rector of National Textile University), a penalty at least 0.25% but not exceeding 10% per month will be imposed after the approval of competent authority. Tender with any cuttings, over writings and erasing shall not be entertained.
14. Notification of Award:	
i.	The university will award the contract to the technically successful bidder whose tender has been determined to be substantially responsive and has been determined as the lowest financial proposal.
ii.	The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.
iii.	In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money will be forfeited.
15. Mandatory Signature & Stamp:	
i.	Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial). Also bidder/supplier will provide the certificate that is provided in this document named as Certificate (Mandatory).
16. Rights of the University:	
i.	If there is any conflict, it is a fundamental term of the Tender that the Bidders acknowledges and accepts that the terms and conditions of the University shall prevail.
ii.	The University reserves the right to reject any or all bids with assigning reason(s).
iii.	The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
iv.	The University reserves the right to award the contract to one bidder or divide it among several bidders. (if applicable)
v.	The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out the contract in accordance with the terms and conditions of this Tender Documents.
17. Breach of Contract:	
i.	In case of breach of warranty or Contract, the damages suffered by the University shall be recovered from the Contractor out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Performance Bond mentioned without notice to the Contractor.
18. Force Majeure:	
i.	The Contactor shall not be liable for any additional cost or for liquidated damages for delay or any failure to perform the Contract arising out of force majeure or cause beyond his/her control including acts of God, or of the public enemy. University
19. Legal proceedings:	
i.	The law of Pakistan shall govern the contract and the tender documents. Any dispute arising out shall be decided by Competent Authority of the University.
20. Contact Person(s)	
	Contact persons
01	Dr. Yasir Nawab (Chairman FMD): 041-9230081, Ext. 211
02	Muhammad Umar Nazir (Lecturer FMD): 041-9230081, Ext. 211
03	Dr. Abher Rasheed (Secretary conference): 041-9230081, Ext. 212

CERTIFICATE (Mandatory)

I (authorized official)..... On behalf of (Company name)solemnly
declare that I have read all the terms and conditions of this tender document (Tender# G-
19/01-01 for National Textile University Faisalabad), carefully. I also undertake the
responsibility that all the given information in tender proposal against the above said tender are
correct.

Signature

Date: _____

Company name address & stamp.