

# UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE.



## PUBLIC RELATION OFFICE

### TENDER NOTICE

Sealed proposal on Single Stage One Envelope basis are hereby invited by the Public Relation Office, University of Engineering and Technology, Lahore from the reputable Printing firms/companies to print the Annual Report-2016, in accordance with the specification attached with Tender Documents (FOR Basis).

The Proposal/Tender documents can be obtained the day of publishing of advertisement on PPRA Website from the office of the undersigned during office hours (08:00am to 04:00pm) on production of tender fee receipt of Rs. 500/- (Non-Refundable) deposited in the University Main Account No. 553-33 maintained with Habib Bank Ltd., Engineering University Branch Lahore, copy of the Bidding Documents is available for information and can also be downloaded from the websites [www.uet.edu.pk](http://www.uet.edu.pk) or [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk). In case the bidding documents are downloaded from websites, the required cost of the bidding documents shall be paid/deposited in UET Account No. 553-33 with HBL, Engineering University Branch Lahore at the time of submission of bids.

The Bid Security/Earnest Money @ 2% of the Estimated Cost in shape of call deposit receipt in the name of Treasurer, UET Lahore is required to be submitted along with the Proposal/Tender, otherwise the offer shall be rejected for being non-responsive.

The last date for submission of tenders is **11-12-2017** at 09:30 a.m. The Proposals/Tenders will be opened on same day at 10:00 a.m. in the Conference Hall adjacent to Vice Chancellor Office by the Central Procurement Cell in the presence of the bidders or their authorized agent who may wish to attend.

- The registered firms/companies under GST and of good repute are eligible to participate.
- No telephonic/telegraphic/email/faxed tender is acceptable.
- Procurement shall be governed by the PPRA Rules-2014 (amended upto 2017).

**Ali Ashraf**  
**(Public Relation Officer)**  
**UET Lahore,**  
Ph: 042-99029358.

# TENDER DOCUMENT

For the Printing & Supply of  
Annual Report 2016



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UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE



# UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE

## TERMS AND CONDITIONS

Item No.	Required Items	Expected Page Count	Quantity
1	Annual Report 2016	80+title	1000

1. Bidders should have their own four color printing press and in house binding section, duly bidder should registered for GST & Income Tax etc.
2. Offers should be valid for 120 days from the date of opening of the tender.
3. Delivery period shall be maximum 15 days from the date of placement of order.
4. In case the bidder is not able to fully comply with the specifications of tender inquiry, the bidder must indicate his reservations in the offer and in that event must submit complete specification literature of the items he is offering. Bid is liable to be disqualified if the relevant literature/specifications are not attached to the offer.
5. The University reserves the right, at the time of placing the order, to increase or decrease the quantity of items.
6. The supplied item must be in accordance with the given specifications.
7. The successful bidder shall be required to submit a “finished sample” of the Annual Report ordered and get it approved from the relevant authority before proceeding with final printing.
8. Final documents shall also be provided in both printable and web formats that is, Microsoft Word document and PDF Format to the university.
9. Printing paper samples shall be attached with the bid for title cover and inner pages.
10. Photography will also be carried out by the printer in association with representative of Public Relations Office.
11. The price inclusive of all applicable taxes should be quoted in Pakistani rupees.
12. The bidder shall quote price for minimum number of pages with extra cost for each extra page printed on his letterhead duly signed and stamped.
13. All bidders must attach a copy of valid NTN certificate and a copy of Sales Tax registration etc.
14. Bidders are informed that the bill of the successful bidder and supplier will only be processed on submission of stamp papers worth 0.25% of the total bill for contract/agreement.
15. Bidders are informed that a security deposit of 10% of the total bill would be retained by the university for a period of one month and it will be returned after successful completion of task defect liability.
16. Estimated cost of the order is Rs 265,000/- million including all taxes.
17. A call deposit equal to 2% of the estimated cost should accompany the Tender as Earnest Money in the shape of Deposit at call/CDR drawn in favor of The Treasurer UET,

Lahore. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. The earnest money will be released after signing the Agreement.

18. Once the purchase order is issued to a successful bidder and he fails to supply the ordered items within stipulated period, his Earnest Money shall be forfeited, a penalty worth 2% of the Tender value will be imposed and the firm will be black-listed as per PPRA Punjab rules.
19. Additional order may be placed for 15% of the initial order as per PPRA punjab rules after supply of initial order.
20. The original Request for Proposal documents duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.
21. Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the tender. All pages of the tender must be properly signed. Offer with any overwriting / use of blanco shall not be accepted in any circumstances.
22. Telephonic / telegraphic / faxed / postal or via courier tender will NOT be acceptable.
23. Last date for receipt of bids is date **11.12.2017** until **09:30 A.M.** in office of the Public Relations Officer, under sealed cover. Bids will be opened thereafter at 10:00 A.M. on the same day in the presence of the bidders or their authorized representatives who wish to be present, by the Central Procurement Cell in the conference room adjacent to the Vice Chancellor Office.
24. CHAIRMAN CENTRAL PROCUREMENT CELL may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. CHAIRMAN CENTRAL PROCUREMENT CELL, shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for rejection of his or all bids or proposal, but is not required to justify those grounds.
25. Any bid received by after the deadline will be rejected and /or returned unopened to the bidder.
26. In case of any dispute the mater shall be referred to the Vice Chancellor UET and his decision will be final and binding on bidder.
27. Bidders are advised not to quote different options for printing of Annual Report-2016
28. The University reserves the right to claim compensation for the losses, caused by delay in the delivery of item.
29. Within a week of receipt of contract, the successful bidder shall sign the contract and return it the delivery of item.
30. Within a week of receipt of contract, the successful bidder shall sign the contract and return it to the University.

Ali Ashraf  
**(Public Relations Officer)**  
**UET Lahore**

## SPECIFICATIONS

Sr. No	Detail
1.	Inside paper 128/130 grams matt paper genuine first quality no stock
2.	Title on 350 grams Art Card
3.	Binding will be fuzz binding with stitching minimum four stitches
4.	Title pasting on hot Shine Machine
5.	Four Color offset printing with CTP Plates.
6.	Title will be matt laminated with spot UV.