



TENDER DOCUMENT

FOR

**RUNNING OF BNBWU STATIONERY AND PHOTOCOPIER
SHOP ON A RENTAL BASIS**



THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR
Email: deputy.df@bnbwu.edu.pk

NO. NIT/BNB-WU-SKR/011 of 2023
DATED: 13/07/2023

NOTICE INVITING TENDER

All the interested Contractors/firms/parties/suppliers / Manufacturers / Sole Distributors meeting eligibility criteria, viz. having registration with the Federal Board of Revenue (FBR) and Sindh Revenue Board SRB for Income Tax, Sales Tax and are not blacklisted in any procuring agency or authority, are invited to participate in sealed tender for the following Works/Services:

S#	Name of Work	Tender Fee	Earnest Money	Date of Purchase	Date of Submission of Bids	Date of Opening Bids
1	Running Of BNB-WU Stationery and Photocopier Shop on Rental Basis	2000/-	5%	13-07-2023 To 28-07-2023	31-07-2023 Up to 11:00 AM	31-07-2023 at 11.30 AM

The terms and conditions are given as under:-

The tender documents can be purchased from office of the Director of Finance or can be downloaded from SPPRA website i.e. <https://ppms.pprasingh.gov.pk> and University website www.bnbwu.edu.pk on the payment noted above in form of Pay order in favour of The Begum Nusrat Bhutto Women University Sukkur (non-refundable) on any working day except the day of opening of tenders. The sealed tender on prescribed proforma along with 5% earnest money of total bid in the form of Pay Order in favour of The Begum Nusrat Bhutto Women University Sukkur must be submitted by 31-07-2023 up to 11:00 (A.M) and same will be opened on the same day @ 11.30 (A.M), in Conference Hall, BNB Women University Sukkur in presence of the Contractors / Suppliers/representatives, who so ever will be present at that time. In case of any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time & venue. Any Conditional or un-accompanied of the earnest money, tender will not be considered in the competition.

01. The method of procurement is Single Stage - One Envelope Procedure.
02. The Bidders should have successfully completed/run at least 03 similar projects in the last three years in well-reputed Universities/ similar organizations.

SPECIAL TERMS & CONDITIONS:

- a. The Bidder must have professional/certified/ human resources of the proposed solution, to carry out the project professionally.
- b. Incomplete and ambiguous (not describing the required specifications clearly and completely) solutions will not be considered in the bidding process.
- c. Evidences should be provided wherever applicable.

The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25” of said Rules.

Procurement Officer
BNB Women University Sukkur

BIDDING DATA

- (a) **Name & Address of the Procuring Agency:** THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR, SUKKUR
- (b) **Brief Description of Works:** Running of BNBWU Stationery and Photocopier Shop on Rental Basis at BNBWU Campus, SUKKUR.
- (c) **Amount of Bid Security** 5% of Total Annual Rent offered.
- (d) **Performance Security Deposit** 10% of Total Annual Rent offered.
- (e) **Period of Bid Validity** 60 days
- (f) **Deadline of submission of Bids Along with time:** As notified in NIT
- (g) **Venue, Date & Time of Bid Opening:** As notified in NIT
- (h) **Time for Completion from written order of Commence:** 30 Days
- (i) **Stamp Duty:** 0.35% or notified by the Gov. of Sindh, will be paid by successful bidder as stamp duty.
- (j) **Eligibility Criteria**
- (i) 05 years' relevant work experience as a contractor/shop runner
 - (ii) Turn-over of last three years that average turnover of last three years should not be less than three (03) million.
 - (iii) Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax Registration with the Sindh Revenue Board (SRB) for procurement of services
 - (iv) An Affidavit on Stamp Paper that the firm has never been Blacklisted
 - (v) Contract will be awarded to the bidder who will offer the highest monthly rent on terms & conditions mentioned in the bidding documents.
 - (vi) In case of extension of contract for further one year, **rent will be increased by 10%.**

(k) **Selection Criteria**

Eligible / Qualified Bidders who will offer the highest Annual/Monthly Rent will be selected / recommended for award of contract.

THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR

Proforma to be filled by the Contractor

Name of the Company / Contractor: _____

Date of Establishment: _____

Corporate Status: _____

**Owner / Proprietor / MD / CE
Name:** _____

Owner CNIC No. _____

Mailing Address: _____

Contact No (s). _____

Cell No(s). _____

Email Address: _____

NTN No. _____

SST No. _____

Bank Name & Account No. _____

**Item Rate list for
Stationery and
Photocopier Shop List
Attached @ Annex 'B'** _____ **AGREED** _____

Annual Rent Offered **Rs in Figure** _____

Rs in Word _____

Company's Stamp	Signature

Terms and Conditions of Contract

Name / Title of Stationery and photocopier Shop: **BNBWU STATIONERY AND PHOTOCOPIER SHOP**

1. **The University will provide the following facilities:**
 - a. Room for shop.
 - b. Provision of Electricity.
2. **The Contractor will bring the following Items:**
 - a. Furniture; Showcase, counter, chairs, shelf etc.
 - b. Minimum Three Photocopier Machines of best brand.
 - c. Lamination Machine
 - d. Sealer Machine
 - e. Color Scanner, Copier and Printer
 - f. Computer system
 - g. All binding Machines
 - h. Standby Generator
 - i. Stationery
3. However, the Contractor shall pay bill for the electricity consumed on monthly basis as per sub meter consumption of units reflected at Sub meter which is to be charged at the Tariff rate paid by BNBWU to SEPCO.
4. The contractor shall operate the Stationery and Photocopier Shop during working days from **8:00 a.m. to 5:00 p.m.** or as per the schedule provided by the concerned department/ Registrar Office & as per the University policy.
5. Stationery and Photocopier Shop shall remain closed on public holidays.
6. The Contractor has to submit **10% of total Annual Rent offered as a Performance Security deposit** in shape of Call Deposit/Pay order/Bank Guarantee issued by any scheduled bank of Pakistan in favor of THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR which will be held and returned after the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.
7. The Proposed Stationery and Photocopier Shop items fixed price list is attached at **Annexure – B.**
8. The Contractor will pay monthly rent **Rs. _____** as per on **1st week of each month** in advance to Director Finance.
9. The contract shall be applicable for a period of One (01) Year. It can be extended by mutual agreement based on terms and conditions as stated in this bidding document and contract agreement signed by both parties attached as Annexure-A. However, such

extension is subjected upon satisfactory performance and by approval of competent authority.

10. The contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
11. The Contractor will not provide any food item.
12. The Contractor will depute female staff.
13. The Contractor will provide the list of working staff (Service girls, Cleaning Staff and Counter persons) along with their CNIC copies. All the working staff must be vaccinated against COVID-19.
14. The contractor is liable to get the University pass made for him/her and his/her staff.
15. Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
16. The contractor shall be responsible for the **conduct and behavior** of his staff. The staff/service boys should keep themselves neat and clean and wear proper uniform along with cap and badge name. The staff appointed should have the basic knowledge of personal hygiene, use of gloves and safe & clean methods of food handling.
17. Contractor will be responsible for cleanliness & dusting of furniture, fixtures and fittings etc. in the Stationery and Photocopier Shop and its premises. The organization will not provide any cleaning materials/dusters, etc. for the same. A penalty of Rs. 2,000/- will be charged if any complaint will be noted during the surprise visit of the management.
18. The University's Stationery and photocopier Shop Management Committee shall visit periodically to check and inspect the shop and contractor will be bound to follow the recommendations and guidelines of the committee.
19. Whenever the management feels that the quality and rate list of the items are not provided according to specifications as mentioned in the Price List schedule, the management reserves the right to terminate the contract at any time on 30 days' notice to contractor.
20. Contractor will be responsible for any damages to the equipment and for the repair and maintenance of Furniture & Fixtures if any damages is caused by him. If such damage is done by students, the contractor is bound to report immediately to Management of the University.
21. That University's Management shall not be responsible in any way for the safety of the articles belonging to the Contractor. The contractor himself is responsible for the safety of his articles belonging to him.
22. In case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Management against the contractor.
23. By the terms / conditions of the premises, inventory of electricity, is the responsibility of the University which shall be verified by the Contractor.

24. The contractor shall not use the Stationery and photocopier Shop space and infrastructure for marketing of any product without getting approval from University Management.
25. The contractor will report immediately to Management of the University about any political and religious activities i.e. Poster, Panaflex, etc. in the Stationery and Photocopier Shop premises.
26. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of contract or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Vice Chancellor of BNB Women University, SUKKUR for arbitration in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his words which shall be final, conclusive and shall be binding on the parties hereto.
27. The Contractor has to display the approved Rate List duly signed by the University's Stationery and photocopier Shop Management Committee.
28. The Contractor will not enhance the rates of services and will not revise rates of stationery items approved by the University Stationery and photocopier Shop Management Committee unless specified by the committee in writing.
29. For any new items which are not included in pricelist, University's Stationery and photocopier Shop Management Committee and contractor will mutually decide the rates of such new items.
30. The Contractor will abide by all the above clauses of the agreement & the instructions which will be issued from time to time by the University Management, in case of the failure / violation, the minor / major penalty may be imposed recommended by the University's Stationery and photocopier Shop Management Committee and by the approval of Competent Authority accordingly.

Company's Stamp	Signature

(The offered rates shall be valid for a period of 12 Months effective from the date of Contract)

ANNEXURE “A”

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20 between **THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR (BNBWU) of SUKKUR, Pakistan** (hereinafter called “the Procuring agency”) of the one part and **M/s. _____** (“hereinafter called the Contractor”), of the other part:

WHEREAS the Procuring agency invited bids from interested contractors to run **BNBWU STATIONERY AND PHOTOCOPIER SHOP & on rental basis at BNBWU SUKKUR vide Tender No. NIT/BNB-WU-SKR/002 of 2022** and has accepted a bid on the terms and conditions hereinafter appearing to run the Stationery and Photocopier Shop in the sum of **Rs.**

_____ (hereinafter called “the Contract Price”).

NOW THIS INDENTURE WITNESSETH AS UNDER:

The contract shall be applicable for a period of One (01) Year with effect from the date of signing of contract. It can be renewable for another year by mutual agreement based on terms and conditions as stated in this bidding document. Such extension is subjected upon satisfactory performance and by approval of competent authority. However, the contract may be terminated by the Procuring agency without assigning any reason at any time on 30 days’ notice.

A. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the terms and conditions of Contract referred to.

B. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) Bidding Documents;
- b) Contract Agreement;
- c) Letter of Acceptance/Notification for award of work;
- d) Work Order;
- f) the Price Schedule submitted by the Bidder;
- g) the Fixed items rate list;

C. In consideration of the payments to be made to the Procuring agency by the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring agency to provide the services against the space occupied and to remedy defects therein in conformity in all respects with the provisions of the Contract.

1. However, the Contractor shall pay bill for the electricity consumed on monthly basis as per sub meter consumption of units reflected at Sub meter which is to be charged at the Tariff rate paid by BNBWU to SEPCO.
2. The contractor shall operate the Stationery and Photocopier Shop during working days from **8:00 a.m. to 5:00 p.m.** or as per the schedule provided by the concerned department/ Registrar Office & as per the University policy.
3. Stationery and Photocopier Shop shall remain closed on public holidays.
4. The Contractor has to submit **10% of total Annual Rent offered as a Performance Security deposit** in shape of Call Deposit/Pay order/Bank Guarantee issued by any scheduled bank of Pakistan in favor of THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY SUKKUR which will be held and returned after the expiry of contract, after deduction for damage or loss if any or arrears of rent and utilities.
5. The Proposed Stationery and Photocopier Shop items fixed price list is attached at **Annexure – B.**
6. The Contractor will pay monthly rent **Rs. _____** as per **Annexure-C** on **1st week of each month** in advance to Director Finance.
7. The contract shall be applicable for a period of One (01) Year. It can be extended by mutual agreement based on terms and conditions as stated in this bidding document and contract agreement signed by both parties attached as Annexure-A. However, such extension is subjected upon satisfactory performance and by approval of competent authority.
8. The contractor will not be allowed to sublet the work to any other firm (s) / person (s) or contractor (s).
9. The Contractor will not provide any food item.
10. The Contractor will depute female staff.
11. The Contractor will provide the list of working staff (Service girls, Cleaning Staff and Counter persons) along with their CNIC copies. All the working staff must be vaccinated against COVID-19.
12. The contractor is liable to get the University pass made for him/her and his/her staff.
13. Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
14. The contractor shall be responsible for the **conduct and behavior** of his staff. The staff/service boys should keep themselves neat and clean and wear proper uniform along with cap and badge name. The staff appointed should have the basic knowledge of personal hygiene, use of gloves and safe & clean methods of food handling.
15. Contractor will be responsible for cleanliness & dusting of furniture, fixtures and fittings etc. in the Stationery and Photocopier Shop and its premises. The organization will not provide any cleaning materials/dusters, etc. for the same. A penalty of Rs. 2,000/- will be charged if any complaint will be noted during the surprise visit of the management.

16. The University's Stationery and photocopier Shop Management Committee shall visit periodically to check and inspect the shop and contractor will be bound to follow the recommendations and guidelines of the committee.
17. Whenever the management feels that the quality and rate list of the items are not provided according to specifications as mentioned in the Price List schedule, the management reserves the right to terminate the contract at any time on 30 days' notice to contractor.
18. Contractor will be responsible for any damages to the equipment and for the repair and maintenance of Furniture & Fixtures if any damages is caused by him. If such damage is done by students, the contractor is bound to report immediately to Management of the University.
19. That University's Management shall not be responsible in any way for the safety of the articles belonging to the Contractor. The contractor himself is responsible for the safety of his articles belonging to him.
20. In case of failing to fulfil any of the obligations of the contract at any time during the contract period, action deemed fit including termination of contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Management against the contractor.
21. By the terms / conditions of the premises, inventory of electricity, is the responsibility of the University which shall be verified by the Contractor.
22. The contractor shall not use the Stationery and photocopier Shop space and infrastructure for marketing of any product without getting approval from University Management.
23. The contractor will report immediately to Management of the University about any political and religious activities i.e. Poster, Panaflex, etc. in the Stationery and Photocopier Shop premises.
24. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of contract or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Vice Chancellor of BNB Women University, SUKKUR for arbitration in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his words which shall be final, conclusive and shall be binding on the parties hereto.
25. The Contractor has to display the approved Rate List duly signed by the University's Stationery and photocopier Shop Management Committee.
26. The Contractor will not enhance the rates of services and will not revise rates of stationery items approved by the University Stationery and photocopier Shop Management Committee unless specified by the committee in writing.
27. For any new items which are not included in pricelist, University's Stationery and photocopier Shop Management Committee and contractor will mutually decide the rates of such new items.
28. The Contractor will abide by all the above clauses of the agreement & the

instructions which will be issued from time to time by the University Management, in case of the failure / violation, the minor / major penalty may be imposed recommended by the University's Stationery and photocopier Shop Management Committee and by the approval of Competent Authority accordingly.

**Signature of the Contractor
Agency**

**Signature of the Procuring
Agency**

Signature & Stamp

Authorized Person:

Designation:

WITNESS:

Signature: _____

Name: _____

Signature & Stamp

Authorized Person:

Designation:

WITNESS:

Signature: _____

Name: _____

FORM OF TENDER
(LETTER OF OFFER)

Tender Reference No. _____ Dated _____

Name of Contract: **Supply, Installation, Putting into Operation and Demonstration of Procurement of Photocopier Machine at The Begum Nusrat Bhutto Women University Sukkur, Sindh**

The Director of Finance
The Begum Nusrat Bhutto Women University Sukkur.

Dear Sir,

1. Having examined the Tender Documents including Instructions to Tenderers, Conditions of Contract, Specifications, Drawings, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Contract, we, the undersigned, being a company doing business under the name and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Contract and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Tender Price of Rs. _____ (in figures and words) or such other sum as may be ascertained in accordance with the said Documents.

2. We understand that all the Schedules attached hereto form part of this Tender.

As security for due performance of the undertakings and obligations of this Tender, we submit herewith a Bid Bond referred to in Clause 3 of the Instructions Tenderers and as per Annexure "D", in the amount of Rs. _____ (in words and figures) drawn in favor of or made payable to The Begum Nusrat Bhutto Women University Sukkur and valid for a period of 28 days beyond the period of validity of this Tender.

3. We undertake, if our Tender is accepted, to complete the whole of the work comprised in the above-named Contact within the time stated in Clause 12 of the Instructions to Tenderers.

4. We agree to abide by this Tender for the period of 60 days beyond the date of opening of the Tender, and it shall remain binding upon us and may be accepted at any time before the expiration of this period.

5. Unless and until a formal Contract Agreement is signed, this Tender, together with your acceptance thereof, shall constitute a binding contract between us.

6. We undertake, if our Tender is accepted, to execute the Contract Performance Bond referred to in Clause 3 of the Instructions to Tenderers and as per Annexure "E" for the due performance of the Contract.

7. We understand that you are not bound to accept the lowest or any Tender you may receive.

8. We do hereby declare that this Tender is made without any collusion, comparison of figures or arrangement with any other person or persons making a Tender for the above-named Contract.

9. We confirm, if our Tender is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the Contract and the composition or the constitution of the joint venture

shall not be altered without the prior consent of the Vice Chancellor, The Begum Nusrat Bhutto Women University Sukkur. (Please delete this clause in case of Tender from a single firm)

Dated this _____ day of _____ 2023

Signature _____ in the capacity of _____ duly authorized

to sign Tender for and on behalf of _____
(Name of Tenderer in Block Capitals)

Address: _____

Witness:

Name: _____

Address: _____

Occupation: _____

INSTRUCTIONS TO TENDERERS

The Begum Nusrat Bhutto Women University Sukkur, Sindh, intends to purchase Photocopier Machine under the approved schemes. The purchase will be financed through the cash provided by the Government of Pakistan. This tender is issued for the supply, installation, putting into operation and demonstration of the working of the Equipment as per the Schedule of requirements given in this Tender Document.

PREPARATION OF TENDER.

1. Language of Tender

The **Tender** along with any accompanying literature shall be prepared in **English** language only:

2. Submission of Tender

- a) The **Tender** shall be enclosed in a double cover. The outer cover shall bear the address of the Director of Finance, The Begum Nusrat Bhutto Women University Sukkur, Sindh, without any indication that it encloses a tender. The inner cover shall be marked with the title of the Tender, number of invitation to the Tender and the date of opening of the Tender, and **must be sealed**.

IT-02

3. Bid Bond and Contract Performance Bond

- a) The tenderer shall enclose with his/her tender a **Bid Bond** on requisite stamp paper, as per **Annexure "D"** to this Tender Document, issued by a scheduled/commercial bank doing business in Pakistan, for an amount equivalent to **5% of the total cost** of the Equipment offered as per the Tender submitted by him/her, or Rs. 100,000.00 (One hundred thousand), whichever is more. The Bid Bond shall be in favor of the Vice Chancellor, The Begum Nusrat Bhutto Women University Sukkur, including his successor in office and assignees acting through the Director of Finance, The Begum Nusrat Bhutto Women University Sukkur. The bond so furnished shall remain **valid for a period 28 days beyond the period of validity of the Tender** or till it is revalidated/extended for a period mutually agreed upon by the tenderer and the Director of Finance, The Begum Nusrat Bhutto Women University Sukkur.
- b) As soon as an award is made, the provisions in paragraphs c), d) and e), hereunder, shall **operate**.
- c) If the Tender is **rejected**, the Bid Bond will be returned to the tenderer as soon as possible after rejection.

The **successful bidder** shall have to give a **Contract Performance Bond**, as per **Annexure "E"** to this Tender Document, to the extent of **5% of the total value** of the contract on the same conditions as the Bid Bond. The Performance Bond shall be retained by the Director of Finance, The Begum Nusrat Bhutto Women University Sukkur, till the completion of the guarantee period as per Clause 23 of the Conditions of Contract.

BID BOND

(Bank Guarantee)

Guarantee No _____

Executed on _____

Expiry date _____

Letter by the Guarantor (Bank) to the Employer (University)

Name of Guarantor (Bank) with address: _____

Name of Principal (Tenderer) with address: _____

Penal sum of Security (Bond),(in figures and words): _____

Tender Reference No. _____ Date of Tender _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Tender and at the request of the said Principal (Tenderer), we the Guarantor above-named are held and firmly bound unto the Vice Chancellor, The Begum Nusrat Bhutto Women University Sukkur, acting through the Director of Finance, The Begum Nusrat Bhutto Women University Sukkur, {hereinafter called The “Employer” (“University”)} in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal (Tenderer) has submitted the accompanying Tender numbered and dated as above for supply, installation, putting into operation of Photocopier Machine at The Begum Nusrat Bhutto Women University Sukkur, to the said Employer (University); and

WHEREAS, the Employer (University) has required as a condition for considering the said Tender that the Principal (Tenderer) furnish a Bid Bond in the above said sum to the Employer (University), conditioned as under:

- 1) that the Bid Bond shall remain valid for a period of 28 days beyond the period of validity of the Tender;

- 2) that in the event of;
 - a) the Principal (Tenderer) withdraws his Tender during the period of validity of the Tender;
 - b) the Principal (Tenderer) does not accept the correction of his Tender Price, pursuant to Clause 16 of “Instructions to Tenderers”; or

c) failure of the successful Tenderer to:

- i) furnish the required Contract Performance Bond, in accordance with Clause 3 of “Instructions to Tenderers”; or
- ii) sign the proposed Contract Agreement, in accordance with Clause 4 of the “Conditions of Contract”;

then the entire sum be paid immediately to the said Employer (University) as liquidated damages and not as penalty for the successful Tenderer’s failure to perform.

NOW THEREFORE, if the successful tenderer shall, within the period specified therefore, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer (University) in accordance with his Tender as accepted and furnish within twenty eight (28) days of his being required to do so, a Contract Performance Bond with good and sufficient surety, as may be required, upon the form prescribed by the said Employer (University) for the faithful performance and proper fulfillment of the said Contract or in the event of rejection of the said Tender by the Employer (University) within the time specified then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT, the Guarantor shall forthwith pay to the Employer (University) the said sum stated above upon first written demand of the Employer (University) without cavil or argument and without requiring the Employer (University) to prove or to show grounds or reasons for such demand notice of which shall be sent by the Employer (University) by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT, the Employer (University) shall be the sole and final judge for deciding whether the Principal (Tenderer) has duly performed his / her obligations to sign the Contract Agreement and to furnish the required Contract Performance Bond within the time stated above, or has defaulted in fulfilling the said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Employer (University) forthwith and without reference to the Principal (Tenderer) or any other person.

IN WITNESS WHEREOF, the above bounden Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to the authority of its governing body.

Guarantor (Bank)

Witness:

1. _____
(Signature)

(Name, Title, Address and Seal)

(Signature)

(Name)

2. _____
(Signature)

(Name, Title, Address and Seal)

(Title)

(Corporate Guarantor Seal)

CONTRACT PERFORMANCE BOND
(Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry Date _____

Letter by the Guarantor (Bank) to the Employer (University)

Name of Guarantor (Bank) with Address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (Bond), (in words and figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the Tender Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal (Contractor) we, the Guarantor above named, are held and firmly bound unto the Vice Chancellor, The Begum Nusrat Bhutto Women University Sukkur, Sindh, acting through the Director of Finance, The Begum Nusrat Bhutto Women University Sukkur {hereinafter called the Employer (University)} in the penal sum of amount stated above for the payment of which sum well and truly to be made to the said Employer (University), we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal (Contractor) has accepted the Employer's (University's) above said Letter of Acceptance for the supply, installation, putting into operation and demonstration of Photocopier Machine of The Begum Nusrat Bhutto Women University Sukkur, Sindh.

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer (University), with or without notice to the Guarantor, which notice is hereby waived and shall also well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till the expiry of the guaranty period as per Clause 23 of the Conditions of Contract.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer (University) without delay upon the Employer's (University's) first written demand without cavil or arguments and without requiring the Employer (University) to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated

above, against the Employer's (University's) written declaration that the Principal (Contractor) has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to the Employer's (University's) designated Bank and Account Number.

PROVIDED ALSO THAT the Employer (University) shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling the said obligations, and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer (University) forthwith and without any reference to the Principal (Contractor) or any other person.

IN WITNESS WHEREOF, the above bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body

Guarantor (Bank)

Witness:

1. _____
(Signature)

(Signature)

Name, Title and Address (Seal)

(Name)

2. _____
(Signature)

(Title)

Name, Title and Address (Seal)

Corporate Guarantor (Seal)

Evaluation Criteria

	Evaluation Clause	Required Level	Marks
1	Bidders must have 5-year experience in Photocopier supplies/ running of photocopier and stationery shop.	above 5 years.	15
		2 to 4 years.	05
2	1. National Tax Registration Certificate (NTN) 2. General Sales Tax Registration Certificate 3. Valid registration of the company with Sindh Revenue Board (SRB).	Updated status of FBR	15
3	Annual Sales volume / Gross Turnover of the bidder firm should be at least 2 Million rupees per year in the last 03 (three) years.	Audit Reports / Tax Returns of last 3 years	15
4	Bidder must have verifiable presence /support /shop in Sukkur/Karachi or Hyderabad to provide support.	Detail of offices/shops to be attached	10
5	Detail Stationery items with brand name.	List of maximum items with rates to attached	15
6	Detail of the Machines used for providing Services.	Maximum services with advance equipment	15
7	Deputation of Supporting staff for dealing students	Minimum 2 Female staff Detail must be attached	15
	Total point		100
	Qualification Score		80

Annexure B

ITEM RATE LIST FOR BNBWU STATIONERY AND PHOTOCOPIER SHOP

S. #	List of Items to be Served	Rate Rs.
	<ul style="list-style-type: none"> • Photocopy Single side (70 gm) Rs.5 Double side (70 gm) Rs.8 ID Card Rs.5 • Black & White Print Out Single side (A4 70/80 gm) Rs.10 Double side (A4 70/80 gm) Rs.20 • Color Print Outs Rates Art paper Single side, (115 gm) Rs.30 Art paper Double side, (140 gm) Rs.50 Photo sheet Single side, (200 gm) Rs.40 Photo sheet Double side, (200 gm) Rs.50 Texture paper Single side, (260 gm) Rs.50 Texture paper Double side, (260 gm) Rs.60 • Plastic Coating Hard/soft small size Rs.20 Hard/soft large size Rs.30 • Binding Spiral binding Rs.100 Tape binding Rs.50 Wire binding Rs.150 Strip binding Rs.150 Ring binding Rs.300 	
	<ul style="list-style-type: none"> • Stationery All items of the stationery used by the students of the University. 	As per market Price with approval of Stationery and photocopier shop Committee

Stamp & Signature

**THE BEGUM NUSRAT BHUTTO WOMEN UNIVERSITY
SUKKUR, SUKKUR**

RENT OFFERED BY CONTRACTOR	AMOUNT (RS.)
ANNUAL RENT OFFERED	
MONTHLY RENT OFFERED	

ANNUAL RENT OFFERED (IN WORDS)

Signature of contractor & seal

Signature of Convener Tender
Committee &
Members