

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998) University Procurement & Facility Department E-TENDER NOTICE FOR MATERIAL for repair of PATIENT TROLLEY, WHEEL CHAIR, REVOLVING CHAIR UNDER RATE CONTRACT

Tender Notification No :	To be ger	nerated automatically by the E-procurement	portal of	the Govt.
	of Punjab	).		
Nature of work :	agents/di Material Baba Fa located generated agreemen mutual co Material	istributors/suppliers etc. for procureme for repair of following items under ra- arid University for its constituent collect at Faridkot, based on the different dem d during the period of one year from the nt and further extendable subject to satisfa onsent of both the parties. for repair of PATIENT TROLLEY, WHEEL C	ate contra eges & Ir ands that date of s actory serv	vorkshop act with istitutes t will be igning of vices and
	CHAIR etc	c.: Description	Otv	Upit
	<b>3. NO.</b> 1.	Patient Trolley wheels with Coaster pin types double	Qty	Unit
	1.	ball bearing 6" (Heavy Duty)	200 No.	No.
	2.	Patient Trolley wheels with Coaster pin types double		
		ball bearing 5" (Heavy Duty)	100	No.
	3.	Bio-waste trollry wheels with Coaster pin types double ball bearing 8" (Heavy Duty)	50	No.
	4.	Patient Trolley Coaster pin bush (Heavy Duty)	100	No.
	5.	Wheel Chair (Rear wheel complete 22") (Heavy Duty)	100	No
	6.	Mild steel Sheet 18 Gauge 35"X 30" for trolley (Good Quality)	16	No
	7.	Revolving Chair Pump 100 mm size.(Heavy Duty)	50	No
	8.	Revolving chair wheel steel base (Heavy Duty)	20	No
	9.	Revolving chair wheel (Screw type) 2" size (Heavy Duty)	200	No.
	10.	Revolving chair wheel (Pin type) 2" size (Heavy Duty)	50	No
	11.	MS Rectangular Pipe 1"X 2" for 3 seater sofa. (Heavy Duty)	100	Kg
	12.	Hand Grinder Blade 4" (Good Quality)	30	Nos.



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Cost of the tender	Rs. 500/- only (Rs. Five Hundred Only) (through online mode only)
document:-	{Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non- refundable).
EMD Amount :	Rs. 10,000/- only (Rupees Ten Thousand Only) (through online mode only)
	{Refundable to the Non-successful bidders, without any type of interest or other charges}.
	However, It will be converted in Performance security in case of successful
	tenderer and will be returned after successful completion of the contract
	period.
	It should be clearly noted that no bidder will be allowed any type of
	exemption from the deposit of the EMD under any circumstances.
Performance Security	The Earnest Money Deposit deposited by the successful bidder will be
	converted against the performance security and will be returned after
	the competition of rate contract period.
Date of start of	immediate from the website of the Punjab Government i.e.
downloading of tender	https://eproc.punjab.gov.in
documents:-	
Website for downloading of	From the above website
the tender document:-	However, the details may also be obtained from the University website
	i.e. <u>www.bfuhs.ac.in</u>
Last date for downloading	22.03.2019 up to 12.30 pm
of the tender document:-	
Last date & Time for	22.03.2019 up to 1.30 pm
submission of the tender	(through online mode only)
documents:-	
Date of opening of the	By the next day from the last date of submission of tenders (by 5:00 p.m.) on the e- procurement portal of the Govt. of Punjab.



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Tender documents		r the bidder or t	their authorized agents representative may
(Technical Bids)	attend t	he tender openin	g process at the University Procurement &
	Facility Department, Baba Farid University of Health Sciences, Faridkot		
	on the prescribed time and date.		
Date of Opening of the	The opening date of financial bids of the technically qualified bidders will be		
tender documents	informed	on the university w	eb site .
(Financial Bids)	on the e- procurement portal of the Govt. of Punjab.		
	Howeve	r the bidder or t	their authorized agents representative may
	attend t	he tender openin	g process at the University Procurement &
	Facility I	Department, Baba	Farid University of Health Sciences, Faridkot
	on the p	rescribed time and	l date.
Address for the submission	The Regi	strar,	
:	Baba Fai	rid University of He	ealth Sciences,
	Sadiq Ro	oad, Faridkot (Punj	ab) PIN-151203.
Who can be contacted for	<u>Sr.</u>	Nature of	Name of the concerned Official
obtaining more information	<u>No.</u>	Information	with contact No:-
about the tender.	1	About the	Incharge,
		tenders and	University Procurement & Facility
		allied	Department, Baba Farid University
		information:-	of Health Sciences, Faridkot.
			Phone:- 01639-250267, 256232,
			256236,
			Email id:- upfdbfuhs@gmail.com
			(on all working days from 9.00 a.m.
			to 5.00 p.m.)



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# **SCOPE OF SUPPLY**

E-tenders are invited from the Manufacturers/ Sole

agents/distributors/Suppliers etc. for procurement of following Hospital workshop Material under rate contract with Baba Farid University for its constituent colleges & Institutes located at faridkot, based on the different demands that will be generated during the period of one year from the date of signing of agreement, further extendable subject to satisfactory services and mutual consent of both the parties.

S. No.	Description	Qty	Unit
1.	Patient Trolley wheels with Coaster pin types double ball bearing 6"	200	No.
	(Heavy Duty)	200	NO.
2.	Patient Trolley wheels with Coaster pin types double ball bearing 5"	100	No.
	(Heavy Duty)	100	NO.
3.	Bio-waste trollry wheels with Coaster pin types double ball bearing 8"	50	No.
	(Heavy Duty)	50	NO.
4.	Patient Trolley Coaster pin bush (Heavy Duty)	100	No.
5.	Wheel Chair (Rear wheel complete 22") (Heavy Duty)	100	No
6.	Mild steel Sheet 18 Gauge 35"X 30" for trolley (Good Quality)	16	No
7.	Revolving Chair Pump 100 mm size.(Heavy Duty)	50	No
8.	Revolving chair wheel steel base (Heavy Duty)	20	No
9.	Revolving chair wheel (Screw type) 2" size (Heavy Duty)	200	No.
10.	Revolving chair wheel (Pin type) 2" size (Heavy Duty)	50	No
11.	MS Rectangular Pipe 1"X 2" for 3 seater sofa. (Heavy Duty)	100	Kg
12.	Hand Grinder Blade 4" (Good Quality)	30	Nos.
13.	Cutter Blade 14" (Chop Saw) (Good Quality)	10	Nos.

#### Note:

- The immediate demand for the items may be increased or decreased based on the actual requirement.
- The bidders are requested to quote their rates in the financial bid only. The rates should be quoted including all charges however, the GST will be paid by the University extra upon the quoted rates, as per the norms of the Government



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#### **INSTRUCTIONS/ GUIDELINES TO THE TENDERERS**

 Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..

- 2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an <u>Executive Magistrate</u> or a <u>Notary Public</u> may also be uploaded on the website. The original affidavit must be submitted in the University office before last date.
- 3. upload Technical Bid Proforma (Annexure-III).
- 4. upload a signed copy of the terms and conditions (Annexure-IV).
- 5. Detail of Bank Account for refund of EMD (Annexure V)
- 6. In addition to this, following documents are to be attached with Technical Bid:
  - i) Tender Fee : The tender document fee of Rs. 500/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
  - ii) Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only). <u>The</u>
    Earnest Money Deposit must be submitted *in the shape of Online* Payment.
  - Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
  - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the eprocurement website of the Govt. of Punjab along with the tender document.



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7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.

 It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.



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#### <u>Annexure-I</u>

#### NOTICE INVITING TENDER (E-TENDER NOTICE)

**E-tenders** are invited from the Manufacturers/ Sole

agents/distributors/supplier etc. procurement of workshop Material for repair of Hospital items under rate contract with Baba Farid University for its constituent colleges & Institutes located at faridkot, based on the different demands that will be generated during the period of one year from the date of signing of agreement, further extendable subject to satisfactory services and mutual consent of both the parties.

The tender document containing detailed terms & conditions may be downloaded from the eprocurement website of the Punjab Government i.e. <u>https://eproc.punjab.gov.in</u> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

#### **TERMS AND CONDITIONS:-**

- Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only). <u>The Earnest</u> Money Deposit must be submitted *in the shape of Online Payment*.
- 2. The tenders will be opened on the same day at <u>2.30 PM, on the e-procurement portal</u> of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
- The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
- 4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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#### Annexure-II

#### (To be furnished on non-judicial stamp papers worth Rs.30/- duly attested by Executive Magistrate or Notary Public). AFFIDAVIT

l/We	partner/sole
proprie	etor (Strike out which is not applicable) of (Name & Address of Firm)
	do hereby declare and solemnly affirm:-
a)	That the individual/firm/ companies are not debarred or black- listed by any
	department of Union/ State Government or any autonomous institute.
b)	That no partner or shareholder, directly or indirectly connected with the applicant has
	been debarred or blacklisted by any department of Union Govt./State
	Govt./Autonomous Institute.
c)	That the terms and conditions for "procurement of workshop Material for repair
	under rate contract with Baba Farid University for its constituent colleges &
	Institutes located at faridkot,". are acceptable to me/us. I/We will abide by them in
	letter and spirit.
d)	That I will supply and install the required material within the stipulated delivery period
	of the tender document/ supply.

Date: \_\_\_\_\_\_ Place: \_\_\_\_\_

#### DEPONENT

#### VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Place: \_\_\_\_\_

DEPONENT



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Annexure-III

## **TECHNICAL BID**

	Name of the applicant
1	(tenderer/ bidder).
2	Constitutional status of the
	tenderer/ bidder.
	i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc.
3	Address of the tenderer/
	bidder
4	Name of the Dealing Person :-
6	Position of the dealing person
	in the tenderer firm/
	company/ society :-
7	E mail id:-
8	Fax No:-
9	Mobile No:-
10	PAN Number

11 GST No.

### CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I	Yes/No
	(Scanned copy uploaded on the e-procurement portal or not?)	



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2.	Whether an affidavit on the non-judicial stamp paper, duly attested by	Yes/No
I		
1	the Executive Magistrate/Notary, regarding non-black listing/ non-	
1	prosecution of firm has been submitted? – Annexure – II	
1	(Scanned copy uploaded on the e-procurement portal or not?)	
1	(The original document must be submitted in the university before the last date	
3.	Technical Bid Proforma attached – Annexure – III	Yes/No
1	(Scanned copy uploaded on the e-procurement portal or not?)	
4.	Signed copy of terms & conditions attached – Annexure – IV	Yes/No
1	(Scanned copy uploaded on the e-procurement portal or not?)	
5.	Bank Details (Anenxure – V) for refund of EMD attached	Yes/No
1	(Scanned copy uploaded on the e-procurement portal or not?)	
6.	Signed copy of an acceptance of tender/ conditions (Anenxure – VI)	Yes/No
1	(Scanned copy uploaded on the e-procurement portal or not?)	
7.	Whether the fee of Rs.500/- on account of Tender Fee has been	Yes/No
1	submitted through online mode or not?	
8.	Whether an EMD of the appropriate value i.e. Rs.10,000/- only has	Yes/No
l	been submitted online issued in favour of "The Registrar, Baba Farid	
1	University of Health Sciences, Faridkot" and payable at "Faridkot"	
1	Detail of Payment ;	
1	Dated :	
1	Name of the Bank :	
	Amount :- Rs.10,000/- only (Rupees Ten Thousand only).	
	Whether a soft copy of the same has been uploaded on the designated	
l	website at the time of submission of the tender or not?	
9.	Whether each page of the tender document and other enclosures as well	Yes/No
l	as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer	
l	and also the forwarding letter duly signed by the authorized signatory,	
l	has been submitted?	
l	(Scanned copy uploaded on the e-procurement portal or not?)	



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	attached.	
	(Scanned copy uploaded on the e-procurement portal or not?)	
11.	Whether a copy of Audited Balance Sheet of last two financial years have	Yes/ No
	been uploaded on the website along with technical bid or not?	
12.	Whether a copy of the Income tax return of last two financial years have	Yes/ No
	been uploaded on the website along with the technical bid or not?	

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Dated:-\_\_\_\_\_.

Place:-\_\_\_\_\_.

Signature
Name:
Address:
Contract No:
E-mail id:



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#### Annexure-IV

# **TERMS AND CONDTIONS**

Short Term e-<u>TENDER DOCUMENT FOR</u> procurement of workshop Material for repair of PATIENT TROLLEY, WHEEL CHAIR, REVOLVING CHAIR under rate contract with Baba Farid University for its constituent colleges & Institutes located at faridkot, based on the different demands that will be generated during the period of one year from the date of signing of agreement.

- The Manufacturers/ General Merchants/Sole agents/Authorized firms/Distributors /supplier etc. may quote their rates.
- 2. <u>Tenders will be submitted only through e-tendering mode. The tenders will not be</u> submitted through any other mode, under any circumstances.
- Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
- 4. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
- 5. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
- 6. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
- 7. The rates once quoted will remain valid/ un-changed for a period of one year or the period that will be further extendable upto this period.
- 8. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time.
- 9. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each



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page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.

- 10. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
- 11. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
- 12. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. THE E-TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.
- 13. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
- 14. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
- 15. The rates quoted should be F.O.R. destination i.e. Central Store of the Baba Farid University of Health Sciences, Faridkot. It should also include packing and forwarding charges, taxes and other levies.



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16. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.

#### 17. CRITERIA OF EVALUATION OF PRICE BID

The Price Bids of technically qualified bidders shall be evaluated on the basis of <u>lowest</u> <u>bid criteria</u> without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

#### **18. SECURITY DEPOSIT:**

- i) The EMD of Rs. 10,000/- only (Rs. Ten Thousand Only) submitted with the Tender considered as Security Deposit.
- ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period of rate contract.

#### 19. **PAYMENT TERMS**

The bill of the Electrical Material will be paid after receipt and verification/inspection of the materials, through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

#### 20. PENALTY CLAUSE

- A time period of 30 days will be given by the University to supply the material, depending upon the nature of item.
- If the supply is not made within the stipulated period then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order/Rate Contract will be deemed cancelled & security/earnest money forfeited and company will be black-listed for future. However, the University can grant 15 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that



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the tenderer has valid reasons for non- supply of material within the stipulated time/

period.

- a. If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
- b. If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.

#### 11. ARBITRATION

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.
- **21.** Jurisdiction All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated:		
Place:-	Signature	
Flace	Name:	-
	Address:	_



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Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal

Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person

# Accepted

Dated:-\_\_\_\_.

Place:-\_\_\_\_\_.

Name:-\_\_\_\_\_

Address:-\_\_\_\_\_

Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal



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Annexure- V

#### Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s

Sr. No.	Particulars	Detail
1.	Account No.	
2.	Name of Bank	
3.	Branch Name	
4.	IFSC Code of Bank	
5.	Name of Operator	

Dated:-\_\_\_\_.

Place:-\_\_\_\_\_.

Signature	
Name:	

Address:- \_\_\_\_\_

Contract No:-\_\_\_\_

E-mail id:-

With Seal



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Annexure- VI

Date:-----

### **TENDER/CONDITIONS ACCEPTANCE LETTER**

То

The Registrar Baba Farid University of Health Science,

#### Subject: Acceptance of Terms & Conditions of Tender.

Sadiq Road, Faridkot.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.

5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- \_\_\_\_\_

Name:-

Address: - \_\_\_\_\_

Contact No:- \_\_\_\_\_



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**Financial Bid** 

To be filled on the e-procurement portal of the Govt. of Punjab only. The rates quoted by the bidder must include all charges, however the GST will be paid extra, by the University, as per govt. rates (if applicable)