

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	Short term e- tender notice for supply of the various Printed Materials for the University, based on the different demands that will be generated during the period upto 31.12.2018 and further extendable subject to satisfactory services and mutual consent of both the parties.
Cost of the tender document:-	Rs. 2000/- only (Rs. Two Thousand Only) {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Punjab Infotech, Chandigarh as per their norms. (Non- refundable).
EMD Amount :	Rs. 20,000/- only (Rupees Twenty Thousand 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.
SABA FARID UN	The Earnest Money Deposit must be submitted in the shape of a BANK DEMAND DRAFT ONLY of any nationalized bank and issued in the favour of "REGISTRAR, BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT" payable at "Faridkot" and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of



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	the Incharge (UPFD) on which the name and address of the
	bidder must be written on its back side.
	The Parties empanelled with the Ministry of Micro, Small and
	Medium Enterprises (MSME) are exempted from the payment
	of Earnest Money Deposit only.
Performance Security:-	The Successful bidder(s) will have to deposit a Bank Gurantee of
>	Rs. 50,000/- only that must be issued by any nationalized bank
Silv.	in the favour of the "Registrar, Baba Farid University of Health
32	Sciences, Faridkot" within 15 days from the receipt of orders of
25	the University, for the same.
40	
	In case the successful bidder fails to deposit the required
	amount of the Performance Security in the shape of Bank
	Gurantee in the prescribed period mentioned above or any
- CH	extended period by the University, then the bid of the said firm
691	will be rejected and no notice will be given in this matter.
Date of the death of the sheet in the	
Date of start of downloading of	immediate from the website of the Punjab Government i.e.
tender documents:-	https://etender.punjabgovt.gov.in
Website for downloading of the	From the above website
tender document:-	However, the details may also be obtained from the University
FARIN	website i.e. <u>www.bfuhs.ac.in</u>
Last date for downloading of the	03.03.2017 up to 12.30 pm
tender document:-	RIDKOT (PUNJAB)
Last date and time for deposit of	03.03.2017 up to 01.00 pm
Original Bank Demand Draft of	at the University Procurement & Facility Department of the
EMD and Original Affidavit:-	BFUHS, Faridkot.
Last date & Time for submission of	03.03.2017 up to 1.30 pm
the tender documents:-	(through online mode only)
Date of opening of the Tender	03.03.2017 (at 2.30 p.m.)



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documents (TECHNICAL BIDS):-	on the e	- procurement por	tal of the Govt. of Punjab.
	at the l	Jniversity Procure	ement & Facility Department, Baba
	Farid Un	iversity of Health	Sciences, Faridkot.
Date of opening of the Tender	06.03.20	17(at 3.30 p.m.)	
documents (TECHNICAL BIDS):-	on the e	- procurement por	rtal of the Govt. of Punjab.
	at the l	Jniversity Procure	ement & Facility Department, Baba
	Farid Un	iversity of Health	Sciences, Faridkot
Silv.	OR	772	2: 1
-52	AT THE	TIME THAT WILL	BE DECIDED BY THE UNIVERSITY
25	AUTHOR	RITIES.	, ch
Address for the submission :	The Regi	istrar,	
3	Baba Fai	r <mark>id Univers</mark> ity of Ho	ealth Sciences,
AS I	Sadiq Ro	oad, Fari <mark>dk</mark> ot (Punj	ab) PIN-151203.
Who can be contacted for	<u>Sr.</u>	Nature of	Name of the concerned Official
obtaining more information about	No.	<u>Information</u>	with contact No:-
the tender.	1	About the	Sh. RAJ SINGLA,
	1000	tenders and	AUDIT OFFICER (UPFD),
187	18	allied	BFUHS, FARIDKOT
े बहु	7.4-0	information:-	Phone:- 01639-256232, 256236,
981	गहरा	CI MIC	Email id:- upfdbfuhs@gmail.com
184 FARID UNI	ਗੈਦਕੋ	ਟ (ਪੰਜਾਬ)	(on all working days from 9.00 a.m. to
"O UNI	VERSI	TY OF HEAL	5.00 p.m.)
FA	2000	For any type of	Sh. Harmeet Singh, District Co-
	0.0000000000000000000000000000000000000	information,	ordinator (Faridkot) of Punjab
		Solutions of	Infotech, Chandigarh, Mob: 81466-
		technical	99868.
			l I
		problems in <i>E</i> -	Or



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	Digital	Procurement helpline numbers 92572-
	Signature	09340, 80546-28821, 0172-3934667.
	certificates and	
	User Id etc:-	





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SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

### **SCOPE OF SUPPLY**

**E-tenders** are invited from the Manufacturers/ Sole agents/distributors/ Dealers/ Printing Houses for supply of Various Printed Materials to the Baba Farid University of Health Sciences, Faridkot based on different requirements that will be raised by the University with in a period upto 31.12.2018, further extendable subject to satisfactory services and mutual consent of both the parties.

Sr. No.	Name of items	Specifications
01	Patient Admission Files/ Bed Head Tickets	<ul> <li>Total 20 pages (both sides) having size of A4 sizes approx.</li> <li>Both side printing in single color.</li> <li>First page &amp; Last Page of the file must be minimum 100 GSM.</li> <li>Other Pages must be minimum of 75 GSM.</li> <li>Logo of the BFUHS (in Light Color) must be displayed in the middle of each page.</li> <li>Central stapler and the side staple will not be accepted. As the side staple damages the printers that are used for the printing of the patient details on the patient admission file.</li> </ul>
02	Identification File for the Psychiatry Department	<ul> <li>Total 16 pages (both sides) having size of A4 sizes approx.</li> <li>Both side printing in single color.</li> <li>First page &amp; Last Page of the file must be minimum 100 GSM.</li> <li>Other Pages must be minimum of 75 GSM.</li> <li>Logo of the BFUHS (in Light Color) must be displayed in the middle of each page in single color printing.</li> <li>Central stapler and the side staple will not be accepted.</li> </ul>



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		As the side staple damages the printers that are used for
		the printing of the patient details on the patient
		admission file.
03	Detailed Marks Cards	
	(DMC's)	Security Features
		1. Logo with Florescent UV Ink
	>	2. Invisible ink
	mre.	3. Background Eraseable Ink & Micro Lettering
	or the same	4. Logo with invisible ink
	150	5 GSM :- 120 GSM
		6 Size:- 10" x 7½"
9		The entire work intended to be tendered is confidential in
1		nature. Hence the tenderer should maintain absolute
-11	신경 <b>1</b>	confidentiality.
04	File Covers Both Office	• Size 11.6 inches x 10.1 inches approx.
	files as well as Patient	<ul> <li>Printing of Name, Logo and other details of the</li> </ul>
	Files (Printed) <b>Type – A</b>	University on front side of the file.
	4, 2.2	Three holes with supporting rings on both sides for
	E.	tagging of papers.
	18450	<ul> <li>Card Board of the File Cover should be of good quality.</li> </ul>
	ABA FARID UNI	Logo of BFUHS must be printed in <u>Light Colour</u> on the
	EA	front side of the File Cover.
	100	• <u>Laminated sheet</u> from the internal side of the file.
		• Color of Files will be Green/ Red/ Blue/ White/ Pink/
		Yellow/ Brown or any other color that will be desired
		by the University.
05	File Covers Both Office	Size 11.6 inches x 10.1 inches approx.
	Files as well as Patient	• Printing of Name, Logo and other details of the



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	Files (Printed) <b>Type- B</b>	University on front side of the file.
		Single hole with sporting ring on top of the file for
		tagging of papers.
		On Chart paper sheet of 130 GSM.
		Logo of BFUHS must be printed in <u>Light Colour</u> on the
		front side of the File Cover.
	2	Non- Laminated sheet from the internal side of the file.
	which was	Color of Files will be Green/ Red/ Blue/ White/ Pink/
	and the same	Yellow/ Brown or any other color that will be desired
	20,	by the University.
06	Patient RT File Card	Size 11.6 inches x 10.1 inches approx.
- 1	L /	Coloured card sheet/ colors for making of a white sheet
Ė		as colo <mark>rful sheet</mark> will be used for the printing of the file
	612	cover.
		File cover with clip for tagging of paper at the internal
	一角	side o <mark>f t</mark> he file.
	11/2	• 130 GSM
	61 5:2	Printing of Name, Logo and other details of the
	S. Albert	University on front side of the file.
	MBAN	Multicolor printing on the all four sides of the file.
	TBA FARID UNIN	Logo of BFUHS must be printed in <u>Light Single Colour</u>
	UNI	on all the sides of the file cover.
07	Radiation card for the	To be printed on card sheet of minimum 130 GSM paper
	cancer patients/ Radio-	of good quality.
	therapy prescription	Size 25 inches x 11 inches approx.
		Holes with sporting rings for tagging of papers.
		Single color printing on both sides.
		Paper of light green color and white color to be used for



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		the printing.
		Logo of the BFUHS will be printed at the middle of the
		card on both sides in Single Light Color.
08	Patient Progress Sheets	Size:- A4 approx / 8.25 x 10.75 inches approx.
		• 75 GSM Paper.
		Both side single color printing
	2	Margin of about 1 inch to 1 ½ inches on the Left hand
	Mes	side on the first side and the same margin on the right
	000	hand side of the Back side of the Paper.
	20	To be supplied into pads of 100 pages each with glue
2		pasting on one side/ affixed on one side with glue.
	1	No machine numbering is required.
		Logo of University will be printed in Light single color on
	62	both side of the paper.
09	Id Cards for Patients	• 4½ x 3½ inches card.
	一角	• 170 GSM Paper of Good quality.
	18	Front side of the card will be printed in Multicolor
	10 5:2	Printing.
	S. A. S.	Backside printing in single color
	MBA F.	Logo of BFUHS must be printed in <u>Light Colour</u> on each
	ARIDING	page of the Card.
10	Discharge Card	• ½ A4 size (approx) card containing 04 leaves.
	MA	Card GSM :- 130 GSM
		Internal Pages of 75 GSM.
		Number of Internal Pages 08 (Both sides)/ 04 leaves
		Printing with single color.
		<ul> <li>Logo of BFUHS must be printed in <u>Light Colour</u> on each</li> </ul>



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		card.
12	Printing of various  proformas  Printing of various  proformas on Paper	<ul> <li>on Legal Size Paper approx / 8.25 x 13.25 inches approx (Single Color &amp; Single side Printing)</li> <li>GSM:-75 GSM</li> <li>with Logo of BFUHS must be printed in Light Colour on the middle of the Proforma.</li> <li>Glue Binding/ Pasting of 100 sheets per pad.</li> <li>on Legal Size Paper approx / 8.25 x 13.25 inches approx (Single Color &amp; Double side Printing).</li> <li>GSM:-75 GSM</li> <li>with Logo of BFUHS must be printed in Light Colour on the middle of the Proforma.</li> </ul>
12		Glue Binding/ Pasting of 100 sheets per pad.
13	Printing of various proformas on Paper	<ul> <li>on A4 Size Paper approx or on paper sheet of ¼ size of the 18 inches x 22 inches (Single Color &amp; Single side Printing).</li> <li>GSM:-75 GSM</li> <li>with Logo of BFUHS must be printed in Light Colour on the middle of the Proforma.</li> <li>Glue Binding/ Pasting of 100 sheets per pad.</li> </ul>
14	Printing of various proformas on Paper	<ul> <li>on A4 Size Paper approx or on paper sheet of ¼ size of the 18 inches x 22 inches (Single Color &amp; Double side Printing).</li> <li>GSM :- 75 GSM</li> <li>with Logo of BFUHS must be printed in Light Colour on the middle of the Proforma.</li> <li>Glue Binding/ Pasting of 100 sheets per pad.</li> </ul>



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15	Printing of various	• on ½ page of A4 Size Paper approx or on paper sheet
	proformas on Paper	of 1/8 size of the 18 inches x 22 inches (Single Color &
		Single <b>side Printing</b> ).
		GSM :- 75 GSM
		• with Logo of BFUHS must be printed in <u>Light Colour</u> on
		the middle of the Proforma.
	5 37.	Glue Binding/ Pasting of 100 sheets per pad.
16	Printing of various	• on ½ page of A4 Size Paper approx or on paper sheet
	proformas on Paper	of 1/8 size of the 18 inches x 22 inches (Single Color &
	70	<b>Double</b> side Printing).
		• GSM :- 75 GSM
		with Logo of BFUHS must be printed in <u>Light Colour</u> on
J)	45	the middle of the Proforma.
-	(A)	Glue Binding/ Pasting of 100 sheets per pad.
17	Printing of various proformas on Paper	• on 1/4 page of A4 Size Paper approx or on paper sheet
	11 99	of 1/16 size of the 18 inches x 22 inches (Single Color &
	हरी .	Single <b>side Printing</b> ).
	940	• GSM :- 75 GSM
	TBA FARID UNIVE	with Logo of BFUHS must be printed in <u>Light Colour</u> on
	UNIVE	the middle of the Proforma.
	FAR	Glue Binding/ Pasting of 100 sheets per pad.
18	Printing of various	• on ½ page of A4 Size Paper approx or on paper sheet
	proformas on Paper	of 1/16 size of the 18 inches x 22 inches (Single Color &
		<u>Double</u> side Printing).
		• GSM :- 75 GSM
		with Logo of BFUHS must be printed in <u>Light Colour</u> on



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	1	
		the middle of the Proforma.
		<ul> <li>Glue Binding/ Pasting of 100 sheets per pad.</li> </ul>
19	Printing of Various	• on A4 Size Card Sheet approx (Single Color & Single side
	Proformas on Card Sheet	Printing).
		• GSM :- 130 GSM
		• with Logo of BFUHS must be printed in <u>Light Colour</u> on
	3	the middle of the Proforma.
20	Printing of Various	• on <u>A4 Size Card Sheet</u> approx (Single Color & <b>Double</b>
	Proformas on Card Sheet	side Printing).
	\$ 1	• GSM :- 130 GSM
		• with Logo of BFUHS must be printed in Light Colour on
- 5		the middle of the Proforma.
21	Printing of Various	• on ½ page of A4 Size Card Sheet approx (Single Color
-11	Proformas on Card Sheet	& Single side Printing).
	The same	• GSM :- 130 GSM
	E V	<ul> <li>with Logo of BFUHS must be printed in <u>Light Colour</u> on</li> </ul>
		the middle of the Proforma.
22	Printing of Various	1990
	Proformas on Card Sheet	• on ½ page of A4 Card Sheet approx (Single Color &
		<u>Double</u> side Printing).
	FARID UNI	• GSM :- 130 GSM
	U/V/	with Logo of BFUHS must be printed in <u>Light Colour</u> on
	rA	the middle of the Proforma.
23	Printing of Various	• on 1/4 page of A4 Size Card Sheet approx (Single Color
	Proformas on Card Sheet	
		& Single <b>side Printing</b> ).
		• GSM :- 130 GSM
		<ul> <li>with Logo of BFUHS must be printed in <u>Light Colour</u> on</li> </ul>



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		the middle of the Proforma.
24	Printing of Various	• On ¼ on A4 Size Card Sheet approx (Single Color &
	Proformas on Card Sheet	<u>double</u> side Printing).
		• GSM :- 130 GSM
		• with Logo of BFUHS must be printed in <u>Light Colour</u> on
		the middle of the Proforma.
25	Legal Size Plastic Envelop	Size:- Legal Size.
	12,00	• 11 x 16 inches
	25°	Printing of the matter and logo on the front side of the
	-tr	Envelop with Single Color.
	. / /	Minimum 40 Gram per envelop.
		As per Govt Norms.
26	MRI Envelops	• 14.5 x 17.5 "
-	(C)	Color:- white
	(E) \	Front side multi color printing on the front side of the
	(2)	Envelop.
	4.4	GSM:- minimum 100 GSM.
27	X-ray envelops (Type - I)	• 10.5 x 8.5"
	ego.	Color :- Yellow / White/ Brown.
	A FARID UNIN	Front side Single color printing on the front side of the
	UNI	Envelop.
	FA	GSM:- Minimum 100 GSM.
28	X-ray envelops (Type - II)	• 12.5 x 15.5"
		Color :- Yellow / White/ Brown.
		Front side Single color printing on the front side of the
		Envelop.
		GSM:- Minimum 100 GSM.



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29	X-ray envelops (Type - III)	• 14.5 x 17.5"
		• Color :- Yellow / White/ Brown.
		Front side Single color printing on the front side of the
		Envelop.
		GSM:- Minimum 100 GSM.
30	X-ray envelops (Type -	• 10.5 x 12.5 "
	IV)	Color :- Yellow / White/ Brown.
	Mes	Front side Single color printing on the front side of the
	or St.	Envelop.
	80	• GSM:- Minimum 100 GSM.
31	Inner Envelops	• Inner envelops
- 5	(Examinations)	• 14 x 11"
1		• 2 ½ " flap
-11	612	Having front printing.
		Khakhi Color.
32	Outer Envelops	Outer Envelops.
	(Examinations)	• 16 x 12" (2 " flap).
	40 534	Having front printing.
	S. Tank	Yellow color with inner jail
	78AFA	But 2" flap without inner Jali.
33	Printed Envelop (Type- I)	● Size 9 x 4"
	EA	With Address Window.
	15.900	• 100 GSM Paper
		Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it in single color.
34	Printed Envelop (Type- II)	• Size 9 x 4"
		Without Address Window.



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		• 100 GSM Paper
		Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it in single color.
35	Printed Envelop (Type-	• Size 11x 5"
	III)	Without Address Window.
	2	• 100 GSM Paper
	-Miss	Color :- Yellow / White/ Brown.
	and the same	Name, Address, Contact No, E-mail id and Logo of the
	20	University Printed on it, in single color.
36	Printed Envelop (Type-	• Size 11x 5"
1	IV)	Without Address Window.
6		• 100 GSM Paper
11	612	• Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
	一位	University Printed on it, in single color.
37	Printed Envelop (Type- V)	• Size 11x 5"
	0 5:2	Without Address Window.
	D. S. S.	• 100 GSM Paper
	MBAL	Color :- Yellow / White/ Brown.
	ABA FARID UNIN	Name, Address, Contact No, E-mail id and Logo of the
	CIVI	University Printed on it, in <u>Multicolor</u> .
38	Printed Envelop (Type-	• Size 10x 8"
	VI)	Without Address Window.
		• 100 GSM Paper
		Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it, in single color.
	1	



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39	Printed Envelop (Type-	• Size 12x 10 "
	VII)	Without Address Window.
		• 100 GSM Paper
		Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it, in single color.
40	Printed Envelop (Type-	Size 16x 12" for Controller of Examinations
	VIII)	Without Address Window.
	OCE C	• 100 GSM Paper
	150	Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
3	1	University Printed on it, in single color.
41	Printed Envelop (Type-	Size 16x 12" for Registrar Office
-11	IX)	Without Address Window.
	强人	• 100 GSM Paper
	BAR	Color :- Yellow / White/ Brown.
	100	Name, Address, Contact No, E-mail id and Logo of the
	41 524	University Printed on it, in single color.
42	Printed ECR Register	100 Page leaves (total 200 pages when counted on both
	(Type- I)	sides).
	FARID UNI	Ledger Paper of 80 GSM Each
	EA	• Size of ½ of paper sheet of 17 x 27 inches approx.
	EA	Rexene Binding
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every
		paper.
		Page numbering on each paper.
<u></u>		10 Index pages (20 Pages when counted on both sides)



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		in the beginning of the register.
43	Printed CPF Registers	200 Page leaves (total 400 pages when counted on both
	(Type- II)	sides).
		Ledger Paper of 80 GSM Each
		• Size of ½ of paper sheet of 17 x 27 inches approx.
		Rexene Binding
	2	Printing in single colour on both sides of the paper
	-Mrs	Logo of the University in light color on each and every
	2562 00	paper.
	100	Page numbering on each paper.
		• 10 Index pages (20 Pages when counted on both sides)
	2_/	in the beginning of the register.
44	Guest House Registers	200 Page leaves (total 400 pages when counted on both
1	(Type- III)	sides).
		Ledger Paper of 80 GSM Each
	金	• Size of ½ of paper sheet of 17 x 27 inches approx.
	11/2	Rexene Binding
	41 5-8	Printing in single colour on both sides of the paper
	S. Jale I	Logo of the University in light color on each and every
	984	paper.
	ARIDINE	Page numbering on each paper.
45	Other Printed registers	100 Page leaves (total 200 pages when counted on both)
	for various branches/	sides).
	departments	Ledger Paper of 80 GSM Each
	(Type- IV)	• Size of ½ of paper sheet of 17 x 27 inches approx.
		Rexene Binding
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every



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Page numbering on each paper.  Page numbering on each paper.  10 Index pages (20 Pages when counted on in the beginning of the register.  200 Page leaves (total 400 pages when counsides).  departments (Type - V)  Rexene Binding  Printing in single colour on both sides of the Logo of the University in light color on each paper.  Page numbering on each paper.  Page numbering on each paper.  10 Index pages (20 Pages when counted on in the beginning of the register.  10 Index pages (20 Pages when counted on in the beginning of the register.  10 Index pages (20 Pages when counted on in the beginning of the register.  10 Index pages (20 Pages when counted on in the beginning of the register.  10 Index pages (20 Pages when counted on in the beginning of the register.  27 Other Printed registers for various branches/ departments (Type- VI)  Size of ½ of paper sheet of 17 x 27 inches ap Normal Hard Board Binding (Non raxine).  Printing in single colour on both sides of the	ed on both
Other Printed registers for various branches/     departments     (Type - V)      Rexene Binding     Printing in single colour on both sides of the Logo of the University in light color on each paper.     Page numbering on each paper.     Other Printed registers for various branches/ departments     (Type-VI)      Other Printed registers for various branches/ departments     (Type-VI)      Other Printed registers     for various branches/ departments     (Type-VI)      Other Printed registers for various branches/ departments     (Type-VI)      Printing in single colour on both sides of the Size of ½ of paper sheet of 17 x 27 inches apper.      Normal Hard Board Binding (Non raxine).     Printing in single colour on both sides of the	ed on both
in the beginning of the register.  46 Other Printed registers for various branches/ departments  (Type - V)  • Rexene Binding • Printing in single colour on both sides of the • Logo of the University in light color on each paper. • Page numbering on each paper. • 10 Index pages (20 Pages when counted on in the beginning of the register.  47 Other Printed registers for various branches/ departments  (Type- VI)  • Size of ½ of paper sheet of 17 x 27 inches apper. • 10 Index pages (20 Pages when counted on in the beginning of the register.  • 100 Page leaves (total 200 pages when counted on sides). • Ledger Paper of 80 GSM Each • Size of ½ of paper sheet of 17 x 27 inches apper. • Normal Hard Board Binding (Non raxine). • Printing in single colour on both sides of the	ed on both
46 Other Printed registers for various branches/ departments  (Type - V)  Rexene Binding  Printing in single colour on both sides of the Logo of the University in light color on each paper.  Page numbering on each paper.  Page numbering of the register.  47 Other Printed registers for various branches/ departments  (Type- VI)  100 Page leaves (total 200 pages when counted on sides).  Ledger Paper of 80 GSM Each  100 Page leaves (total 200 pages when counted on sides).  Ledger Paper of 80 GSM Each  Size of ½ of paper sheet of 17 x 27 inches ap  Normal Hard Board Binding (Non raxine).  Printing in single colour on both sides of the	
for various branches/ departments (Type - V)  Rexene Binding Printing in single colour on both sides of the Logo of the University in light color on eac paper. Page numbering on each paper. Page numbering of the register.  10 Index pages (20 Pages when counted on in the beginning of the register.  47  Other Printed registers for various branches/ departments (Type- VI)  Ledger Paper of 80 GSM Each Size of 1/2 of paper sheet of 17 x 27 inches ap Normal Hard Board Binding (Non raxine). Printing in single colour on both sides of the	
<ul> <li>Ledger Paper of 80 GSM Each</li> <li>Size of ½ of paper sheet of 17 x 27 inches apper.</li> <li>Rexene Binding</li> <li>Printing in single colour on both sides of the</li> <li>Logo of the University in light color on each paper.</li> <li>Page numbering on each paper.</li> <li>10 Index pages (20 Pages when counted on in the beginning of the register.</li> <li>Other Printed registers for various branches/ departments         <ul> <li>(Type- VI)</li> </ul> </li> <li>Ledger Paper of 80 GSM Each</li> <li>Size of ½ of paper sheet of 17 x 27 inches apper not sides of the</li> </ul> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li>	rox.
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<ul> <li>Rexene Binding</li> <li>Printing in single colour on both sides of the</li> <li>Logo of the University in light color on each paper.</li> <li>Page numbering on each paper.</li> <li>10 Index pages (20 Pages when counted on in the beginning of the register.</li> <li>Other Printed registers for various branches/ departments</li> <li>Ledger Paper of 80 GSM Each</li> <li>Size of ½ of paper sheet of 17 x 27 inches ap</li> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	rox.
<ul> <li>Rexene Binding</li> <li>Printing in single colour on both sides of the</li> <li>Logo of the University in light color on each paper.</li> <li>Page numbering on each paper.</li> <li>10 Index pages (20 Pages when counted on in the beginning of the register.</li> <li>Other Printed registers for various branches/ departments</li> <li>Ledger Paper of 80 GSM Each</li> <li>Size of ½ of paper sheet of 17 x 27 inches ap</li> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	
<ul> <li>Logo of the University in light color on each paper.</li> <li>Page numbering on each paper.</li> <li>10 Index pages (20 Pages when counted on in the beginning of the register.</li> <li>Other Printed registers for various branches/ departments         <ul> <li>Ledger Paper of 80 GSM Each</li> <li>Size of ½ of paper sheet of 17 x 27 inches ap</li> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul> </li> </ul>	
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<ul> <li>Page numbering on each paper.</li> <li>10 Index pages (20 Pages when counted on in the beginning of the register.</li> <li>Other Printed registers for various branches/ departments         <ul> <li>Ledger Paper of 80 GSM Each</li> <li>Size of ½ of paper sheet of 17 x 27 inches ap</li> </ul> </li> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	and every
<ul> <li>10 Index pages (20 Pages when counted on in the beginning of the register.</li> <li>Other Printed registers for various branches/ departments         (Type- VI)         Size of ½ of paper sheet of 17 x 27 inches ap</li></ul>	
other Printed registers for various branches/ departments (Type- VI)  in the beginning of the register.  • 100 Page leaves (total 200 pages when counsides).  • Ledger Paper of 80 GSM Each • Size of ½ of paper sheet of 17 x 27 inches ap • Normal Hard Board Binding (Non raxine). • Printing in single colour on both sides of the	
<ul> <li>Other Printed registers for various branches/ departments         (Type- VI)</li></ul>	both sides)
for various branches/ departments  (Type- VI)  Size of ½ of paper sheet of 17 x 27 inches ap  Normal Hard Board Binding (Non raxine).  Printing in single colour on both sides of the	
<ul> <li>Ledger Paper of 80 GSM Each</li> <li>(Type- VI)</li> <li>Size of ½ of paper sheet of 17 x 27 inches ap</li> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	ed on both
<ul> <li>Size of ½ of paper sheet of 17 x 27 inches ap</li> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	
<ul> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	
<ul> <li>Normal Hard Board Binding (Non raxine).</li> <li>Printing in single colour on both sides of the</li> </ul>	rox.
Printing in single colour on both sides of the	
CRSITY OF THE	
Logo of the University in light color on each	aper
paper.	•
Page numbering on each paper.	•
10 Index pages (20 Pages when counted on	•
in the beginning of the register.	and every
48 Other Printed registers • <u>200 Page leaves</u> (total 400 pages when coun	and every
for various branches/ sides).	and every



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	departments	Ledger Paper of 80 GSM Each
	(Type- VII)	• Size of $\frac{1}{2}$ of paper sheet of 17 x 27 inches approx.
		Normal Hard Board Binding (Non raxine).
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every
	57.	<ul><li>paper.</li><li>Page numbering on each paper.</li></ul>
	12 00	• 10 Index pages (20 Pages when counted on both sides)
	28,	in the beginning of the register.
49	Other Printed registers	• <u>100 Page leaves</u> (total 200 pages when counted on both
	for various branches/	sides).
3	departments	Ledger Paper of 80 GSM Each
	(Type- VIII)	• Size of ¼ of paper sheet of 17 x 27 inches approx.
	四. 图	Normal Hard Board Binding (Non raxine).
	THE I	Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every
	187	paper.
	्वाह ह	Page numbering on each paper.
	781	• 10 Index pages (20 Pages when counted on both sides)
	PARIN 6	in the beginning of the register.
50	Other Printed registers	• <u>200 Page leaves</u> (total 400 pages when counted on both
	for various branches/	sides).
	departments	Ledger Paper of 80 GSM Each
	(Type- IX)	• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx.
		Normal Hard Board Binding (Non raxine).
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every



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		paper.
		Page numbering on each paper.
		• 10 Index pages (20 Pages when counted on both sides)
		in the beginning of the register.
51	Other Long Printed/	200 Page leaves (total 400 pages when counted on both
	Investigation Registers	sides).
	(Type- X)	Size 32 ½ cm breadth 41 cm length
	Mes	Ledger Paper of 80 GSM Each
	2000	Raxine Cover Binding.
	100	Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every
	2 /	paper.
-		Page numbering on each paper.
	412	<ul> <li>10 Index pages in the beginning of the register.</li> </ul>
52	Other Long Printed /	100 Page leaves (total 200 pages when counted on both
	Investigation Registers	sides).
	(Type- XI )	Size 32 ½ cm breadth 41 cm length
	1 87 24	Ledger Paper of 80 GSM Each
	D. O. S. S.	Raxine Cover Binding.
	984	Printing in single colour on both sides of the paper
	ABA FARID UNIN	Logo of the University in light color on each and every
	UNI	ERS paper.
	r-A	Page numbering on each paper.
		10 Index pages in the beginning of the register.
53	Other Long Printed/	200 Page leaves (total 400 pages when counted on both
	Investigation Registers	sides).
	(Type- XII)	Size 32 ½ cm breadth 41 cm length
		Ledger Paper of 80 GSM Each



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		Normal Hard Board Binding.
		<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
		<ul> <li>Logo of the University in light color on each and every</li> </ul>
		paper.
		<ul> <li>Page numbering on each paper.</li> </ul>
		<ul> <li>10 Index pages in the beginning of the register.</li> </ul>
54	Other Long Printed /	100 Page leaves (total 200 pages when counted on both
	Investigation Registers	sides).
	(Type- XIII )	• Size 32 ½ cm breadth 41 cm length
	50	<ul> <li>Ledger Paper of 80 GSM Each</li> </ul>
		Normal Hard Board Binding
1	1 /	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
6		• Logo of the University in light color on each and every
	612	paper.
	E.	Page numbering on each paper.
	(H)	• 10 Index pages in the beginning of the register.
55	Leave Record Registers	50 Page leaves (Total 100 Pages when counted on both
	(Type- XIV)	sides)
	· als s	• 75 GSM Each paper
	ABA.	• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx.
	ABA FARID UNIN	GLESS (14) 31 27 20,
	UNIV	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
	FA	Logo of the University in light color on each and every
		paper.
		Page numbering on each paper.
		• 5 Index pages in the beginning of the register.
		Hard Board outer cover binding
56	Printed Log Books	• 150 pages leaves (300 pages when counted on both
	(Type XV)	



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		sides ).
		,
		Ledger paper of 80 GSM.
		Logo of the University in light colour on each and every
		page of the Log Book.
		Binding with hard board.
		• 1/6 size of the paper sheet of 18 x 22 inches approx.
57	Printed Log Books	150 pages leaves (300 pages when counted on both
	(Type XVI)	sides ).
	OLDER .	Ledger paper of 80 GSM.
	\$ 1	Logo of the University in light colour on each and every
		page of the Log Book.
3		Binding with Raxine.
7		• 1/6 size of the paper sheet of 18 x 22 inches approx.
58	Slip Pads/ Note Pads	20 pages i.e. 40 pages when counted on both sides.
	(Type- I)	Perforation on the top side of the slip pad.
	60	Logo and Name of the University must be printed at the
	177	top of the paper.
	1.9	Logo of the University in light color should also be
	· ale	printed in the middle of each paper.
	701	• 1/16 size of the paper sheet of 18 inches x 22 inches
	TRA FARID UNIN	approx.
	"O UNI	Binding with stapler.
	FA	Front side color paper cover.
		Back side card / hard board.
59	Slip Pads/ Note Pads	<ul> <li>50 pages i.e. 100 pages when counted on both sides.</li> </ul>
	(Type- II)	<ul> <li>Perforation on the top side of the slip pad.</li> </ul>
		<ul> <li>Logo and Name of the University must be printed at the</li> </ul>
		top of the paper.
		top of the paper.



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	3	<ul> <li>Logo of the University in light color should also be printed in the middle of each paper.</li> <li>1/16 size of the paper sheet of 18 inches x 22 inches approx.</li> <li>Binding with stapler.</li> <li>Front side color paper cover.</li> <li>Back side card / hard board.</li> </ul>
60	Slip Pads/ Note Pads (Type- III)	<ul> <li>50 pages i.e. 100 pages when counted on both sides.</li> <li>Perforation on the top side of the slip pad.</li> <li>Logo and Name of the University must be printed at the top of the paper.</li> <li>Logo of the University in light color should also be printed in the middle of each paper.</li> <li>1/8 size of the paper sheet of 18 inches x 22 inches approx.</li> <li>Binding with stapler.</li> <li>Front side color paper cover.</li> <li>Back side card / hard board.</li> </ul>
61	Slip Pads/ Note Pads (Type- IV)	<ul> <li>50 pages i.e. 100 pages when counted on both sides.</li> <li>Perforation on the top side of the slip pad.</li> <li>Logo and Name of the University must be printed at the top of the paper.</li> <li>Logo of the University in light color should also be printed in the middle of each paper.</li> <li>1/4 size of the paper sheet of 18 inches x 22 inches approx.</li> <li>Binding with stapler.</li> <li>Front side color paper cover.</li> </ul>



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		Back side card / hard board.
62	Slip Pads/ Note Pads	100 pages i.e. 200 pages when counted on both sides.
	(Type- V)	Perforation on the top side of the slip pad.
		Logo and Name of the University must be printed at the
		top of the paper.
		Logo of the University in light color should also be
	8	printed in the middle of each paper.
	-Mrs	• 1/4 size of the paper sheet of 18 inches x 22 inches
	orde in	approx.
	80	Binding with stapler.
		Front side color paper cover.
	2- /	Back side card / hard board.
63	Plastic Files for Patients	• Size 12.25 x 9.5"
1	Executive	Pages 1 & 4 colours : Multi color printing.
		<ul> <li>Pocket Option :- 2<sup>nd</sup> Page L Pocket</li> </ul>
	(E)	Clip:- Plastic Clip inside the file cover.
64	Plastic File for Patients	• Size 12.5 x 9.5 "
	Classic	Pages 1 & 4 Colors : Multi color printing.
	S. Ala	<ul> <li>Pocket Options : 2<sup>nd</sup> Page L Pocket</li> </ul>
	7845	Clip:- Plastic Clip inside the file cover.
65	Printed Prospectus for	Prospectus for various courses.
	various entrance	• Size 8 ½ x 11 approx.
	examinations of the	Outer cover Glazed Ivory Card.
	University	Inside Leaf:- white cream wove paper.
		40 to 60 internal pages of the prospectus.
	Note:- the quantity	The cover of the prospectus must be multicolor printed.
	required for various	The internal pages must be printed in single color.
	admissions/ entrance	The Logo of the University must be printed on each side



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	examinations may be	of the internal page in light single color.
	between 200 copies to	
	500 copies approx,	
	depending upon the	
	requirement.	
66	Printed Store Indent	• Cize of 1/ of nanor shoot of 17 x 27 inches
00		• Size of ¼ of paper sheet of 17 x 27 inches.
	Books	Paper of 75 Gsm of paper
	2 -10	Duplicate Printed copy
	050	<ul> <li>Machine Page numbering on each page of the indent,</li> </ul>
	45	including the duplicate copy too.
		100 original and 100 duplicate copies of the indents in a
3		indent book
Ė		<ul> <li>Card Board binding on both sides of the indent book.</li> </ul>
_//	42	Single colour Printing on single side of the indent.
67	Printed Fee slip/ Receipt	• Size of ¼ of paper sheet of 17 x 27 inches.
	books for various	Containing 8 slips on each page of the receipt book.
	colleges/ Hospitals etc.	Good quality of Perforation for cutting of each slip
	1, 91	separately.
	् अह	Single color printing on front side of the slip.
	981	Duplicate Printed copy
	FARINE	Machine Page numbering on each page of the receipt
	TBA FARID UNIT	ERS Books. FHEAT
	FA	100 original and 100 duplicate copies of the pages in a
		Receipt book
		<ul> <li>Card Board binding on both sides of the Receipt Books.</li> </ul>
68	Printed Parking Stickers	Size of 04 inches x 06 inches.
	(For Four Wheelers)	<ul> <li>Printed on good quality plastic paper sheet.</li> </ul>
	·	Multicolor Printing.



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		<ul> <li>Water Proof Paper.</li> <li>Name , Logo, and other details to be printed on the sticker.</li> <li>Front side glue for pasting of sticker from the internal side of the four wheeler on the windscreen.</li> </ul>
69	Printed Parking Stickers (for Two Wheelers)	<ul> <li>Size of 02 ½ Inches x 03 inches.</li> <li>Printed on good quality Plastic Paper Sheet.</li> <li>Water Proof Paper.</li> <li>Name , Logo and other details to be printed on the sticker.</li> <li>Multicolor Printing.</li> <li>Back side glue for pasting of the sticker on the two wheelers.</li> </ul>
70	Stickers for displaying of various information such as Save Electricity, No Smoking, Do not Waste Food, Switch off your mobile, Please Make a Q, Room Numbers or other related information.	<ul> <li>Size of each sticker 04 inches x 06 inches.</li> <li>Good quality Water Proof Plastic Sheet Paper.</li> <li>Back side glue of good quality for pasting of stickers.</li> <li>Multicolor Printing.</li> <li>Printing of Massage with graphics , Name of the University, Logo of the University.</li> </ul>
71	University Directory – cum- Information Booklet	<ul> <li>Size of approx 1/6 size of the paper sheet of 18 x 22 inches.</li> <li>Multicolor Printing on each page.</li> <li>Approx. 150 Page Leaves (300 Pages when counted on both sides).</li> <li>Paper of 75 GSM.</li> </ul>



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		The Pictures of the main buildings of the University's
		different departments, Colleges, Institutions etc. will be
		printed in the said booklet along with the facilities and
		equipments available in each department.
		The Photograph, Name, Designation, Contact No, Both
		Official and Residential Address of the Staff Working in
	2	the University as well as its constituent colleges will be
	Me	printed in the information booklet.
72	Hard Board File Covers	Of standard Size.
	(Printed)	Made from good quality Hard Board
		Name of the University, Logo and other details will be
	3	printed on the top side of the file cover, in single color.
	AS I	Good quality metal clip inside the File.
	45	Single Color Printing.
73	Box File Covers (Printed)	Of standard size.
		Made from good quality of Hard Board.
		Name of the University, its Logo and other details to be
	1, 9	printed on the top side of the File cover in single color.
	alf s	Good quality standard size clip of the file cover.
74	Leminated clip file covers	Of standard size.
	(Printed )	Made from good quality laminated card board sheet.
	UNI	Name of the University, its Logo and other details to be
	FA	printed on the top side of the File cover in single color.
		Good quality standard size clip of the file cover.
		Good quality springs for the interal side of the file cover.
		Leminated from the outer cover of the file covers.
75	Noting Sheets	Of Legal Size approx.
		<ul> <li>Made from Ledger paper of about 80 GSM.</li> </ul>



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		Yellowish Green in color/ Standard Noting sheet color.
		Name and Logo of the University must be printed on the
		top side of the Noting Sheet.
		• Logo of the University must be printed in single color in
		the middle of the sheet, in Light Color.
		• One Line must be drawn on the Left hand size with
	ক বা	margin of about 1 ½ inches to 2 inches approx.
76	Poly Pack Folder (Type -	Of Standard Size.
	A)	Made from good quality of poly pack.
	20,	Trasparent from both sides.
		• Printing on the front side of the poly pack folder with
3	1 /	single color.
- /		• Name , Logo of the University along with other
	613	information will be printed in single color.
	TELL IN	• Two sides of the folder will be affixed with each other
		when the other two sides will not be affixed.
77	Poly Pack Folder (Type -	Of Standard Size.
	B)	Made from good quality of poly pack.
	alf 17	Trasparent from front side but non transparent from the
	90	back side of the folder.
	MARIN BOTH	Printing on the front side of the poly pack folder with
	TBA FARID UNIVE	single color.
	FARI	<ul> <li>Name, Logo of the University along with other</li> </ul>
	533	information will be printed in single color.
		<ul> <li>Two sides of the folder will be affixed with each other</li> </ul>
		when the other two sides will not be affixed.
78	Letter Heads (Type A)	
70	Letter Heads (Type - A)	On Executive Bond Paper of atleast 110 GSM.
		Multicolor Printing



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		Logo of the Govt of Punjab must be Printed in Engraved
		Leaf Printing in Golden Color.
		Standard Size.
79	Letter Heads (Type- B)	On Executive Bond Paper of atleast 110 GSM.
		Multicolor Printing
		Standard Size.
80	Answer Sheets for	No. of pages of answer script should be accurately 48
	Theory Exams of the	pages (44 writable pages + 4 cover pages) when counted
	University	on both sides.
	350	Pages Numbering in answer scripts should be in the
		sequence.
1	1	Bar code 1 at the top right hand corner of the cover
6		page and all the inner pages should be same and there
11	6/2	should be no difference outside and inside the answer
		scripts.
	田	<ul> <li>Answer scripts should not be torn.</li> </ul>
	18/17	The quality of the answer scripts should be minimum 70
	0 52	GSM.
	S. A.	The quality of perforation should be good.
	7845	<ul> <li>The stitching of the answer scripts should be in Uniform pattern.</li> </ul>
	ABA FARID UNI	pattern.
	ON)	The Both Bar codes 1 and 2 should not be pre-fixed with
	FA	RIDK a Zero.
		• Size of the each paper should be A 4 size / 9 x 10.6
		inches including stitched area.
		The Bar Code (Printed at the top right hand corner)
		should also be got printed on the backside of the lower
		tear off portion of the answer script. The Printer will



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#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

		take the utmost care while printing Bar Code 1 on the
		backside of the lower tear off portion. Any mismatch
		between bar code 1 at the top right hand corner and
		backside tear off portion, may alter / have an affect on
		the result processing.
		The Bar Code 1 and Bar Code 2 to be of 8 characters
	200	fixed and numeric only.
	STA	<ul> <li>Logo of BFUHS must be printed in <u>Light Colour</u> on each</li> </ul>
	Ju.	page of the Sheet.
	25,	<ul> <li>Single color printing on each side of the answer book.</li> </ul>
	4	<ul> <li>Logo of the BFUHS must be printed on each sheet.</li> </ul>
81	Answer Sheets for the	The total number of pages should be 12 pages (when
,	Practical Exams of the	counted on both sides).
	University	The quality of paper should be atleast 70 GSM.
	E. I	• The size of the paper should be A4 size approx / 9 x 10.6
	E. C.	inches including stitched area.
		• Sr. No. must be printed on the face / 1 <sup>st</sup> page of the
	181	Answer Script.
	्र विष्	Answer scripts should not be torn.
	ABA.	Logo of BFUHS must be printed in <u>Light Colour</u> on each
	A FARID UNIN	page of the Sheet.
	UNI	Single color printing on each side of the answer book.
	FA	Logo of the BFUHS must be printed on each sheet.
L	L	

#### Important Note:-

- I. That the Successful bidder(s) must have to get the sample of the Printed Materials passed from the University authorities. The final approval for printing of the printed materials will be given by the University Procurement & Facility Department.
- II. That the L 1 bidder may be called by the University for Negotiation of rates.



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#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

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

- 1. 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. <u>The Original affidavit must be submitted to the University Procurement and Facility Department along with the demand draft of the Earnest Money Deposit.</u>
- 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 & other payments in case of successful bidder (Annexure V)
- 6. In addition to this, following documents are to be attached with Technical Bid:-
  - Tender Fee: The tender document fee of Rs. 2,000/- 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. 20,000/- (Rs. Twenty Thousand Only). The Earnest Money Deposit must be submitted in the shape of a BANK DEMAND DRAFT ONLY of any nationalized bank and issued in the favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at "Faridkot" and must be submitted upto 1.00 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge



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- (UPFD) on which the name and address of the bidder must be written on its back side.
- iii) 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 e-procurement website of the Govt. of Punjab along with the tender document.
- v) The bidder will provide a documentary evidence to mention that his/her/its

  LAST YEAR TURNOVER is not less than Rs. 100 lacs.
- vi) The firm participating in the bid must have to provide a single supply order/
  Purchase order for not less than Rs. 20.00 lac only, issued by any Govt/Semi
  Govt / Autonomous Organization or an Educational Institution of repute.
- vii) The firm participating in the bid must have a valid Printing Declaration

  Certificate issued by the Department concerned.
- viii) The firm participating in the Tender must have to provide a copy of the Vat

  Clearance Certificate for the Last 03 financial Years.
- ix) If the Bidder is a Parternership firm then a copy of the Power of attorney duly signed by the other members must be provided.
- x) <u>Copies of the Balance Sheets for the last 03 financial years duly signed and</u> stamped by a Practicing Chartered Accountant.
- The firms who are registered under the provisions of MSME will be exempted from the payment of the Earnest Money Deposit. However a copy of the said registration certificate will be provided by the bidder along with the tender document as well as to the UPFD on or before 1.00 p.m. of the last date fixed for submission of the tender document. The said MSME Registered firms will have to deposit the Tender Document Fee.
- 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



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uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.

8. 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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#### **Annexure-I**

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

**E-tenders** are invited from the Manufacturers/ Sole agents/distributors/ Dealers/ Printing Houses for supply of Various <u>Printed Materials</u> to the Baba Farid University of Health Sciences, Faridkot based on different requirements that will be raised by the University with in a period upto 31.12.2018, further extendable subject to satisfactory services and mutual consent of both the parties.

Sr. No.	Name of items	Specifications		
01	Patient Admission Files/ Bed Head Tickets	<ul> <li>Total 20 pages (both sides) having size of A4 sizes approx.</li> <li>Both side printing in single color.</li> <li>First page &amp; Last Page of the file must be minimum 100 GSM.</li> <li>Other Pages must be minimum of 75 GSM.</li> <li>Logo of the BFUHS (in Light Color) must be displayed in the middle of each page.</li> <li>Central stapler and the side staple will not be accepted. As the side staple damages the printers that are used for the printing of the patient details on the patient admission file.</li> </ul>		
02	Identification File for the Psychiatry Department	<ul> <li>Total 16 pages (both sides) having size of A4 sizes approx.</li> <li>Both side printing in single color.</li> <li>First page &amp; Last Page of the file must be minimum 100 GSM.</li> <li>Other Pages must be minimum of 75 GSM.</li> <li>Logo of the BFUHS (in Light Color) must be displayed in the middle of each page in single color printing.</li> </ul>		



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		Central stapler and the side staple will not be accepted.
		As the side staple damages the printers that are used for
		the printing of the patient details on the patient
		admission file.
03	Detailed Marks Cards	damission me.
03		Security Features
	(DMC's)	1. Logo with Florescent UV Ink
	3	2. Invisible ink
	and m	651
	000	3. Background Eraseable Ink & Micro Lettering
	450	4. Logo with invisible ink
		5 GSM :- 120 GSM
	2-	6 Size:- 10" x 7½"
		The entire work intended to be tendered is confidential in
	4612	nature. Hence the tenderer should maintain absolute
	TELL !	confidentiality.
04	File Covers Both Office	Size 11.6 inches x 10.1 inches approx.
	files as well as Patient	Printing of Name, Logo and other details of the
	1.5	University on front side of the file.
	Files (Printed) <b>Type – A</b>	A 3-18 !
	94A	Three holes with supporting rings on both sides for
	48A FARID UNI	tagging of papers.
	VID UNI	Card Board of the File Cover should be of good quality.
	FA	PIDVOT (DUNIAD)
	11.454	front side of the File Cover.
		Laminated sheet from the internal side of the file.
		Color of Files will be Green/ Red/ Blue/ White/ Pink/
		Yellow/ Brown or any other color that will be desired
		by the University.
05	File Covers Both Office	Size 11.6 inches x 10.1 inches approx.



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	Files as well as Patient	•	Printing of Name, Logo and other details of the
	Files (Printed) <b>Type- B</b>		University on front side of the file.
		•	Single hole with sporting ring on top of the file for
			tagging of papers.
		•	On <u>Chart paper sheet</u> of 130 GSM.
		•	Logo of BFUHS must be printed in <u>Light Colour</u> on the
	20	ATE	front side of the File Cover.
	Me	•	Non- Laminated sheet from the internal side of the file.
	or street	•	Color of Files will be Green/ Red/ Blue/ White/ Pink/
	80		Yellow/ Brown or any other color that will be desired
			by the University.
06	Patient RT File Card	•	Size 11.6 inches x 10.1 inches approx.
Ė		•	Coloured card sheet/ colors for making of a white sheet
	612		as colorful sheet will be used for the printing of the file
		1	cover.
	田人	4	File cover with clip for tagging of paper at the internal
			side of the file.
	41 5:32		130 GSM
	S. Alex	ਰੀਵਜ਼ੀ	Printing of Name, Logo and other details of the
	781		University on front side of the file.
	TBA FARID UNI	de	Multicolor printing on the all four sides of the file.
	0/(/)	ERS	Logo of BFUHS must be printed in <u>Light Single Colour</u>
	r-A	RIDK	on all the sides of the file cover.
07	Radiation card for the	•	To be printed on card sheet of minimum 130 GSM paper
	cancer patients/ Radio-		of good quality.
	therapy prescription	•	Size 25 inches x 11 inches approx.
		•	Holes with sporting rings for tagging of papers.
		•	Single color printing on both sides.



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		Paper of light green color and white color to be used for
		the printing.
		Logo of the BFUHS will be printed at the middle of the
		card on both sides in Single Light Color.
08	Patient Progress Sheets	Size:- A4 approx / 8.25 x 10.75 inches approx.
		• 75 GSM Paper.
	8	Both side single color printing
	Me	Margin of about 1 inch to 1 ½ inches on the Left hand
	and a	side on the first side and the same margin on the right
	20	hand side of the Back side of the Paper.
		To be supplied into pads of 100 pages each with glue
2		pasting on one side/ affixed on one side with glue.
r.		No machine numbering is required.
_//_	42	Logo of University will be printed in Light single color on
		both side of the paper.
09	Id Cards for Patients	• 4 ½ x 3 ½ inches card.
	17/2	170 GSM Paper of Good quality.
	41 24	Front side of the card will be printed in Multicolor
	a Bio	Printing.
	781	Backside printing in single color
	ARID UNI	Logo of BFUHS must be printed in <u>Light Colour</u> on each
	UNI	page of the Card.
10	Discharge Card	• ½ A4 size (approx) card containing 04 leaves.
		Card GSM :- 130 GSM
		Internal Pages of 75 GSM.
		Number of Internal Pages 08 (Both sides)/ 04 leaves
		Printing with single color.
		Logo of BFUHS must be printed in <u>Light Colour</u> on each



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		page of the Card as well as on the internal pages of the
		card.
11	Printing of various	• on <u>Legal Size Paper</u> approx / 8.25 x 13.25 inches approx
	proformas	(Single Color & Single side Printing)
		• GSM :- 75 GSM
		• with Logo of BFUHS must be printed in <b>Light Colour</b> on
	2	the middle of the Proforma.
	Me	Glue Binding/ Pasting of 100 sheets per pad.
12	Printing of various	• on <u>Legal Size Paper</u> approx / 8.25 x 13.25 inches approx
	proformas on Paper	(Single Color & <b>Double side Printing</b> ).
		• GSM :- 75 GSM
	2-1	• with Logo of BFUHS must be printed in Light Colour on
1		the middle of the Proforma.
1	402	<ul> <li>Glue Binding/ Pasting of 100 sheets per pad.</li> </ul>
13	Printing of various	• on A4 Size Paper approx or on paper sheet of 1/4 size of
	proformas on Paper	the 18 inches x 22 inches (Single Color & Single side
	10.0	Printing).
	4, 5.5	• GSM :- 75 GSM
	S. A. A. S.	with Logo of BFUHS must be printed in <u>Light Colour</u> on
	7845	the middle of the Proforma.
	ARID LINI	Glue Binding/ Pasting of 100 sheets per pad.
14	Printing of various	• on A4 Size Paper approx or on paper sheet of ¼ size of
	proformas on Paper	the 18 inches x 22 inches (Single Color & <u>Double</u> side
		Printing).
		• GSM :- 75 GSM
		• with Logo of BFUHS must be printed in <u>Light Colour</u> on
		the middle of the Proforma.
		Glue Binding/ Pasting of 100 sheets per pad.



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15	Printing of various	• on ½ page of A4 Size Paper approx or on paper sheet
	proformas on Paper	
	protottings out apor	of 1/8 size of the 18 inches x 22 inches (Single Color &
		Single <b>side Printing</b> ).
		GSM :- 75 GSM
		• with Logo of BFUHS must be printed in <u>Light Colour</u> on
		the middle of the Proforma.
	57.	Glue Binding/ Pasting of 100 sheets per pad.
16	Printing of various	• on ½ page of A4 Size Paper approx or on paper sheet
	proformas on Paper	of 1/8 size of the 18 inches x 22 inches (Single Color &
	AL.	Double side Printing).
	. //	• GSM :- 75 GSM
		<ul> <li>with Logo of BFUHS must be printed in <u>Light Colour</u> on</li> </ul>
/		the middle of the Proforma.
-01	2013   I	
47	District Color	Glue Binding/ Pasting of 100 sheets per pad.
17	Printing of various proformas on Paper	• on 1/4 page of A4 Size Paper approx or on paper sheet
	11 92	of 1/16 size of the 18 inches x 22 inches (Single Color &
	हरी .	Single side Printing).
	San San	• GSM :- 75 GSM
	OAFOR 3	with Logo of BFUHS must be printed in <u>Light Colour</u> on
	184 FARID UNI	the middle of the Proforma.
	FA	Glue Binding/ Pasting of 100 sheets per pad.
18	Printing of various	• on <a href="#">½ page of A4 Size Paper approx or</a> on paper sheet
	proformas on Paper	of 1/16 size of the 18 inches x 22 inches (Single Color &
		Double side Printing).
		• GSM :- 75 GSM
		<ul> <li>with Logo of BFUHS must be printed in <u>Light Colour</u> on</li> </ul>
		with Logo of bi offs must be printed in Light Colour off



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		the middle of the Proforma.
		Glue Binding/ Pasting of 100 sheets per pad.
19	Printing of Various	• on A4 Size Card Sheet approx (Single Color & Single side
	Proformas on Card Sheet	Printing).
		• GSM :- 130 GSM
		with Logo of BFUHS must be printed in <u>Light Colour</u> on
	8	the middle of the Proforma.
20	Printing of Various	on A4 Size Card Sheet approx (Single Color & Double)
	Proformas on Card Sheet	side Printing).
	£ .	• GSM :- 130 GSM
		• with Logo of BFUHS must be printed in Light Colour on
Ş		the middle of the Proforma.
21	Printing of Various	• on ½ page of A4 Size Card Sheet approx (Single Color
-111	Proformas on Card Sheet	& Single side Printing).
	(m)	• GSM :- 130 GSM
	B 1	<ul> <li>with Logo of BFUHS must be printed in <u>Light Colour</u> on</li> </ul>
	100	the middle of the Proforma.
22	Printing of Various	• on ½ page of A4 Card Sheet approx (Single Color &
	Proformas on Card Sheet	राह्नामन आहे गर्म
	184 En -	<u>Double</u> side Printing).
	ARID UNIT	• GSM :- 130 GSM
	EA	with Logo of BFUHS must be printed in <u>Light Colour</u> on
	1024	the middle of the Proforma.
23	Printing of Various	• on $\frac{1}{4}$ page of A4 Size Card Sheet approx (Single Color
	Proformas on Card Sheet	
		& Single side Printing).
		• GSM :- 130 GSM
		<ul> <li>with Logo of BFUHS must be printed in <u>Light Colour</u> on</li> </ul>



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		the middle of the Proforma.
24	Printing of Various	• On ¼ on A4 Size Card Sheet approx (Single Color &
	Proformas on Card Sheet	double side Printing).
		• GSM :- 130 GSM
		• with Logo of BFUHS must be printed in <u>Light Colour</u> on
		the middle of the Proforma.
25	Legal Size Plastic Envelop	Size:- Legal Size.
	12.00	• 11 x 16 inches
	25	Printing of the matter and logo on the front side of the
	44	Envelop with Single Color.
		Minimum 40 Gram per envelop.
		As per Govt Norms.
26	MRI Envelops	• 14.5 x 17.5 "
	40 M	Color:- white
	@ / /	Front side multi color printing on the front side of the
	63/	Envelop.
	40 40	• GSM:- minimum 100 GSM.
27	X-ray envelops (Type - I)	• 10.5 x 8.5"
	C10	Color :- Yellow / White/ Brown.
	ABA FARID UNIN	Front side Single color printing on the front side of the
	"VO UNIV	Envelop.
	FAI	• GSM:- Minimum 100 GSM.
28	X-ray envelops (Type - II)	• 12.5 x 15.5"
		• Color :- Yellow / White/ Brown.
		• Front side Single color printing on the front side of the
		Envelop.
		• GSM:- Minimum 100 GSM.



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29	X-ray envelops (Type - III)	• 14.5 x 17.5"
		Color :- Yellow / White/ Brown.
		Front side Single color printing on the front side of the
		Envelop.
		GSM:- Minimum 100 GSM.
30	X-ray envelops (Type -	• 10.5 x 12.5 "
	IV)	Color :- Yellow / White/ Brown.
	West of the same	Front side Single color printing on the front side of the
	and the same of th	Envelop.
	8	GSM:- Minimum 100 GSM.
31	Inner Envelops	Inner envelops
- 3	(Examinations)	• 14 x 11"
6		• 2 ½ " flap
_//	612	Having front printing.
		Khakhi Color.
32	Outer Envelops	Outer Envelops.
	(Examinations)	• 16 x 12" (2 " flap).
	0 52	Having front printing.
	S. A.	Yellow color with inner jail
	ABA E.	But 2" flap without inner Jali.
33	Printed Envelop (Type- I)	• Size 9 x 4"
	EA	With Address Window.
	CA	• 100 GSM Paper
		Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it in single color.
34	Printed Envelop (Type- II)	• Size 9 x 4"
		Without Address Window.



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		• 100 GSM Paper
		• Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it in single color.
35	Printed Envelop (Type-	• Size 11x 5"
	III)	Without Address Window.
	3	• 100 GSM Paper
	Mes	Color :- Yellow / White/ Brown.
	Orbit.	Name, Address, Contact No, E-mail id and Logo of the
	350	University Printed on it, in single color.
36	Printed Envelop (Type-	• Size 11x 5"
	IV)	Without Address Window.
/		• 100 GSM Paper
1	612	• Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
	第	University Printed on it, in single color.
37	Printed Envelop (Type- V)	• Size 11x 5"
	0 52	Without Address Window.
	A. Tale	• 100 GSM Paper
	7845	Color :- Yellow / White/ Brown.
	184 FARID UNIN	Name, Address, Contact No, E-mail id and Logo of the
	0///	University Printed on it, in <u>Multicolor</u> .
38	Printed Envelop (Type-	• Size 10x 8"
	VI)	Without Address Window.
		• 100 GSM Paper
		• Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it, in single color.



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39	Printed Envelop (Type-	• Size 12x 10 "
	VII)	Without Address Window.
		• 100 GSM Paper
		Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
		University Printed on it, in single color.
40	Printed Envelop (Type-	Size 16x 12" for Controller of Examinations
	VIII)	Without Address Window.
	OCE C	• 100 GSM Paper
	150	Color :- Yellow / White/ Brown.
		Name, Address, Contact No, E-mail id and Logo of the
1	1	University Printed on it, in single color.
41	Printed Envelop (Type-	Size 16x 12" for Registrar Office
-11	IX)	Without Address Window.
	强人	• 100 GSM Paper
	BAR	Color :- Yellow / White/ Brown.
	100	Name, Address, Contact No, E-mail id and Logo of the
	41 524	University Printed on it, in single color.
42	Printed ECR Register	100 Page leaves (total 200 pages when counted on both
	(Type- I)	sides).
	FARID UNI	Ledger Paper of 80 GSM Each
	EA	• Size of ½ of paper sheet of 17 x 27 inches approx.
	EA	Rexene Binding
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every
		paper.
		Page numbering on each paper.
		10 Index pages (20 Pages when counted on both sides)



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		in the beginning of the register.
43	Printed CPF Registers	200 Page leaves (total 400 pages when counted on both)
	(Type- II)	sides).
		Ledger Paper of 80 GSM Each
		• Size of ½ of paper sheet of 17 x 27 inches approx.
		Rexene Binding
	21	Printing in single colour on both sides of the paper
	Mes	Logo of the University in light color on each and every
	25/2 711	paper.
	20,	Page numbering on each paper.
		• 10 Index pages (20 Pages when counted on both sides)
3	1 /	in the beginning of the register.
44	Guest House Registers	200 Page leaves (total 400 pages when counted on both)
11	(Type- III)	sides).
		Ledger Paper of 80 GSM Each
	金	• Size of ½ of paper sheet of 17 x 27 inches approx.
	18 15	Rexene Binding
	, di 5-32	Printing in single colour on both sides of the paper
	S. A.	Logo of the University in light color on each and every
	984	paper.
	ARIDING	Page numbering on each paper.
45	Other Printed registers	100 Page leaves (total 200 pages when counted on both)
	for various branches/	sides).
	departments	Ledger Paper of 80 GSM Each
	(Type- IV)	• Size of ½ of paper sheet of 17 x 27 inches approx.
		Rexene Binding
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every



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		naner
		paper.
		<ul> <li>Page numbering on each paper.</li> </ul>
		• 10 Index pages (20 Pages when counted on both sides)
		in the beginning of the register.
46	Other Printed registers	• <u>200 Page leaves</u> (total 400 pages when counted on both
	for various branches/	sides).
	departments	Ledger Paper of 80 GSM Each
	(Type - V)	• Size of ½ of paper sheet of 17 x 27 inches approx.
	Office	Rexene Binding
	3	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
		• Logo of the University in light color on each and every
	2- /	paper.
/		<ul> <li>Page numbering on each paper.</li> </ul>
	26/2	• 10 Index pages (20 Pages when counted on both sides)
	E .	in the beginning of the register.
47	Other Printed registers	100 Page leaves (total 200 pages when counted on both
	for various branches/	sides).
	departments	<ul> <li>Ledger Paper of 80 GSM Each</li> </ul>
	(Type- VI)	• Size of $\frac{1}{2}$ of paper sheet of 17 x 27 inches approx.
	OA FOR	<ul> <li>Normal Hard Board Binding (Non raxine).</li> </ul>
	TRAFARID UNI	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
	FA	Logo of the University in light color on each and every
	17.95%	paper.
		Page numbering on each paper.
		• 10 Index pages (20 Pages when counted on both sides)
		in the beginning of the register.
48	Other Printed registers	• 200 Page leaves (total 400 pages when counted on both
	for various branches/	sides).
	1	



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	departments	Ledger Paper of 80 GSM Each
	(Type- VII)	• Size of $\frac{1}{2}$ of paper sheet of 17 x 27 inches approx.
		Normal Hard Board Binding (Non raxine).
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every
	57.	<ul><li>paper.</li><li>Page numbering on each paper.</li></ul>
	12 00	• 10 Index pages (20 Pages when counted on both sides)
	25	in the beginning of the register.
49	Other Printed registers	100 Page leaves (total 200 pages when counted on both
	for various branches/	sides).
7	departments	Ledger Paper of 80 GSM Each
	(Type- VIII)	• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx.
	TELL !	Normal Hard Board Binding (Non raxine).
	E. 1	Printing in single colour on both sides of the paper
	18	Logo of the University in light color on each and every
	18	paper.
	्वह र	Page numbering on each paper.
	400	• 10 Index pages (20 Pages when counted on both sides)
	FARING	in the beginning of the register.
50	Other Printed registers	200 Page leaves (total 400 pages when counted on both
	for various branches/	sides).
	departments	Ledger Paper of 80 GSM Each
	(Type- IX)	• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx.
		Normal Hard Board Binding (Non raxine).
		Printing in single colour on both sides of the paper
		Logo of the University in light color on each and every



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		paper.
		<ul> <li>Page numbering on each paper.</li> </ul>
		<ul> <li>10 Index pages (20 Pages when counted on both sides)</li> </ul>
		in the beginning of the register.
51	Other Long Printed/	200 Page leaves (total 400 pages when counted on both
	Investigation Registers	sides).
	(Type- X)	• Size 32 ½ cm breadth 41 cm length
	mre.	<ul> <li>Ledger Paper of 80 GSM Each</li> </ul>
	a gr	Raxine Cover Binding.
	20,	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
		• Logo of the University in light color on each and every
- 3		paper.
6		Page numbering on each paper.
	42	<ul> <li>10 Index pages in the beginning of the register.</li> </ul>
52	Other Long Printed /	100 Page leaves (total 200 pages when counted on both
	Investigation Registers	sides).
	(Type- XI )	• Size 32 ½ cm breadth 41 cm length
	1 87 gra	Ledger Paper of 80 GSM Each
	S. Als.	Raxine Cover Binding.
	AB4	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
	YBA FARID UNI	Logo of the University in light color on each and every
	UVI	paper.
	FA	Page numbering on each paper.
		• 10 Index pages in the beginning of the register.
53	Other Long Printed/	• <u>200 Page leaves</u> (total 400 pages when counted on both
	Investigation Registers	sides).
	(Type- XII)	• Size 32 ½ cm breadth 41 cm length
		Ledger Paper of 80 GSM Each



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		Normal Hard Board Binding.
		<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
		Logo of the University in light color on each and every
		paper.
		Page numbering on each paper.
		• 10 Index pages in the beginning of the register.
54	Other Long Printed /	100 Page leaves (total 200 pages when counted on both
	Investigation Registers	sides).
	(Type- XIII )	• Size 32 ½ cm breadth 41 cm length
	50,	Ledger Paper of 80 GSM Each
		Normal Hard Board Binding
- 1	1	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
r.		• Logo of the University in light color on each and every
_//	d2 \	paper.
	强. 1	Page numbering on each paper.
	金人	10 Index pages in the beginning of the register.
55	Leave Record Registers	• 50 Page leaves (Total 100 Pages when counted on both
	(Type- XIV)	sides)
	S. Jak	• 75 GSM Each paper
	ABA FARID UNI	• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx.
	UNI OINI	<ul> <li>Printing in single colour on both sides of the paper</li> </ul>
	FA	Logo of the University in light color on each and every
	1109-4	paper.
		Page numbering on each paper.
		• 5 Index pages in the beginning of the register.
		Hard Board outer cover binding
56	Printed Log Books	• 150 pages leaves (300 pages when counted on both
	(Type XV)	



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		sides ).
		Ledger paper of 80 GSM.
		Logo of the University in light colour on each and every
		page of the Log Book.
		Binding with hard board.
		• 1/6 size of the paper sheet of 18 x 22 inches approx.
57	Printed Log Books	• 150 pages leaves (300 pages when counted on both
	(Type XVI)	sides ).
	and a	Ledger paper of 80 GSM.
	80	Logo of the University in light colour on each and every
		page of the Log Book.
3	1 2	Binding with Raxine.
ŕ		• 1/6 size of the paper sheet of 18 x 22 inches approx.
58	Slip Pads/ Note Pads	• 20 pages i.e. 40 pages when counted on both sides.
	(Type- I)	Perforation on the top side of the slip pad.
	(E)	Logo and Name of the University must be printed at the
	17/2	top of the paper.
	40 500	Logo of the University in light color should also be
	S Alb.	printed in the middle of each paper.
	48A FARID UNI	• 1/16 size of the paper sheet of 18 inches x 22 inches
	1 ARID III G	approx.
	UNI	Binding with stapler.
	FA	Front side color paper cover.
		Back side card / hard board.
59	Slip Pads/ Note Pads	50 pages i.e. 100 pages when counted on both sides.
	(Type- II)	Perforation on the top side of the slip pad.
		Logo and Name of the University must be printed at the
		top of the paper.
	l	I



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	3	<ul> <li>Logo of the University in light color should also be printed in the middle of each paper.</li> <li>1/16 size of the paper sheet of 18 inches x 22 inches approx.</li> <li>Binding with stapler.</li> <li>Front side color paper cover.</li> <li>Back side card / hard board.</li> </ul>
60	Slip Pads/ Note Pads (Type- III)	<ul> <li>50 pages i.e. 100 pages when counted on both sides.</li> <li>Perforation on the top side of the slip pad.</li> <li>Logo and Name of the University must be printed at the top of the paper.</li> <li>Logo of the University in light color should also be printed in the middle of each paper.</li> <li>1/8 size of the paper sheet of 18 inches x 22 inches approx.</li> <li>Binding with stapler.</li> <li>Front side color paper cover.</li> <li>Back side card / hard board.</li> </ul>
61	Slip Pads/ Note Pads (Type- IV)	<ul> <li>50 pages i.e. 100 pages when counted on both sides.</li> <li>Perforation on the top side of the slip pad.</li> <li>Logo and Name of the University must be printed at the top of the paper.</li> <li>Logo of the University in light color should also be printed in the middle of each paper.</li> <li>1/4 size of the paper sheet of 18 inches x 22 inches approx.</li> <li>Binding with stapler.</li> <li>Front side color paper cover.</li> </ul>



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		Back side card / hard board.
62	Slip Pads/ Note Pads	100 pages i.e. 200 pages when counted on both sides.
	(Type- V)	Perforation on the top side of the slip pad.
		Logo and Name of the University must be printed at the
		top of the paper.
		Logo of the University in light color should also be
	8	printed in the middle of each paper.
	-Mrs	• 1/4 size of the paper sheet of 18 inches x 22 inches
	orde in	approx.
	80	Binding with stapler.
		Front side color paper cover.
	2-1	Back side card / hard board.
63	Plastic Files for Patients	• Size 12.25 x 9.5"
	Executive	Pages 1 & 4 colours : Multi color printing.
	Charles I	<ul> <li>Pocket Option :- 2<sup>nd</sup> Page L Pocket</li> </ul>
	田人田	Clip:- Plastic Clip inside the file cover.
64	Plastic File for Patients	• Size 12.5 x 9.5 "
	Classic	Pages 1 & 4 Colors : Multi color printing.
	S. Alak	<ul> <li>Pocket Options : 2<sup>nd</sup> Page L Pocket</li> </ul>
	184 F.	Clip:- Plastic Clip inside the file cover.
65	Printed Prospectus for	Prospectus for various courses.
	various entrance	• Size 8 ½ x 11 approx.
	examinations of the	Outer cover Glazed Ivory Card.
	University	Inside Leaf:- white cream wove paper.
		40 to 60 internal pages of the prospectus.
	Note:- the quantity	The cover of the prospectus must be multicolor printed.
	required for various	The internal pages must be printed in single color.
	admissions/ entrance	The Logo of the University must be printed on each side



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	examinations may be	of the internal page in light single color.
	between 200 copies to	
	500 copies approx,	
	depending upon the	
	requirement.	
66	Printed Store Indent	• Size of ¼ of paper sheet of 17 x 27 inches.
	Books	Paper of 75 Gsm of paper
	STW.	Duplicate Printed copy
	Se .	<ul> <li>Machine Page numbering on each page of the indent,</li> </ul>
	25	including the duplicate copy too.
	~	• 100 original and 100 duplicate copies of the indents in a
- 9		indent book
,		<ul> <li>Card Board binding on both sides of the indent book.</li> </ul>
	45	Single colour Printing on single side of the indent.
67	Printed Fee slip/ Receipt	• Size of ¼ of paper sheet of 17 x 27 inches.
	books for various	<ul> <li>Containing 8 slips on each page of the receipt book.</li> </ul>
	colleges/ Hospitals etc.	Good quality of Perforation for cutting of each slip
	1.81	separately.
	e ale	Single color printing on front side of the slip.
	ABA.	Duplicate Printed copy
	184 FARID UNI	Machine Page numbering on each page of the receipt
	UNI	Books.
	FA	100 original and 100 duplicate copies of the pages in a
		Receipt book
		Card Board binding on both sides of the Receipt Books.
68	Printed Parking Stickers	Size of 04 inches x 06 inches.
	(For Four Wheelers)	Printed on good quality plastic paper sheet.
		Multicolor Printing.
		1



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		<ul> <li>Water Proof Paper.</li> <li>Name , Logo, and other details to be printed on the sticker.</li> <li>Front side glue for pasting of sticker from the internal side of the four wheeler on the windscreen.</li> </ul>
69	Printed Parking Stickers (for Two Wheelers)	<ul> <li>Size of 02 ½ Inches x 03 inches.</li> <li>Printed on good quality Plastic Paper Sheet.</li> <li>Water Proof Paper.</li> <li>Name , Logo and other details to be printed on the sticker.</li> <li>Multicolor Printing.</li> <li>Back side glue for pasting of the sticker on the two wheelers.</li> </ul>
70	Stickers for displaying of various information such as Save Electricity, No Smoking, Do not Waste Food, Switch off your mobile, Please Make a Q, Room Numbers or other related information.	<ul> <li>Size of each sticker 04 inches x 06 inches.</li> <li>Good quality Water Proof Plastic Sheet Paper.</li> <li>Back side glue of good quality for pasting of stickers.</li> <li>Multicolor Printing.</li> <li>Printing of Massage with graphics , Name of the University, Logo of the University.</li> </ul>
71	University Directory – cum- Information  Booklet	<ul> <li>Size of approx 1/6 size of the paper sheet of 18 x 22 inches.</li> <li>Multicolor Printing on each page.</li> <li>Approx. 150 Page Leaves (300 Pages when counted on both sides).</li> <li>Paper of 75 GSM.</li> </ul>



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		The Pictures of the main buildings of the University's
		different departments, Colleges, Institutions etc. will be
		printed in the said booklet along with the facilities and
		equipments available in each department.
		The Photograph, Name, Designation, Contact No, Both
		Official and Residential Address of the Staff Working in
	>	the University as well as its constituent colleges will be
	Me	printed in the information booklet.
72	Hard Board File Covers	Of standard Size.
	(Printed)	Made from good quality Hard Board
		Name of the University, Logo and other details will be
	3	printed on the top side of the file cover, in single color.
		Good quality metal clip inside the File.
	65	Single Color Printing.
73	Box File Covers (Printed)	Of standard size.
	6	Made from good quality of Hard Board.
		Name of the University, its Logo and other details to be
	1. 41	printed on the top side of the File cover in single color.
	a Alba	Good quality standard size clip of the file cover.
74	Leminated clip file covers	Of standard size.
	(Printed )	Made from good quality laminated card board sheet.
	UNI	Name of the University, its Logo and other details to be
	FA	printed on the top side of the File cover in single color.
		Good quality standard size clip of the file cover.
		<ul> <li>Good quality springs for the interal side of the file cover.</li> </ul>
		Leminated from the outer cover of the file covers.
75	Noting Sheets	Of Legal Size approx.
		<ul> <li>Made from Ledger paper of about 80 GSM.</li> </ul>



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		Yellowish Green in color/ Standard Noting sheet color.
		Name and Logo of the University must be printed on the
		top side of the Noting Sheet.
		Logo of the University must be printed in single color in
		the middle of the sheet, in Light Color.
		One Line must be drawn on the Left hand size with
	23	margin of about 1 ½ inches to 2 inches approx.
76	Poly Pack Folder (Type -	Of Standard Size.
	A)	<ul> <li>Made from good quality of poly pack.</li> </ul>
	20,	<ul> <li>Trasparent from both sides.</li> </ul>
		Printing on the front side of the poly pack folder with
	1	single color.
		<ul> <li>Name , Logo of the University along with other</li> </ul>
	65	information will be printed in single color.
	TELL I	Two sides of the folder will be affixed with each other
	E .	when the other two sides will not be affixed.
77	Poly Pack Folder (Type -	Of Standard Size.
	В)	Made from good quality of poly pack.
	o als s	Trasparent from front side but non transparent from the
	900	back side of the folder.
	TARIN GG	Printing on the front side of the poly pack folder with
	TBA FARID UNIVE	single color.
	FAR	<ul> <li>Name, Logo of the University along with other</li> </ul>
		information will be printed in single color.
		Two sides of the folder will be affixed with each other
		when the other two sides will not be affixed.
78	Letter Heads (Type - A)	On Executive Bond Paper of atleast 110 GSM.
		Multicolor Printing



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		<ul> <li>Logo of the Govt of Punjab must be Printed in Engraved</li> <li>Leaf Printing in Golden Color.</li> <li>Standard Size.</li> </ul>
79	Letter Heads (Type- B)	<ul> <li>On Executive Bond Paper of atleast 110 GSM.</li> <li>Multicolor Printing</li> <li>Standard Size.</li> </ul>
80	Answer Sheets for Theory Exams of the University	<ul> <li>No. of pages of answer script should be accurately 48 pages (44 writable pages + 4 cover pages) when counted on both sides.</li> <li>Pages Numbering in answer scripts should be in the sequence.</li> <li>Bar code 1 at the top right hand corner of the cover page and all the inner pages should be same and there should be no difference outside and inside the answer scripts.</li> <li>Answer scripts should not be torn.</li> <li>The quality of the answer scripts should be minimum 70 GSM.</li> <li>The quality of perforation should be good.</li> <li>The stitching of the answer scripts should be in Uniform pattern.</li> <li>The Both Bar codes 1 and 2 should not be pre-fixed with a Zero.</li> <li>Size of the each paper should be A 4 size / 9 x 10.6 inches including stitched area.</li> <li>The Bar Code (Printed at the top right hand corner) should also be got printed on the backside of the lower tear off portion of the answer script. The Printer will</li> </ul>



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		take the utmost care while printing Bar Code 1 on the
		backside of the lower tear off portion. Any mismatch
		between bar code 1 at the top right hand corner and
		backside tear off portion, may alter / have an affect on
		the result processing.
		• The Bar Code 1 and Bar Code 2 to be of 8 characters
	>	fixed and numeric only.
	West of the	Logo of BFUHS must be printed in <u>Light Colour</u> on each
	and the same	page of the Sheet.
	20,	Single color printing on each side of the answer book.
		Logo of the BFUHS must be printed on each sheet.
81	Answer Sheets for the	The total number of pages should be 12 pages (when
/	Practical Exams of the	counted on both sides).
	University	• The quality of paper should be atleast 70 GSM.
	E. I	• The size of the paper should be A4 size approx / 9 x 10.6
	100 J	inches including stitched area.
		• Sr. No. must be printed on the face / 1 <sup>st</sup> page of the
	1.81	Answer Script.
	्वी है।	Answer scripts should not be torn.
	ABA.	Logo of BFUHS must be printed in <u>Light Colour</u> on each
	A FARID UNI	page of the Sheet.
	UNI	Single color printing on each side of the answer book.
	FA	Logo of the BFUHS must be printed on each sheet.
L	1	I .

#### Important Note:-

- I. That the Successful bidder(s) must have to get the sample of the Printed Materials passed from the University authorities. The final approval for printing of the printed materials will be given by the University Procurement & Facility Department.
- II. That the L 1 bidder may be called by the University for Negotiation of rates.



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III. The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <a href="https://etender.punjabgovt.gov.in">https://etender.punjabgovt.gov.in</a> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

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

- 1. The Earnest Money Deposit of Rs. 20,000/- only (Rs. Twenty Thousand Only ) must be submitted in the shape of a BANK DEMAND DRAFT ONLY of any nationalized bank and issued in the favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at "Faridkot" and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode.
- 2. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice.
- 3. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.
- 4. The firms who are empanelled with the Ministry of Micro, Small and Medium Enterprises (MSME) will be exempted from the payment of the Earnest Money Deposit/ EMD. However a copy of the said registration certificate will be provided by the bidder along with the tender document as well as to the UPFD on or before 1.00 p.m. of the last date fixed for submission of the tender document.
- 5. The tenders will be opened on the same day at 2.30 PM, on the e-procurement portal 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.
- 6. 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.



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7. 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.100/- duly attested by Executive Magistrate or Notary Public).

**AFFIDAVIT** 

l/We	partner/sole
proprie	tor (Strike out which is not applicable) of (Name & Address of Firm) do hereby declare and solemnly affirm:-
-	That the individual/firm/ companies are <b>not debarred or black- listed</b> by any department of Union/ State Government or any autonomous institute.
	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 supply of "supply of Printed Materials for the
	<u>University"</u> are acceptable to me/us. I/We will abide by them in letter and spirit.
•	That I will supply and install the required material within the stipulated delivery period of the tender document/ supply.
	That I have clearly understood that by applying the tender with the BFUHS, I/ we are going to enter into an agreement with the BFUHS, Faridkot to supply the material, based on the different demands of the University that will be generated by it during the validity period. I have no objection, if the University will blacklist me/ my firm/company, in case I will violate any major condition of the tender document or will not supply the materials as per the conditions of the supply order, without any reasonable cause.
Date:	1998 AMP
Place: _ <b>VER</b>	DEPONENT
to the conceal Date:	o hereby solemnly declare and affirm that the above declarations are true and correct best of my/our knowledge and belief. No part of it is false and nothing has been led therein.
	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 fir <mark>m/</mark>		
	company/ society :-		
7	E mail id:-		
8	Fax No:-		
9	Mobile No:-		
10	Details of the Earnest Money Deposit (EMD):-		
(A)	In case EMD is deposited in the shape of a demand draft:-		
	Demand Draft No.		
	Date of demand draft		
	Amount of the demand draft Rs. 20,000/- only (Rs. Twenty Thousand Only)		
	Bank with branch name		
(B)	In case EMD is deposited in the shape of a University receipt:-		
	University Receipt No.		



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	University receip	t date	
	Amount of th	ne University	Rs. 20,000/- only (Rs. Twenty Thousand Only)
	receipt		
10	PAN Number		
11	VAT 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?)	
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II	Yes/No
	(Scanned copy uploaded on the e-procurement portal or not?)	
3.	Technical Bid Proforma attached – Annexure – III  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Anenxure – V) for refund of EMD attached  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Anenxure – VI)  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs. 2000/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. <b>Rs. 20,000/- only</b> has been submitted in the shape of a Bank <b>Demand Draft</b> issued in the favour of "The Registrar, Baba Farid University of Health Sciences, Faridkot" and	Yes/No



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	payable at "Faridkot" has been submitted to the Incharge, University	
	Procurement and Facility Department.	
	Whether a soft copy of the same has been uploaded on the designated website	
	at the time of submission of the tender or not?	
9.	Whether each page of the tender document and other enclosures as well as	Yes/No
	cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also	
	the forwarding letter duly signed by the authorized signatory, has been	
	submitted?	
	(Scanned copy uploaded on the e-procurement portal or not?)	
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN attached.	Yes/No
	(Scanned copy uploaded on the e-procurement portal or not?)	
11.	Copy of Permanent Account Number (PAN No.) attached or Not?.	Yes/No
	(Scanned copy uploaded on the e-procurement portal or not?)	C
12.	Whether a copy of Audited Balance Sheet of last three financial years have	Yes/ No
J))	been uploaded on the website along with technical bid or not?	11)
13.	Whether a copy of the Income tax return of last three financial years have been	Yes/ No
	uploaded on the website along with the technical bid or not?	
14.	Whether a copy of the Printing Declaration Certificate issued by the department	Yes/ No
	concerned has been uploaded or not?	
15.	Whether a copy of the empanelment with the Ministry of Micro, Small and	Yes/ No
	Medium Enterprises (MSME) has been uploaded for claiming of exemption for	
	the deposit of the Earnest Money Deposit (EMD), if applicable.	
16.	Whether the documentary evidence for turnover of 100 Lacks during the last	Yes/ No
	financial year has been uploaded or not?	
17.	Whether the Power of attorney duly singed by the all partners in the favour of	Yes/ No
	the bidder, for participating the tender has been uploaded on the non judicial	
	papers of Rs 100/- or not?	
18.	Whether a copy of the VAT Clearance Certificate for the last 03 years from the	Yes/ No
	department concerned has been uploaded or Not?	
19.	Whether a copy of the Single Purchase Order/ Supply Order issued by any Govt/	Yes/ No
	Semi Govt/ Autonomous Organization or any Renowned Educational Institution	



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of repute for not less than Rs. 20.00 lacs has been enclosed with the tender	
document 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.

- FA

Dated: Place:	Signature
Place:-	Name:
25	Address:-
A. A.	31
	Contract No:
2	E-mail id:
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व्यव स्वाप्त व्यव	ਵਰਮਿਟੀ ਆਫ ਹੈਲਥ ਸਾਇ
ABA.	CHC.
CARID GO	ਵਿਗੰਸਰੀ ਆਫ <sup>ਹਾਲਾ</sup> ਦਿਕੋਟ (ਪੰਜਾਬ) RSITY OF HEALTH SCIENCES
UNIVE	RSITY OF HEAL!
FAR	IDKOT (PUNJAB)



(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

**Annexure-IV** 

## **TERMS AND CONDTIONS**

Short Term e-<u>TENDER DOCUMENT FOR supply of Misc. PRINTED Materials at the</u>
University Offices.

- The Manufacturers/ General Merchants/Sole agents/Authorized firms/Distributors/
   Suppliers/ Printing Houses/ Printing firms 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.
- 3. 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, expect the firms that will be empenalled with the Ministry of Micro, Small and Medium Enterprises as per the norms of the Govt. of India. However a copy of the said empanelment certificate will be provided to the University along with the tender documents. A copy of the same must also be reached to the University Procurement & Facility Department before the last date of the Opening of the technical Bids of the tender document.
- 5. The EMD shall be deposited in the shape of a bank demand draft, issued by any nationalized bank in the favour of the Registrar, Baba Farid University of Health Sciences, Faridkot (Punjab) and payable at Faridkot. The said demand draft must be submitted to the Incharge, University Procurement & Facility Department on or before the last date for submission of the e-tenders.
- 6. 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.



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University Procurement & Facility Department

- 7. 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.
- 8. The rates once quoted will remain valid/ un-changed for a period upto 31.12.2018 or the period that will be further extendable upto this period.
- 9. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
- 10. 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 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.
- 11. 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.
- 12. 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.
- 13. 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.



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University Procurement & Facility Department

#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

- 14. 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.
- 15. 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.
- 16. Minimum delivery period must be quoted clearly. The rates quoted should be F.O.R. destination i.e. Central Store of the Baba Farid University of Health Sciences, Faridkot or any other departmental/ college store of any of its constituent college/institution located at different locations throughout the state of Punjab. It should also include packing and forwarding charges, taxes and other levies.
- 17. 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.

#### 18. 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.

#### 19. SECURITY DEPOSIT:

- i) The successful bidder shall be required to deposit a security of Rs. 20,000/only (Rs. Twenty THOUSAND Only) in the shape of Demand Draft in favour of
  Registrar, Baba Farid University of Health Sciences, Faridkot drawn on any
  commercial/nationalized bank, payable at Faridkot
- ii) OR EMD of Rs. 20,000/- only (Rs. Twenty THOUSAND ONLY ) submitted with the Tender may also be considered as Security Deposit, as agreed by the successful bidder.
- iii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interst.



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University Procurement & Facility Department

#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

- iv) The above said amount of the security deposit will be retained by the University and will be refunded after completion of one year from the date of successful installation of the machinery.
- v) The successful bidder will have to deposit a Bank Gurantee of Rs. 50000/- only (Rs. Fifty Thousand Only) that must be issued by the successful bidder within 15 days from the receipt of instructions from the University.

#### 20. PAYMENT TERMS

The bill of the printed materials will be paid after receipt and 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.

#### 21. PENALTY CLAUSE

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 to 30 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non- supply of material within the stipulated time/ period.

#### 11. **ARBITRATION**

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



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University Procurement & Facility Department

#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

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.
- **22. Jurisdiction** All disputes are subject to the jurisdiction of courts at Faridkot only.

Place:-	Signature
Pidce	Name:
a grant	7 9 Address:-
O. A.	Contract No:-
MBA FARID	E-mail id:
41/0	With Seal
	FARIDKOT (PUNJAB)
Accepts all the terms & condition	ns of the Tender Under hand and seal of the authorized person
Accepted	
Dated:	Signature
Place:	Name:-

Dated:-



(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

Address:-	
Contract No:	
E-mail id:	
With Soal	





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University Procurement & Facility Department

#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

**Annexure-V** 

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

Name of the firm: M/s		
The first of the second of the		
Sr. No.	Particulars	Detail
1.	Account No.	- Bes
2.	Name of Bank	
3.	Branch Name	
4.	IFSC Code of Bank	
5.	Name of Operator	1998
	BABA FARID UN	Signature Name: Address: Contract No:
		E-mail id:
		With Seal



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University Procurement & Facility Department

#### SHORT TERM e-TENDER NOTICE FOR SUPPLY OF VARIOUS PRINTED MATERIALS

**Annexure-VI** 

## **TENDER/CONDITIONS ACCEPTANCE LETTER**

	Date:
То	
	The Registrar Baba Farid University of Health Science, Sadiq Road, Faridkot.
Subject:	Acceptance of Terms & Conditions of Tender.
Dear Sir,	2 100
designated we	downloaded the tender document(s) for the above mentioned 'Tender/Work' from the ebsite.  Eby 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 ad I / we shall abide hereby the terms / conditions / clauses contained therein.
	endum(s) issued from time to time by your organization too has also been taken into , while submitting this acceptance letter.
	by unconditionally accep <mark>t the tender conditions of above mentioned tender document(s)</mark> n(s) in its totality / entirely.
this tender/bi	provisions of this tender are found violated, your organization shall be at liberty to reject d including the forfeiture of the full said earnest money deposit absolutely and we shall claim/right against organization in satisfaction of this condition.
	Yours Faithfully,
	Yours Faithfully,  Signatures :  Name:
	Address: -
	Contact No:-



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#### **Financial Bid**

To be filled on the Prescribed proforma that will be available on the e-procurement portal of the Govt. of Punjab.

Financial Bid submitted in any other format other than on the Eprocurement portal of the Govt. of Punjab will not be entertained, under any circumstances.

