



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(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

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	After obtaining the approval of the <u>Hon'ble Election Commission of India</u> the following tender is invited:- 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) <i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i> <i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i> The Earnest Money Deposit must be submitted in the shape of a <u>BANK DEMAND DRAFT ONLY</u> of any nationalized bank and issued in the favour of " <u>REGISTRAR, BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT</u> " payable at " <u>Faridkot</u> " 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



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	<p><u>any prior notice. 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.</u></p> <p><u>The Parties empanelled with the Ministry of Micro, Small and Medium Enterprises (MSME) are exempted from the payment of Earnest Money Deposit only. However, the said firms/bidders must have to provide a copy of the said certificate to the University Procurement & Facility Department.</u></p>
Performance Security:-	<p>The Successful bidder(s) will have to deposit a Bank Guarantee of <u>Rs. 50,000/- only</u> that must be issued by any nationalized bank in the favour of the “Registrar, Baba Farid University of Health Sciences, Faridkot” within 15 days from the receipt of orders of the University, for the same.</p> <p>In case the successful bidder fails to deposit the required amount of the Performance Security in the shape of Bank Guarantee in the prescribed period mentioned above or any extended period by the University, then the bid of the said firm will be rejected and no notice will be given in this matter.</p>
Date of start of downloading of tender documents:-	<p>immediate from the website of the Punjab Government i.e. https://etender.punjabgovt.gov.in</p>
Website for downloading of the tender document:-	<p>From the above website</p> <p>However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in</p>
Last date for downloading of the tender document:-	<p><u>22.03.2017 up to 12.30 pm</u></p>
Last date and time for deposit of Original Bank Demand Draft of EMD and Original Affidavit:-	<p><u>22.03.2017 up to 01.00 pm</u></p> <p><u>at the University Procurement & Facility Department of the BFUHS, Faridkot.</u></p>



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Last date & Time for submission of the tender documents:-	<u>22.03.2017 up to 2.00 pm</u> <u>(through online mode only)</u>		
Date of opening of the Tender documents (TECHNICAL BIDS):-	22.03.2017 (at 2.30 p.m.) on the e- procurement portal of the Govt. of Punjab. at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.		
Date of opening of the Tender documents (FINANCIAL BIDS):-	22.03.2017 (at 4.30 p.m.) on the e- procurement portal of the Govt. of Punjab. at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot OR AT THE TIME THAT WILL BE DECIDED BY THE UNIVERSITY AUTHORITIES.		
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.		
Who can be contacted for obtaining more information about the tender.	<u>Sr. No.</u>	<u>Nature of Information</u>	<u>Name of the concerned Official with contact No:-</u>
	1	About the tenders and allied information:-	Sh. RAJ SINGLA, AUDIT OFFICER (UPFD), BFUHS, FARIDKOT Phone:- +91-9780008610, 01639-256232, 256236, Email id:- upfdbfuhs@gmail.com (on all working days from 9.00 a.m. to 5.00 p.m.)
	2	For any type of information,	Sh. Harmeet Singh, District Co-ordinator (Faridkot) of Punjab



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		Solutions of technical problems in E-tendering, Digital Signature certificates and User Id etc:-	Infotech, Chandigarh, Mob: 81466-99868. Or At Punjab Government's e-Procurement helpline numbers 92572-09340, 80546-28821, 0172-3934667.
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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	Identification File for the Psychiatry Department	<ul style="list-style-type: none">Total 16 pages (both sides) having size of A4 sizes approx.Both side printing in single color.First page & Last Page of the file must be minimum 100 GSM.Other Pages must be minimum of 75 GSM.Logo of the BFUHS (in Light Color) must be displayed in the middle of each page in single color printing.Central stapler should be used in the file and it should be clearly noted that 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.If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.														
02	Detailed Marks Cards (DMC's)	<table border="1"><thead><tr><th colspan="2">Security Features/ Details</th></tr></thead><tbody><tr><td>1.</td><td>Logo with Florescent UV Ink</td></tr><tr><td>2.</td><td>Invisible ink</td></tr><tr><td>3.</td><td>Background Eraseable Ink & Micro Lettering</td></tr><tr><td>4.</td><td>Logo with invisible ink</td></tr><tr><td>5.</td><td>GSM :- 120 GSM</td></tr><tr><td>6.</td><td>Size:- 10" x 7½"</td></tr></tbody></table> <p>The entire work intended to be tendered is confidential in nature. Hence the tenderer should maintain absolute confidentiality. If any additional details about the item is required then the same may be collected from the dealing officials of the University</p>	Security Features/ Details		1.	Logo with Florescent UV Ink	2.	Invisible ink	3.	Background Eraseable Ink & Micro Lettering	4.	Logo with invisible ink	5.	GSM :- 120 GSM	6.	Size:- 10" x 7½"
Security Features/ Details																
1.	Logo with Florescent UV Ink															
2.	Invisible ink															
3.	Background Eraseable Ink & Micro Lettering															
4.	Logo with invisible ink															
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		Procurement & Facility Department on any working day.
03	File Covers Both Office files as well as Patient Files (Printed) Type – A	<ul style="list-style-type: none">• Size 11.6 inches x 10.1 inches approx.• Printing of Name, Logo and other details of the University on front side of the file.• Three holes with supporting rings on both sides for tagging of papers.• 450 GSM approx Card Board of the File Cover should be of Good quality.• Logo of BFUHS must be printed in <u>Light Colour</u> on the 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
04	File Covers Both Office Files as well as Patient Files (Printed) Type- B	<ul style="list-style-type: none">• Size 11.6 inches x 10.1 inches approx.• Printing of Name, Logo and other details of the 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 450 GSM approx.• Logo of BFUHS must be printed in <u>Light Colour</u> on the front side of the File Cover.• Non- 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
05	Patient RT File Card	<ul style="list-style-type: none">• Size 11.6 inches x 10.1 inches approx.• Coloured card sheet/ colors for making of a white sheet as colorful sheet will be used for the printing of the file cover.



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		<ul style="list-style-type: none">• File cover with clip for tagging of paper at the internal side of the file.• 300 GSM approx• Printing of Name, Logo and other details of the University on front side of the file.• Multicolor printing on the all four sides of the file.• Logo of BFUHS must be printed in <u>Light Single Colour</u> on all the sides of the file cover.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
06	Radiation card for the cancer patients/ Radio-therapy prescription	<ul style="list-style-type: none">• To be printed on card sheet of minimum 250 GSM paper approx of good quality.• 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 the printing.• Logo of the BFUHS will be printed at the middle of the card on both sides in Single Light Color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
07	Patient Progress Sheets	<ul style="list-style-type: none">• Size:- A4 approx / 8.25 x 10.75 inches approx.• 75 GSM Paper.• Both side single color printing• Margin of about 1 inch to 1 ½ inches on the Left hand side on the first side and the same margin on the right hand side of the Back side of the Paper.• To be supplied into pads of 100 pages each with glue pasting on one side/ affixed on one side with glue.• No machine numbering is required.• Logo of University will be printed in Light single color on both side of the paper.• If any additional details about the item is required then



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08	Id Cards for Patients	<ul style="list-style-type: none">• 4 ½ x 3 ½ inches card.• 250 GSM Paper approx of Good quality.• Front side of the card will be printed in Multicolor Printing.• Backside printing in single color• Logo of BFUHS must be printed in <u>Light Colour</u> on each page of the Card.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
09	Discharge Card	<ul style="list-style-type: none">• ½ A4 size (approx) card containing 04 leaves.• Card GSM :- 250 GSM approx• Internal Pages of 75 GSM approx.• 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 page of the Card as well as on the internal pages of the card.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
10	Printing of various proformas	<ul style="list-style-type: none">• on <u>Legal Size Paper</u> approx / 8.25 x 13.25 inches approx (Single Color & Single side Printing)• GSM :- 75 GSM approx• with Logo of BFUHS must be printed in Light Colour on the middle of the Proforma.• Glue Binding/ Pasting of 100 sheets per pad.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
11	Printing of various proformas on Paper	<ul style="list-style-type: none">• on <u>Legal Size Paper</u> approx / 8.25 x 13.25 inches approx (Single Color & Double side Printing).



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		<ul style="list-style-type: none">• 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
12	Printing of various proformas on Paper	<ul style="list-style-type: none">• on A4 Size Paper approx or on paper sheet of ¼ size of the 18 inches x 22 inches (Single Color & Double 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
13	Printing of various proformas on Paper	<ul style="list-style-type: none">• on A4 Size Paper approx or on paper sheet of ¼ size of the 18 inches x 22 inches (Single Color & Single 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
14	Printing of various proformas on Paper	<ul style="list-style-type: none">• on ½ page of A4 Size Paper approx or on paper sheet of 1/8 size of the 18 inches x 22 inches (Single Color & Single 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.• If any additional details about the item is required then



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		<p>the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.</p>
15	Printing of various proformas on Paper	<ul style="list-style-type: none">• on <u>1/2 page of A4 Size Paper approx or</u> on paper sheet of 1/8 size of the 18 inches x 22 inches (Single Color & Double 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
16	Printing of various proformas on Paper	<ul style="list-style-type: none">• on <u>1/4 page of A4 Size Paper approx or</u> on paper sheet of 1/16 size of the 18 inches x 22 inches (Single Color & Single 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
17	Printing of various proformas on Paper	<ul style="list-style-type: none">• on <u>1/4 page of A4 Size Paper approx or</u> on paper sheet of 1/16 size of the 18 inches x 22 inches (Single Color & Double 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any



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		working day.
18	Printing of Various Proformas on Card Sheet	<ul style="list-style-type: none">• on <u>A4 Size Card Sheet approx</u> (Single Color & <u>Single side Printing</u>).• GSM :- 200 GSM approx.• with Logo of BFUHS must be printed in <u>Light Colour</u> on the middle of the Proforma.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
19	Printing of Various Proformas on Card Sheet	<ul style="list-style-type: none">• on <u>A4 Size Card Sheet</u> approx (Single Color & <u>Double side Printing</u>).• GSM :- 200 GSM approx.• with Logo of BFUHS must be printed in <u>Light Colour</u> on the middle of the Proforma.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
20	Printing of Various Proformas on Card Sheet	<ul style="list-style-type: none">• on <u>½ page of A4 Size Card Sheet approx</u> (Single Color & <u>Single side Printing</u>).• GSM :- 200 GSM Approx.• with Logo of BFUHS must be printed in <u>Light Colour</u> on the middle of the Proforma.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
21	Printing of Various Proformas on Card Sheet	<ul style="list-style-type: none">• on <u>½ page of A4 Card Sheet</u> approx (Single Color & <u>Double side Printing</u>).• GSM :- 200 GSM Approx.• with Logo of BFUHS must be printed in <u>Light Colour</u> on the middle of the Proforma.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any



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		working day.
22	Printing of Various Proformas on Card Sheet	<ul style="list-style-type: none">• on $\frac{1}{4}$ <u>page of A4 Size Card Sheet approx</u> (Single Color & Single side Printing).• GSM :- 200 GSM approx.• with Logo of BFUHS must be printed in <u>Light Colour</u> on the middle of the Proforma.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
23	Printing of Various Proformas on Card Sheet	<ul style="list-style-type: none">• ON $\frac{1}{4}$ on <u>A4 Size Card Sheet approx</u> (Single Color & double side Printing).• GSM :- 200 GSM approx.• with Logo of BFUHS must be printed in <u>Light Colour</u> on the middle of the Proforma.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
24	Legal Size Plastic Envelop	<ul style="list-style-type: none">• Size:- 11 x 16 inches• Printing of the matter and logo on the front side of the Envelop with Single Color.• Minimum 40 Gram per envelop.• As per Govt Norms.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
25	MRI Envelops	<ul style="list-style-type: none">• 14.5 x 17.5 “• Paper Color:- white• Multi color printing on the front side of the Envelop.• GSM:- minimum 170 GSM approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any



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26	X-ray envelops (Type - I)	<ul style="list-style-type: none">• 10.5 x 8.5"• Paper Color :- Yellow / White/ Brown.• Single color printing on the front side of the Envelop.• GSM:- Minimum 100 GSM.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
27	X-ray envelops (Type - II)	<ul style="list-style-type: none">• 12.5 x 15.5"• Paper Color :- Yellow / White/ Brown.• Front side Single color printing on the front side of the Envelop.• GSM:- Minimum 130 GSM approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
28	X-ray envelops (Type - III)	<ul style="list-style-type: none">• 14.5 x 17.5"• Paper Color :- Yellow / White/ Brown.• Front side Single color printing on the front side of the Envelop.• GSM:- Minimum 130 GSM approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
29	X-ray envelops (Type - IV)	<ul style="list-style-type: none">• 10.5 x 12.5 "• Paper Color :- Yellow / White/ Brown.• Front side Single color printing on the front side of the Envelop.• GSM:- Minimum 130 GSM approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
30	Inner Envelops	<ul style="list-style-type: none">• Inner envelops



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	(Examinations)	<ul style="list-style-type: none">• 14 x 11"• 2 ½ " flap• Having front printing.• Paper Color :- Khakhi/ Brown .• Of 100 GSM Approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
31	Outer Envelops (Examinations)	<ul style="list-style-type: none">• Outer Envelops.• 16 x 12" (2 " flap).• Having front printing.• Paper Color :- Yellow Standard color with inner jail• 170 GSM Approx.• But 2" flap without inner Jali.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
32	Printed Envelop (Type- I)	<ul style="list-style-type: none">• Size 9 x 4"• With Address Window.• 100 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
33	Printed Envelop (Type- II)	<ul style="list-style-type: none">• Size 9 x 4"• Without Address Window.• 100 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the



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34	Printed Envelop (Type-III)	<ul style="list-style-type: none">• Size 11x 5"• Without Address Window.• 100 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it, in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
35	Printed Envelop (Type-IV)	<ul style="list-style-type: none">• Size 11x 5"• Without Address Window.• 100 GSM Paper• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it, in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
36	Printed Envelop (Type- V)	<ul style="list-style-type: none">• Size 11x 5"• Without Address Window.• 100 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it, in Multicolor.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
37	Printed Envelop (Type-VI)	<ul style="list-style-type: none">• Size 10x 8"• Without Address Window.• 100 GSM Paper• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the



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		<p>University Printed on it, in single color.</p> <ul style="list-style-type: none">• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
38	Printed Envelop (Type-VII)	<ul style="list-style-type: none">• Size 12x 10 "• Without Address Window.• 130 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it, in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
39	Printed Envelop (Type-VIII)	<ul style="list-style-type: none">• Size 16x 12" for Controller of Examinations• Without Address Window.• 170 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it, in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
40	Printed Envelop (Type-IX)	<ul style="list-style-type: none">• Size 16x 12" for Registrar Office• Without Address Window.• 170 GSM Paper approx.• Paper Color :- Yellow / White/ Brown.• Name, Address, Contact No, E-mail id and Logo of the University Printed on it, in single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
41	Printed ECR Register (Type- I)	<ul style="list-style-type: none">• 100 Page leaves (total 200 pages when counted on both sides).



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		<ul style="list-style-type: none">• Ledger Paper of 80 GSM Each approx.• Size of ½ of paper sheet of 17 x 27 inches approx.• Rexene Binding of good quality.• 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) in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
42	Printed CPF Registers (Type- II)	<ul style="list-style-type: none">• 200 Page leaves (total 400 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.• Size of ½ of paper sheet of 17 x 27 inches approx.• Rexene Binding of good quality.• 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) in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
43	Guest House Registers (Type- III)	<ul style="list-style-type: none">• 200 Page leaves (total 400 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.• Size of ½ of paper sheet of 17 x 27 inches approx.• Rexene Binding of good quality.• 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.



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		<ul style="list-style-type: none">• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
44	Other Printed registers for various branches/ departments (Type- IV)	<ul style="list-style-type: none">• 100 Page leaves (total 200 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.• Size of ½ of paper sheet of 17 x 27 inches approx.• Rexene Binding of good quality.• 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) in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
45	Other Printed registers for various branches/ departments (Type - V)	<ul style="list-style-type: none">• 200 Page leaves (total 400 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.• Size of ½ of paper sheet of 17 x 27 inches approx.• Rexene Binding of good quality.• 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) in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
46	Other Printed registers for various branches/ departments	<ul style="list-style-type: none">• 100 Page leaves (total 200 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.



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	(Type- VI)	<ul style="list-style-type: none">• Size of $\frac{1}{2}$ of paper sheet of 17 x 27 inches approx.• Normal Hard Board Binding (Non raxine) of good/ standard quality.• 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) in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
47	Other Printed registers for various branches/ departments (Type- VII)	<ul style="list-style-type: none">• 200 Page leaves (total 400 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.• Size of $\frac{1}{2}$ of paper sheet of 17 x 27 inches approx.• Normal Hard Board Binding (Non raxine) of good quality/ standard quality.• 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) in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
48	Other Printed registers for various branches/ departments (Type- VIII)	<ul style="list-style-type: none">• 100 Page leaves (total 200 pages when counted on both sides).• Ledger Paper of 80 GSM Each approx.• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx.• Normal Hard Board Binding (Non raxine) of good quality/ standard quality.



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		<ul style="list-style-type: none"> • 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) in the beginning of the register. • If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
49	Other Printed registers for various branches/ departments (Type- IX)	<ul style="list-style-type: none"> • 200 Page leaves (total 400 pages when counted on both sides). • Ledger Paper of 80 GSM Each approx. • Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx. • Normal Hard Board Binding (Non raxine) of good quality/ standard quality. • 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) in the beginning of the register. • If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
50	Other Long Printed/ Investigation Registers (Type- X)	<ul style="list-style-type: none"> • 200 Page leaves (total 400 pages when counted on both sides). • Size 32 $\frac{1}{2}$ cm breadth 41 cm length • Ledger Paper of 80 GSM Each approx. • Raxine Cover Binding of good quality. • 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 in the beginning of the register.



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		<ul style="list-style-type: none">• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
51	Other Long Printed / Investigation Registers (Type- XI)	<ul style="list-style-type: none">• 100 Page leaves (total 200 pages when counted on both sides).• Size 32 ½ cm breadth 41 cm length• Ledger Paper of 80 GSM Each approx.• Raxine Cover Binding of good quality.• 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 in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
52	Other Long Printed/ Investigation Registers (Type- XII)	<ul style="list-style-type: none">• 200 Page leaves (total 400 pages when counted on both sides).• Size 32 ½ cm breadth 41 cm length• Ledger Paper of 80 GSM Each• Normal Hard Board 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 in the beginning of the register.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
53	Other Long Printed / Investigation Registers (Type- XIII)	<ul style="list-style-type: none">• 100 Page leaves (total 200 pages when counted on both sides).• Size 32 ½ cm breadth 41 cm length• Ledger Paper of 80 GSM Each• Normal Hard Board Binding



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		<ul style="list-style-type: none"> • 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 in the beginning of the register. • If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
54	Leave Record Registers (Type- XIV)	<ul style="list-style-type: none"> • 50 Page leaves (Total 100 Pages when counted on both sides) • 75 GSM Each paper • Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches approx. • 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. • 5 Index pages in the beginning of the register. • Hard Board outer cover binding of good quality. • If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
55	Printed Log Books (Type XV)	<ul style="list-style-type: none"> • 150 pages leaves (300 pages when counted on both 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 of good quality • 1/6 size of the paper sheet of 18 x 22 inches approx. • If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
56	Printed Log Books (Type XVI)	<ul style="list-style-type: none"> • 150 pages leaves (300 pages when counted on both sides). • Ledger paper of 80 GSM. • Logo of the University in light colour on each and every page



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		<p>of the Log Book.</p> <ul style="list-style-type: none">• Binding with Raxine.• 1/6 size of the paper sheet of 18 x 22 inches approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
57	Slip Pads/ Note Pads (Type- I)	<ul style="list-style-type: none">• 20 pages i.e. 40 pages when counted on both sides.• 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 printed in the middle of each paper.• 1/16 size of the paper sheet of 18 inches x 22 inches approx.• Binding with stapler.• Front side color paper cover.• Back side card / hard board.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
58	Slip Pads/ Note Pads (Type- II)	<ul style="list-style-type: none">• 50 pages i.e. 100 pages when counted on both sides.• 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 printed in the middle of each paper.• 1/16 size of the paper sheet of 18 inches x 22 inches approx.• Binding with stapler.• Front side color paper cover.• Back side card / hard board.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
59	Slip Pads/ Note Pads (Type- III)	<ul style="list-style-type: none">• 50 pages i.e. 100 pages when counted on both sides.• Perforation on the top side of the slip pad.



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		<ul style="list-style-type: none">• 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 printed in the middle of each paper.• 1/8 size of the paper sheet of 18 inches x 22 inches approx.• Binding with stapler.• Front side color paper cover.• Back side card / hard board.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
60	Slip Pads/ Note Pads (Type- IV)	<ul style="list-style-type: none">• 50 pages i.e. 100 pages when counted on both sides.• 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 printed in the middle of each paper.• 1/4 size of the paper sheet of 18 inches x 22 inches approx.• Binding with stapler.• Front side color paper cover.• Back side card / hard board.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
61	Slip Pads/ Note Pads (Type- V)	<ul style="list-style-type: none">• 100 pages i.e. 200 pages when counted on both sides.• 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 printed in the middle of each paper.• 1/4 size of the paper sheet of 18 inches x 22 inches approx.• Binding with stapler.• Front side color paper cover.• Back side card / hard board.• If any additional details about the item is required then



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		<p>the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.</p>
62	Plastic Files for Patients (Executive)	<ul style="list-style-type: none">• Size 12.25 x 9.5”• Pages 1 & 4 colours : Multi color printing.• Pocket Option :- 2nd Page L Pocket• Clip:- Plastic Clip inside the file cover.• Made from Plastic Sheet of Good Quality.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
63	Plastic File for Patients (Classic)	<ul style="list-style-type: none">• Size 12.5 x 9.5 “• Pages 1 & 4 Colors : Multi color printing.• Pocket Options : 2nd Page L Pocket• Clip:- Plastic Clip inside the file cover.• Made from Plastic Sheet of Good Quality.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
64	Printed Prospectus for various entrance examinations of the University Note:- the quantity required for various admissions/ entrance examinations may be between 200 copies to 500 copies approx, depending upon the requirement.	<ul style="list-style-type: none">• Prospectus for various courses.• Size 8 ½ x 11 approx.• Outer cover Glazed Art Card of 300 GSM.• Inside Leaf:- white cream wove paper of 100 GSM.• 40 to 60 internal pages of the prospectus.• The cover of the prospectus must be multicolor printed (all sides).• The internal pages must be printed in single color.• The Logo of the University must be printed on each side of the internal page in light single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
65	Printed Store Indent Books	<ul style="list-style-type: none">• Size of ¼ of paper sheet of 17 x 27 inches.• Paper of 75 Gsm of paper



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		<ul style="list-style-type: none">• Duplicate Printed copy• Machine Page numbering on each page of the indent, including the duplicate copy too.• 100 original and 100 duplicate copies of the indents in a indent book• Card Board binding on both sides of the indent book.• Single colour Printing on single side of the indent.• The Logo of the University will be printed in the middle of each page in light single color.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
66	Printed Fee slip/ Receipt books for various colleges/ Hospitals etc.	<ul style="list-style-type: none">• Size of $\frac{1}{4}$ of paper sheet of 17 x 27 inches.• Containing 8 slips on each page of the receipt book.• Good quality of Perforation for cutting of each slip separately.• Single color printing on front side of the slip.• Duplicate Printed copy• Machine Page numbering on each page of the receipt Books.• 100 original and 100 duplicate copies of the pages in a Receipt book• Card Board binding on both sides of the Receipt Books.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
67	Printed Parking Stickers (For Four Wheelers)	<ul style="list-style-type: none">• Size of 04 inches x 06 inches.• Printed on good quality plastic paper sheet.• Multicolor Printing.• Water Proof Paper.• Name , Logo, and other details to be printed on the sticker.• Front side glue for pasting of sticker from the internal side of the four wheeler on the windscreen.• If any additional details about the item is required then the same may be collected from the dealing officials of the



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		University Procurement & Facility Department on any working day.
68	Printed Parking Stickers (for Two Wheelers)	<ul style="list-style-type: none">• Size of 02 ½ Inches x 03 inches.• Printed on good quality Plastic Paper Sheet.• Water Proof Paper.• Name , Logo and other details to be printed on the sticker.• Multicolor Printing.• Back side glue for pasting of the sticker on the two wheelers.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
69	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 style="list-style-type: none">• Size of each sticker 04 inches x 06 inches.• Good quality Water Proof Plastic Sheet Paper.• Back side glue of good quality for pasting of stickers.• Multicolor Printing.• Printing of Message with graphics , Name of the University, Logo of the University.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
70	University Directory – cum- Information Booklet	<ul style="list-style-type: none">• Size of approx 1/6 size of the paper sheet of 18 x 22 inches.• Title of the booklet must of of 300 GSM Art Paper.• Multicolor Printing on each page.• Approx. 150 Page Leaves (300 Pages when counted on both sides).• Inside pages of paper of the booklet should be of 100 GSM approx.• Perfect Binding.• 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



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		<p>University as well as its constituent colleges will be printed in the information booklet.</p> <ul style="list-style-type: none">• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
71	Hard Board File Covers (Printed)	<ul style="list-style-type: none">• Of standard Size.• Made from good quality Hard Board.• Name of the University, Logo and other details will be printed on the top side of the file cover, in single color.• Good quality metal clip inside the File.• Single Color Printing.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
72	Box File Covers (Printed)	<ul style="list-style-type: none">• Of standard size.• Made from good quality of Hard Board.• Name of the University, its Logo and other details to be printed on the top side of the File cover in single color.• Good quality standard size clip of the file cover.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
73	Laminated clip file covers/ Cobra file covers (Printed)	<ul style="list-style-type: none">• Of standard size.• 250 GSM approx.• Made from good quality laminated card board sheet.• Name of the University, its Logo and other details to be 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 internal side of the file cover.• Laminated from the outer cover of the file covers.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.



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74	Noting Sheets	<ul style="list-style-type: none">• Of Legal Size approx.• Made from Ledger paper of about 90 GSM.• 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 margin of about 1 ½ inches to 2 inches approx.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
75	Poly Pack Folder (Type -A)	<ul style="list-style-type: none">• Of Standard Size.• Made from good quality of poly pack.• Trasparent from both sides.• Printing on the front side of the poly pack folder with single color.• Name , Logo of the University along with other 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.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
76	Poly Pack Folder (Type - B)	<ul style="list-style-type: none">• Of Standard Size.• Made from good quality of poly pack.• Trasparent from front side but non transparent from the back side of the folder.• Printing on the front side of the poly pack folder with single color.• Name, Logo of the University along with other 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.• If any additional details about the item is required then



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77	Patient Admission Files/ Bed Head Tickets	<ul style="list-style-type: none">• Total 20 pages (both sides) having size of A4 sizes approx.• Both side printing in single color.• First page & Last Page (Title Cover) of the file must be minimum 130 GSM.• Other Pages must be minimum of 75 GSM.• Logo of the BFUHS (in Light Color) must be displayed in the middle of each page.• Central stapler should be used in the said files. It should be clearly noted that the <u>side staple will not be accepted</u>. As the side staple damages the printers that are used for the printing of the patient details on the patient admission file.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
78	Letter Heads (Type - A)	<ul style="list-style-type: none">• On Executive Bond Paper of atleast 110 GSM.• Multicolor Printing• Logo of the Govt of Punjab must be Printed in Engraved Leaf Printing in Golden Color.• Standard Size.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
79	Letter Heads (Type- B)	<ul style="list-style-type: none">• On Executive Bond Paper of atleast 110 GSM.• Multicolor Printing• Standard Size.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
80	Answer Sheets for Theory Exams of the University	<ul style="list-style-type: none">• No. of pages of answer script should be accurately 48 pages (44 writable pages + 4 cover pages) when counted on both sides.



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		<ul style="list-style-type: none">• Pages Numbering in answer scripts should be in the sequence.• 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.• Answer scripts should not be torn.• The quality of the answer scripts should be minimum 75 GSM.• The quality of perforation should be good.• The stitching of the answer scripts should be in Uniform pattern.• The Both Bar codes 1 and 2 should not be pre-fixed with 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 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.• Logo of BFUHS must be printed in <u>Light Colour</u> on each page of the Sheet.• Single color printing on each side of the answer book.• Logo of the BFUHS must be printed on each sheet.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
81	Answer Sheets for the Practical Exams of the University	<ul style="list-style-type: none">• The total number of pages should be 12 pages (when counted on both sides).• The quality of paper should be atleast 75 GSM.• The size of the paper should be A4 size approx / 9 x 10.6 inches including stitched area.



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		<ul style="list-style-type: none">• Sr. No. must be printed on the face / 1st page of the Answer Script.• Answer scripts should not be torn.• Logo of BFUHS must be printed in <u>Light Colour</u> on each page of the Sheet.• Single color printing on each side of the answer book.• Logo of the BFUHS must be printed on each sheet.• If any additional details about the item is required then the same may be collected from the dealing officials of the University Procurement & Facility Department on any working day.
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Important Note:-

- I. That the Successful bidder(s) may have to get the sample of the Printed Materials passed from the University authorities (if required by 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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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 Executive Magistrate or a Notary Public may also be uploaded on the website. **The Original affidavit must be submitted to the University Procurement and Facility Department along with the demand draft of the Earnest Money Deposit.**
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:-
 - i) 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 Partnership firm then a copy of the Power of attorney duly signed by the other members must be provided.
 - x) Copies of the Balance Sheets for the last 03 financial years duly signed and stamped by a Practicing Chartered Accountant.
 - xi) 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)

After obtaining the approval of the Hon'ble Election Commission of India

the **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.

Detail of the items of the tender has already mentioned in the Scope of Supply

Important Note:-

- I. That the Successful bidder(s) may have to get the sample of the Printed Materials passed from the University authorities (if required by 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.
- III. The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://etender.punjabgovt.gov.in> 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.**



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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.
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

I/We _____ partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ do hereby declare and solemnly affirm:-

- That the individual/firm/ companies are **not debarred or black- listed** 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.
- That the terms and conditions for supply of **“supply of Printed Materials for the University”** 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: _____

Place: _____

DEPONENT

VERIFICATION

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

Date: _____

Place: _____

DEPONENT



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Annexure-III

TECHNICAL BID

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

Amount of the University receipt Rs. 20,000/- only (Rs. Twenty Thousand Only)

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 (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
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 (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
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 (Annexure – 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 (Annexure – 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. Rs. 20,000/- only has been submitted in the shape of a Bank Demand Draft 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 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?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Copy of Permanent Account Number (PAN No.) attached or Not?. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
12.	Whether a copy of Audited Balance Sheet of last three financial years have been uploaded on the website along with technical bid or not?	Yes/ No
13.	Whether a copy of the Income tax return of last three financial years have been uploaded on the website along with the technical bid or not?	Yes/ No
14.	Whether a copy of the Printing Declaration Certificate issued by the department concerned has been uploaded or not?	Yes/ No
15.	Whether a copy of the empanelment with the Ministry of Micro, Small and Medium Enterprises (MSME) has been uploaded for claiming of exemption for the deposit of the Earnest Money Deposit (EMD), if applicable.	Yes/ No
16.	Whether the documentary evidence for turnover of 100 Lacks during the last financial year has been uploaded or not?	Yes/ No
17.	Whether the Power of attorney duly signed by the all partners in the favour of the bidder, for participating the tender has been uploaded on the non judicial papers of Rs 100/- or not?	Yes/ No
18.	Whether a copy of the VAT Clearance Certificate for the last 03 years from the department concerned has been uploaded or Not?	Yes/ No
19.	Whether a copy of the Single Purchase Order/ Supply Order issued by any Govt/ Semi Govt/ Autonomous Organization or any Renowned Educational Institution	Yes/ No



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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.

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal





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Annexure-IV

TERMS AND CONDCTIONS

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

1. The **Manufacturers/ General Merchants/Sole agents/Authorized firms/Distributors/ Suppliers/ Printing Houses/ Printing firms** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be 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, except the firms that will be empanelled 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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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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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. 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 and other levies. However the Taxes, that will be applicable will be paid extra, as per the Govt. rates.
17. The University authorities 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 lowest bid criteria without compromising on the quality of material.

The Rates quoted in the Price Bid must be inclusive of Carriage and all other charges , However, the Statutory Taxes will be paid extra, as per the Govt. rates (as applicable).

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 interest.



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- 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. 50,000/-** **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

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University



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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.

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

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

Accepted

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



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Annexure- V

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

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

Dated:- _____ Signature _____

Place:- _____ Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



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Annexure- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

**The Registrar
Baba Farid University of Health Science,
Sadiq Road, Faridkot.**

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____

Contact No:- _____



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(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

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 E-procurement portal of the Govt. of Punjab will not be entertained, under any circumstances.

