



**INVITATION FOR REGISTRATION / PRE-QUALIFICATION OF FIRMS FOR THE
YEAR 2012-13 FOR PURCHASE IN VARIOUS CATEGORIES
AT GC UNIVERSITY FAISALABAD**

GCUF invites applications for registration / Pre-qualification for the years 2012-13 from reputed firms with local / nation wide presence, for supply of goods and services in various categories. The firms that fulfill the requirements as laid down in "Section – I, Terms and Conditions" of this Registration Document are eligible to apply.

Duly filled Application Form covered by Letter of Transmittal and supported by prescribed annexes will be received up to 1500 hrs of June 15, 2012. Application, Letter and other documents shall be submitted in the formats given in "Section – II of this Registration Document.

SECTION – I TERMS AND CONDITIONS

1. Following terms and conditions will govern the conducts of business of all Firm registered with GC University, Faisalabad:-

a. **Categories.** The firm will be registered in the following Categories:-

Categories	Order Limit
(1) Category A	No Limit
(2) Category B	Upto 500,000/-
(3) Category C	Upto 100,000/-

b. **Registration and Renewal Fee.** Registration of the firm will initially be one year to be renewed if desired by the firm after payment of annual renewal fee for next year. Non refundable registration and annual renewal fee in the shape of bank draft/pay order will be charged at the following rates from all the firms/suppliers/contractors seeking registration with GC University, Faisalabad:-

Category	Registration Fee	Annual renewal Fee
(1) Category A	Rs. 5,000.00	Rs. 2000.00
(2) Category B	Rs. 3,000.00	Rs. 1500.00
(3) Category C	Rs. 2,000.00	Rs. 1000.00

c. **Security Deposits.** In addition to the registration fee and annual renewal Fee, the following amount will be deposited by the firms in the shape of demand draft/pay order as refundable security deposit at the time of registration with GC University, Faisalabad:-

Category	Security Deposit
(1) Category A	Rs. 50,000.00
(2) Category B	Rs. 25,000.00
(3) Category C	Rs. 10,000.00

Bank draft/pay orders will be made in favor of the Treasurer, GC University, Faisalabad.

d. **Risk Purchase.** If a firm fails to meet its contractual obligation, the stores so required will be purchased at their risk and cost out of the Security Deposit. In case the security deposit is not sufficient to meet the cost of stores being risk purchased the balance will be recovered from the running bills of the firm if any. If a firm with satisfactory performance wants to discontinue business with GC University, Faisalabad, the amount of security deposit in full or the balance after deduction of the cost of risk purchase will be refunded to them. Those with unsatisfactory performance will be removed from the approved list and their security deposits will stand forfeited.

e. **Liquidated Damages.** Liquidated damages will be imposed on all Firms/Suppliers/Contractors who intentionally delay supply of stores to GC University, Faisalabad. The rate and the procedure for recovery of liquidated damages due to delay in supply of stores will be as under:-

(1) LD will be imposed at the rate of 2% of the value of un-supplied quantity of the item per month. The total amount of LD will not exceed 10% of the total contract value of the item that remains un-supplied either in part or in full.

(2) If the items demanded remain un-supplied for over two months the purchase order the firm will be cancelled and the items will be purchased at the risk and cost of the firm after giving them due notice/warning. The additional cost if any incurred on the purchase of the items will be recovered from the defaulting firm either from their running bills or out of the security deposits. The firm will have to immediately replenish the security deposit if required otherwise their registration will be cancelled.

2. **Registration Categories.** Each firm will be registered for specific categories of stores. For this purpose stores have been grouped in following categories:-

- 1) Scientific Lab Equipments, Chemicals and Glassware.
- 2) Medicines and Dispensary Equipments. Medicines, dental, dispensary, laboratory, surgical and disposable items.
- 3) Vehicles, Tyre and Batteries and Spare Parts etc.
- 4) Stationery/Printing. All kinds of stationery items and printing etc including computer stationery.
- 5) Furniture. All kinds of wooden/steel furniture, carpet and curtain etc.
- 6) Office and Information Technology (IT) Equipment. All kind of typewriters, duplicators, fax machines, photocopy machines, computers, printers and their accessories etc.
- 7) Electrical, Mechanical and Maintenance Stores. All kinds of Electrical/Mechanical and maintenance stores for GC University, Faisalabad.
- 8) Electric/Electronics Stores. All kinds of telephone exchange, Air Conditioners, Refrigerators, Deep Freezer, Stabilizers, Gas Appliances, Fire Fighting Equipment Sewing/Knitting Machine, TV, LED, Water Pumps, Motors and other general stores required for maintenance purposes.
- 9) Sports Items.
- 10) Other General Supply Orders

3. **Communications.** Further communication will follow on receipt of the registration form duly completed by the firm along with following documents:-

- (1) Photo copy of National Identity Card of proprietor/authorized representative on firm's letter head pad.
- (2) Three specimen signatures of proprietor/share holder/authorized representative on firm's letter head pad.
- (3) Bank draft/pay order in favor of the Treasurer, GC University, Faisalabad on account of Registration Fee/Security deposit etc.

- (4) Price list/catalogues/Brochures of equipment/products to be supplied.
- (5) Performance Report from any reputed private or government organization.
- (6) Bank Certificate/Bank Statement. A certificate from banker (in original) certifying the extent of your business and financial soundness or bank statements for last six months.
- (7) Information regarding registration with any other organization.
- (8) Copy of Sales Tax Registration and N.T.N.

4. Final Decision making authority. The employer reserves the right to accept or reject any application and to annul Registration process and/ or reject all applications at any time, without incurring any liability to the affected applicants or specifying the grounds for the Employer's action.

SECTION – II APPLICATION FORMATS

(A) LETTER OF TRANSMITTAL

To: The Vice Chancellor
GC University, Faisalabad

SUB: Submission of Registration application for the Year 2012-13

Sir,

Having examined the details given in invitation for *Registration* published in the news paper and *Registration* document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We submit the requisite Banker's statement and authorize the Treasurer, GCUF to approach the Bank issuing the certificate to confirm the correctness thereof. We also authorize the Treasurer, GCUF to approach individual(s), employer(s), Firm(s) and corporation(s) to verify our competence and general reputation.

*Signature(s) of the applicant
Along with Official Stamp*

(B) REGISTRATION / PRE-QUALIFICATION FORM

a. Name of Firm and Present business address in full, including fax and Telephone No

Passport Size
photograph of
the applicant

b. Proprietor's Name _____

c. Residential Address _____

d. Telephone No _____

e. Proprietor's ID Card No. _____

f. National Income Tax No of Firm _____

g. Sales Tax Registration No _____

h. Banker's Name. _____

Branch _____ Current A/C No _____

i. Categories in which Registration is required

j. Category and Nature of Stores to be supplied. -----

k. Whether Manufacturers, Importers, Wholesalers or General Order Suppliers.

l. We are Agent/Distributor of _____

_____ (if required, attach Agency Agreement)

m. Bank Draft /Pay Order No

For Registration Fee Pay Order No _____ dated _____

For Security Deposit Pay Order No _____ dated _____

For Rs. _____ and Rs. _____, respectively, in favor of the Treasurer, GC University, Faisalabad is hereby attached.

(C) UNDER TAKING BY FIRMS/SUPPLIERS

(To be given on judicial paper as "Affidavit")

a. Certified that we shall abide by the terms and conditions of supply and shall always maintain consistent supply. We attach requisite literature and other documents/paper in token of our reliability and repute.

b. We shall deliver the stores within the delivery period. We shall bear any extra expenditure to GC University, Faisalabad if risk purchase is made by GC University, Faisalabad for our failure to supply the stores within delivery period.

c. It is also certified that our firm M/s _____ has never been blacklisted, penalized or removed any other organization of the country. Our firm has not been renamed after being blacklisted, penalized or removed by any Govt. or other organization.

d. The firm undertakes to abide by the terms and conditions of supply of stores to GC University, Faisalabad and will not indulge in any underhand methods to further our business interest. The firm M/s _____ may be blacklisted if any of the above information is proved false at any later stage.

*Signature(s) of the applicant
Along with Official Stamp*

The Registration document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover superscripted "**Registration document for supply of goods and services for the Year 2012-13 to GC University, Faisalabad**" shall be received in the office of the Assistant Treasurer (Purchase) up to 1500 hrs on June 15, 2012. Document submitted in connection with Registration will be treated confidential and will not be returned. Incomplete applications in any respect may be liable to rejection.

(JAWEED ANJUM)
DIRECTOR PROCUREMENT & INVENTORY CONTROL
GC University, Faisalabad