

UNIVERSITY OF GUJRAT

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF DESKTOP COMPUTER SYSTEMS, PRINTERS AND MULTIMEDIA FOR ORIC OFFICE
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IFB No. UOG/DP/2021-22/M&E/14

University of Gujrat invites bids from reputed firms, registered with Sales Tax & Income Tax departments with active tax payer profile and having adequate past experience and financial capabilities, for supply of above mentioned item(s). Bids shall be processed on **Single Stage Two Envelope Bidding Procedure**. Bidding documents can be obtained w.e.f. the date of its publication on submission of a written request on company's letter head from the office of the Director Purchase University of Gujrat. Request must be accompanied with **Bid Fee of Rs. 1,000/-** in form of Pay Order/Demand Draft or cash deposit challan for tender fee. Tender fee challan can be downloaded from UOG's website (uog.edu.pk). Bidding documents can also be **downloaded from PPRA's website** and Pay Order/Demand Draft of bid fee must be attached along with technical bid submitted. **Technical Proposal must contain Bid Security in the form of CDR/Demand Draft/Pay Order in favor of Treasurer, University of Gujrat (Bid security @ 2% of Estimated Cost as given in tender documents)**. Sealed bids in conformity with bidding documents should reach in the office of the Director Purchase UOG, not later than **11:00 AM on 28.04.2022**. Sealed proposals shall be opened on same day **at 11:30 AM** in the presence of bidders or their representatives having valid authority letter from their respective organization. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals etc. Bids which are incomplete, unsigned & unstamped on bid form, unsealed, without bid security and late by specified time shall not be considered. The University Management may reject all bids at any time prior to acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules-2014.

**DIRECTOR PURCHASE
ADMIN BLOCK
HAFIZ HAYAT CAMPUS
UNIVERSITY OF GUJRAT
053-3643331-3643334 Ext-117**

GENERAL INSTRUCTIONS FOR BIDDERS

1. Bidders are requested to read each & every clause of bidding documents carefully including instructions for bidder part.
2. Organization must be registered with Federal Board of Revenue for Income & Sales Tax Purposes with active tax payer profile.
3. Bidding documents can be obtained on submission of a written request on company's letter head from office of the Director Purchase University of Gujrat. Request must be accompanied with **Bid Document Fee as prescribed in tender notice**, in form of Pay Order/Demand Draft/ in favor of "Treasurer University of Gujrat" or cash deposit voucher in UOG Misc. Fee. A/C# 6510031945600024, Bank of Punjab UOG Branch Gujrat. Bidding documents can also be **downloaded from PPRA's website** and Pay Order/Demand Draft of bid fee must be attached along with technical bid submitted.
4. **Technical Proposal must contain 2% Bid Security in the form of CDR/Demand Draft/Pay Order in favor of Treasurer, University of Gujrat (Bid security @ 2% of Estimated Cost as given in tender documents).**
5. Bidding procedure of **single stage two envelope** shall be applicable under Punjab Procurement Rule 38 (1) which implies; -
 - i. The bid shall be submitted in a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
 - ii. The envelopes shall be marked as, "Financial Proposal" and "Technical Proposal";
 - iii. In the first instance, the "Technical Proposal" shall be opened and the envelop marked as "Financial Proposal" shall be retained unopened in the custody of University;
 - iv. University shall evaluate the technical proposal and shall have right to reject proposals which does not conform to specified requirements;
 - v. After the evaluation and approval of technical proposals University shall open the financial proposals of technically acceptable bids for which time, date and venue shall be communicated to bidders in advance;
 - vi. The financial bids found technically not acceptable shall be returned unopened to the respective bidders and;
 - vii. The lowest evaluated bidder shall be awarded contract within the original or extended bid validity period;
6. **Sealed bids** in conformity with bidding documents should reach in the office of the Director Purchase UOG, not later than date & time as prescribed in tender notice Proposals shall be opened on same **day & time as prescribed in tender notice** in the presence of bidders or their authorized representatives.
7. University shall not be responsible for delays & non-delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals.
8. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
9. Bids proposing substandard, low quality or refurbished items shall be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached, if required.
10. Flags may be applied putting in order all necessary documents and particulars to these instructions. Page numbers should be written on entire proposal with sign & stamp of authorized officials.
11. Bidding organization is expected to quote **proposal in accordance to bid form**. In case it intends to use its own pattern of bid form then every component offered by bidding organization must be clearly identified about its matching/reference component number given in University's prescribed bid form.

12. Bidding organization should submit an **affidavit about its status about present black listing** by Govt. and its subsidiary organizations/ departments/ autonomous bodies.
13. Rates must be quoted in Pak Rupees including all relevant Taxes and **FOR University of Gujrat** basis.
14. **One person may submit one bid** and if one person submits more than one bids, the procuring agency shall reject all such bids, as provided under Rule-36a of Punjab Procurement Rules, 2014.
15. Successful bidder shall have to enter into **contract agreement** on stamp paper, of **Rs.1,200/-** or **0.25% of ordered value** whichever is greater, on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects, warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
16. **Performance guarantee** in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent to **5% of contract** amount. Insurance guarantees/cheques or third-party undertakings shall not acceptable.
17. **Quantity** of items may vary (increase/decrease) at the time of supply order, as per decision of the University of Gujrat.
18. Proposals shall remain valid for at **least 120 days**, initially, w.e.f. opening date.
19. University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.
20. "Under rule 21(1) of Punjab Procurement Rules 2014, University management may, for a specified period, debar a bidder or contractor from participating in any public procurement process, if the bidder or contractor has:
 - I. Acted in a manner detrimental to the public interest or good practices.
 - II. Consistently failed to perform his obligation under the contract.
 - III. Not performed the contract up to the mark.
 - IV. Indulged in any corrupt practice."
21. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the University of Gujrat.

Evaluation Criteria:

The proposals will be evaluated on the bases of submitted documents/evidences as per following criteria. Therefore, please attach relevant documentary evidence.

a. Technical Evaluation Criteria

- I. Technical Specifications of quoted items must meet technical requirements mentioned in technical details of tender documents (Mandatory criteria condition)
- II. **Qualifying marks** are **60** for following criteria

Sr.	Criteria	Marks
1	<u>Specific Experience</u> of undertaking 3 Similar Assignments with Government Agencies in last 3 years Work order of 33% of Tender Value = 10 Points Work order of 66% of Tender Value = 20 Points Work order of 100% of Tender Value = 30 Points	30
2	Financial Position (Bank Statement for period 01.07.20 to 30.06.21) at closing balance 10 marks for bank balance equal to 33% of Tender Value 20 marks for bank balance equal to 66% of Tender Value 30 marks for bank balance equal to 100% of Tender Value	30
3	Sole distributor or Authorized dealer/partner	20
4	Product warranty (1 year = 10 marks & 2 year = 20 marks)	20

- b. **Financial Bid of those bidders shall be opened whose technical bids are considered as qualified by the respective committee/office as per criteria.**

Bidder Profile

Firm Name			
Entity of Firm	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other		
Nature of Business			
Addresses / Branches			
Telephone / Fax			
Email			
Date & Place of Registration			
Company's NTN / Sales Tax Reg. No.	NTN _____ S.T.N. _____		
Owner's Detail	Name: _____ CNIC _____ Address _____		
No. of Employees			
Year of Establishment			
Annual Sales	2018-19	2019-20	2020-21
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
Bank Details	Bank: _____ A/c # _____		

SIGNATURE

CHECK LIST FOR REQUIRED DOCUMENTS
TO BE ATTACHED WITH TECHNICAL BID

Name of Organization: _____

Sr.	Document	Attached Yes / No	Flag
1	Copy of CNIC of Authorized Person & Owner		
2	2% bid Security of estimated cost		
3	Copy of Registration with FBR with active tax payer profile		
4	Certification of Professional Tax		
5	Affidavit of Non-Black Listing		
6	Authorization / Dealership / Distributor Certificate(s)		

TECHNICAL SPECIFICATIONS/REQUIREMENT

Mentioned Brand or Equivalent

Total Estimated Cost is Rs. 700,000/-

Sr.	Item	Specifications	Qty	Estimated Unit Cost	Total Estimated Cost
1	Desktop Computer Systems (without LCD)	<ul style="list-style-type: none"> 3.1 ghz Intel Core I5-10500 10th Gen Processor 1tb Sata HDD 4GB DDR4 Ram Dvd Writer 1 Year Warranty 	4	125,000	500,000
2	Printers	<ul style="list-style-type: none"> Laser Technology Print speed letter: Min 40 ppm (black) Auto duplex printing with 2 paper trays (standard) Security-detect and stop attacks USB Port 1 Year Warranty 	2	60,000	120,000
3	Multimedia	<ul style="list-style-type: none"> 3600 ANSI Lumens Contrast ratio 22000:1 Resolution 800x600 Remote control HDMI & VGA port Min 15,000 hours of lamp life Image adjustment 1 Year Warranty 	1	80,000	80,000
Total (Rs.)					700,000

Authorized Person

Name: _____

CNIC No. _____

Phone No. _____

Company Name: _____

Signature: _____

TECHNICAL (BID FORM)

(Each page is of technical bid form is to be filled, signed & stamped by the bidder)

Sr. No.	Item	Offered Specifications/Brand etc.	Remarks
1	Desktop Computer Systems (without LCD)		
2	Printers		
3	Multimedia		

Authorized Person

Name: _____

CNIC No. _____

Phone No. _____

Company Name: _____

Signature: _____

FINANCIAL BID FORM

(Each page is to be filled, signed & stamped by the bidder)

Sr. No.	Item	Brand / Specifications	Qty.	Unit Cost	Total Cost
1	Desktop Computer Systems (without LCD)		4		
2	Printers		2		
3	Multimedia		1		
Total Amount (Rs.)					

Authorized Person

Name: _____

CNIC No. _____

Phone No. _____

Company Name: _____

Signature: _____