

UNIVERSITY OF GUJRAT

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF PAPER (A3, A4, LEGAL SIZE) FOR EXAMINATION DEPARTMENT, UNIVERSITY OF GUJRAT
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IFB No. UOG/DP/2020-21/Consumables/03

Sealed proposals are invited from reputed firms, registered with Sales Tax & Income Tax departments with active tax payer profile and having adequate past experience for supply of above-mentioned items. Bids shall be processed on **Single Stage One Envelope Bidding Procedure**. Bidding documents can be obtained from the date of publication on submission of a written request on company's letter head from the office of Director Purchase University of Gujrat. Request must be accompanied by **Bid Document Fee of Rs. 2,000/-** in the form of Pay Order/Demand Draft/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 bid submitted. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposal etc. **Proposal must contain Bid Security in the form of CDR/Demand Draft/Pay Order of 2% of Estimated Cost in favor of Treasurer, University of Gujrat (Estimated cost is 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 07.08.2020**. 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. 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**

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. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals.
4. **Proposal** must contain **Bid Security** in form of CDR/Demand Draft/Pay Order of **2% of estimated cost given in tender document**.
5. 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.
6. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
7. Bidding procedure of **single stage one envelope** shall be applicable under Rule 38(1) of Punjab Procurement Rule, 2014 which implies; -
 - (i) The bid shall be submitted in a single package consisting of one envelop. Information regarding **Procurement Name, IFB No. and closing date & time**, must be mentioned on envelope(s), as per tender notice.
 - (ii) The lowest evaluated bidder(s) shall be awarded contract within the original or extended bid validity period.
8. Flags may be applied putting in order to all necessary documents and particulars to these instructions. Page numbers should be written on entire proposal with sign & stamp of authorized officials.
9. Bidding organization must 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.
10. 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.
11. **Performance guarantee** in shape of CDR/Bank Draft/unconditional bank guarantee shall submit by successful bidder/contractor equivalent to **5% of contract** amount. Insurance guarantees/cheques or third party undertakings shall not acceptable.
12. Rates must be quoted in Pak Rupees including all relevant Taxes and FOR Gujrat basis.
13. **Quantity** of items may vary (increase/decrease) at the time of supply order, as per PPRA rules.
14. Proposal shall remain valid for at **least 120 days**, initially, w.e.f. opening date of bids.
15. 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.

16. **One person/bidder/origination 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.
17. "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."
18. 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.
19. Bidding organization should submit an affidavit about its status about present black listing by Govt. and its subsidiary organizations/ departments/ autonomous bodies.
20. In case of holiday or unforeseen situation resulting closure of University on the date of opening, bids shall be submitted/ opened on next working day at the same time & venue.
21. Bidders are required to provide samples of items along with bids. Samples must be duly signed & stamped by the authorized person.
22. In case if sample of the lowest bidder is rejected by the evaluation committee, 2% bid security of that bidder will be forfeited.

Bidder Profile

Firm Name			
Entity of Firm	☐ Individual ☐ Partnership ☐ Company ☐ 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	2017-18	2018-19	2019-20
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
Bank Details	Bank: _____ A/c # _____		

SIGNATURE

Check List for Mandatory/Required Documents

Name of Organization: _____

Sr.	Document	Attached Yes / No	Flag
1	Copy of CNIC		
2	2% Bid Security amounting Rs. 31,026/-		
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) (If Required)		
7	Sample of items signed & stamped by authorized person		

TECHNICAL SPECIFICATIONS

Estimated Cost: Rs. 1,551,275/-

Sr.	Description	Brand	Qty.	Estimated Unit Cost with GST (Rs.)
01	Paper Size A4 (80 Gram)	AA/Paper One/HP or Equivalent	1,085 Reams	895/-
02	Paper Size A4 (70 Gram)	Copy mate or Equivalent	22 Reams	750/-
03	Paper Size Legal (80 Gram)	AA/Paper One/HP or Equivalent	468 Reams	1,025/-
04	Paper Size A3 (80 Gram)	AA/Paper One/HP or Equivalent	50 Reams	1,680/-

BID FORM

(To be filled/signed/stamped by the bidder)

Sr.	Description	Brand	Qty.	Unit Price with GST	Total with GST
1	Paper Size A4 (80 Gram)		1,085 Reams		
2	Paper Size A4 (70 Gram)		22 Reams		
3	Paper Size Legal (80 Gram)		468 Reams		
4	Paper Size A3 (80 Gram)		50 Reams		
Total					

Note: Please attach sample of each item.

Authorized Person

Name: _____

CNIC No. _____

Contact no. _____

Company Name: _____

Signature: _____

Date & Stamp: _____