

UNIVERSITY OF GUJRAT

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF FURNITURE & FIXTURES FOR FURNISHING OF MEETING HALL, COMMITTEE ROOMS AND OFFICES OF OLD ADMIN BLOCK/ VC SECRETARIAT, HH CAMPUS, UOG
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IFB No. UOG/DP/2021-22/FBS/07

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. 2,000/-** in 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 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 **01:30PM on 17.02.2022**. Sealed proposals shall be opened on same day **at 02:00PM** 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 UOG officials before award of the contract may seek. 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 envelope 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. **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.
9. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
10. 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.
11. 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.

12. 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.
13. Bidding organization should submit an **affidavit about its status about present black listing** by Govt. and its subsidiary organizations/ departments/ autonomous bodies.
14. Rates must be quoted in Pak Rupees including all relevant Taxes and FOR Gujrat basis.
15. **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.
16. 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.
17. **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.
18. **Quantity** of items may vary (increase/decrease) at the time of supply order, as per PPRA rules.
19. Proposals shall remain valid for at **least 120 days**, initially, w.e.f. opening date.
20. 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.
21. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the University of Gujrat.
22. **Bidders are required to provide samples of items along with bids.**
23. Bids shall be evaluated on the basis of conformity of quoted samples to UOG approved samples together with financial proposal.
24. "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."
25. Bidders are required to submit their bids for all items. Partial bids shall not be considered. The bidders shall be awarded work/supply order on item basis.
26. The lowest bidder may consult with Manager Wood Workshop, University of Gujrat before manufacturing of ordered items.
27. Manager Wood Workshop, UOG can visit the premises of manufacturing at any time for inspection.

1. Evaluation criteria:

The proposals will be evaluated based on the submitted documents as per following criteria.

a. Technical Evaluation Criteria

Sr.	Criteria	Total Marks
1	<u>Specific Experience</u> of undertaking 3 Similar Assignments with Government Agencies in last (03) three years Work order with completion certificate equal to 33% of estimated cost of tender = 08 Points Work order with completion certificate equal to 66% of estimated cost of tender = 16 Points Work order with completion certificate equal to 100% of estimated cost of tender = 25 Points	25
2	Sample evaluation as per technical requirements of tender documents.	25
3	Average Annual Turnover in last (03) three years 10 marks for average annual turnover equal to estimated cost of tender/respective category. 20 marks for average annual turnover equal to double of estimated cost of tender/respective category. 30 Marks for average annual turnover equal to three times of estimated cost of tender/respective category	30
3	Registration as a Manufacturer.	20
	Qualifying Marks = 60	

b. Financial Bids of those bidders will be opened whose samples are approved. Samples of items at Sr. No. 2, 4, 7 are mandatory, to be submitted along with technical bids.

c. Financial Bids of those bidders will be opened for the bidders whose technical bids are considered as qualified by the respective committee/office.

d. Financial quotations/rates of only those items shall be considered, whose samples are approved by relevant forum/committee.

Bidder's 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	2018-19	2019-20	2020-21
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
Bank Details	Bank: _____ A/c # _____		

SIGNATURE

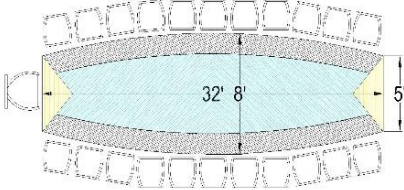
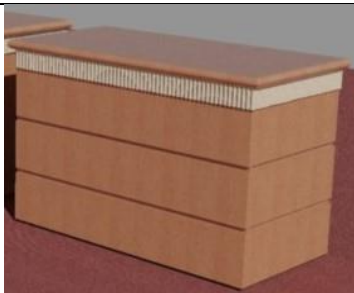
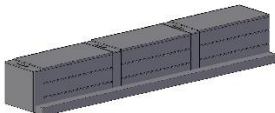
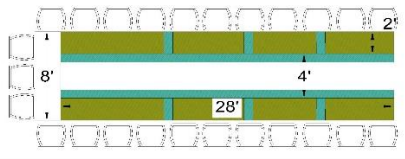
Check List for Required Documents

Name of Organization: _____

Sr.	Document	Attached Yes / No	Flag
1	Copy of CNIC of Authorized Person & Owner		
2	2% Bid Security of estimated cost amounting Rs. 76,900 to be attached with technical bid.		
3	Copy of Registration with FBR with active tax payer profile		
4	Certification of Professional Tax		
5	Affidavit of Non Black Listing		
6	Registration as a Manufacturer / Supplier		

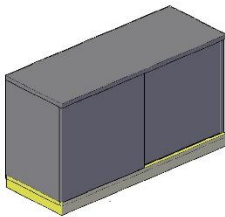
Total Estimated = Rs. 3,845,000/-

Technical Specifications of Furniture & Fixture

Sr.	Items General Specifications	Qty	Snap	Estimated Unit Cost	Total Amount Inclusive Tax
1	Meeting Table: - Size 32'x8'x30" - Design as per image. - Structure must be made with Solid Seasoned Ash wood. - Two different color veneer pressed on top surface with approved design pattern from competent Authority. - Base of the table must be very sturdy so that top does not bend anywhere. - Finish must be match with existing wall paneling color(walnut) - Detail must be consult with manager workshop.	1		1,000,000	1,000,000
2	Video Conference Table: - Size 4'x2'x30" - Structure made with Ash Vin board 3/4" thick. - A solid wood rail 3"x1 1/2" must be fixed under the top. - Top must be shown 1 1/2" thick with solid wood Profile gola . A Cable duct box 6"x30"x24" fixed every side of the table as well as front of each tables shown in the plan. - These tables must be fixed as per drawing approved by the competent Authority. - Finish must be matched with existing fixed wall paneling (Walnut). - Detail must be consult with manager workshop.	16	  	20,500	328,000
	Executive Chair High Back: - Design as per image - Upper Chair structure made with	04			

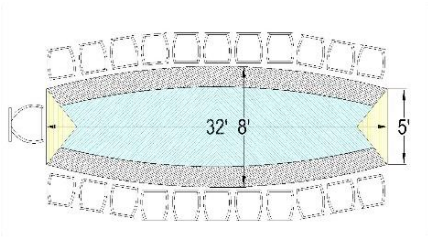
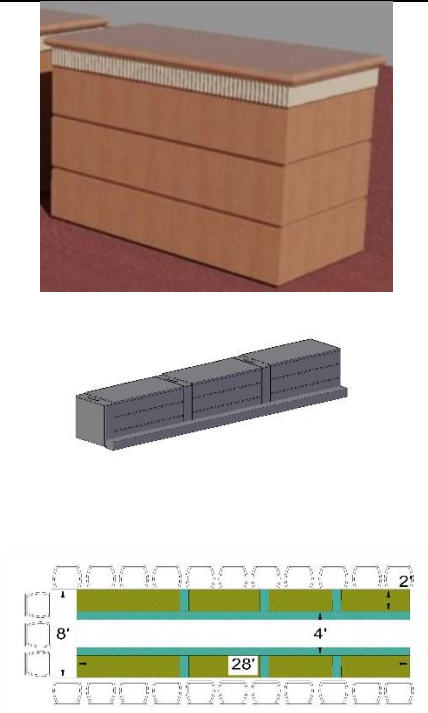
3	solid Seasoned Ash wood. • Best quality 2" thick foam with desired shape and design. • Approved Color Fabric/Leatherette. • Imported hydraulic jack with high gas lift. • Base must consist of 5 no.s Heavy duty wheel caster covered with wooden frame as shown in the figure. • Polish Finish must be matched with existing Wall paneling color.			25,000	100,000
4	Ex. Visitor Chair: • Design as per Image • Structure must be made with Solid Seasoned Ash wood. • Front legs section must be 2"x1 1/2" as shown in figure. • Assembly must be with Tenon and Mortise Joint. • Best quality 2" thick foam with desired shape and design. • Edges must be chamfered/ fillet by 1/4". • Approved Color Fabric/Leatherette. • A cushioned with leather partially fixed on the Arm rest. • Polish Finish must be matched with existing Wall paneling color.	85		16,500	1,402,500
5	Rostrum: • Size 49"x22"x16" • Design as per image • Structure must be made with Vin board 3/4" thick. • Upper top size 22"x16"x6" taper of 1 1/2". • Bottom Size 22"x18"x2" thick. • Column size base 15 1/4" and upper size 11 1/4". • All edged must be covered with match color wooden edging 8 mm Thick. • Solid wooden skirting on base of the podium as per image.	02		15,000	300,000

	- A UOG logo 12 mm thick glass must be fixed with S.S finish brackets - Polish Finish must be matched with existing wall paneling color.				
6	Dining Table: - Size 8'x3'x30" - Top must be made with approved color pvc board (water proof) 1" thick. - Base structure must be m.s Pipe 1 1/2"x1 1/2" swg 18 (IIL) - End capping must be covered with Rubber glide. - Pipe must be powder coated in approved color. - Base structure must be as per image. - Detail must be consult with manager workshop.	09		19,500	175,500
7	Dining Chair: - Design as per image. - Structure must be made with Solid Seasoned Ash wood. - Front legs section must be 2"x1 1/2" as shown in figure. 8 no's Solid Wooden Back strips 1"x1" fixed in the back legs as shown in figure. - Edges must be chamfered/ fillet by 1/4". - A best quality 2" thick foam must be used for seat. - Approved color fabric must be used. - Polish finish must be matched with Dinning tables.	24		18,500	444,000
8	Console table with mirror: - Size 4'x14"x30" - Structure must be made with solid seasoned Ash wood. - Mirror and console design as per image. 2 equal drawers 5" smoothly run with micro slide channel. - Top must be covered with profile ash wood gola. - Finish matched with meeting table	01		20,000	20,000

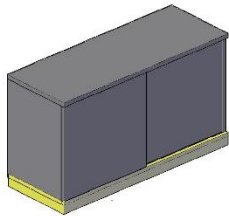
9	Side Table: • Size 2'x2'x 18" • Top frame, legs made with Solid Shisham Wood. • 8 mm beveled Clear glass. • Bottom with "A" quality shisham VIN board ¾" thick. • Assembly with tenon & Mortise joint. • Finished with natural sealer & Lacquer mate polish.	04		10,000	40,000
10	Telephone / Printer Table • Size 4'x18"x2' • Structure must be made with approved color Ash vin board ¾" thick. • 2 sliding shutters under the top with sliding handle and lock. • Finish as match with meeting table. • Solid ash wood skirting 2" must be inserted underneath the bottom.	02		17,500	35,000
Total Estimate (Rs.)				3,845,000/-	

TECHNICAL (BID FORM)

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

Sr.	Items	General Specifications	Snap	Qty	Remarks
1	Meeting Table:			01	
2	Video Conference Table:			16	
3	Executive Chair High Back:			04	

4	Ex. Visitor Chair:			85	
5	Rostrum:			02	
6	Dining Table:			09	
7	Dining Chair:			24	

8	Console table with mirror:			01	
9	Side Table:			04	
10	Telephone / Printer Table			02	

Authorized Person

Name: _____

CNIC No. _____

Contact no. _____

Company Name: _____

Signature: _____

Date & Stamp: _____

FINANCIAL BID FORM

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

Sr.	Items	Qty	Unit Rate	Total
1	Meeting Table	01		
2	Video Conference Table	16		
3	Executive Chair High Back	04		
4	Ex. Visitor Chair	85		
5	Rostrum	02		
6	Dining Table	09		
7	Dining Chai	24		
8	Console table with mirror	01		
9	Side Table	04		
10	Telephone / Printer Table	02		
	Grand Total (Rs.)			

Authorized Person

Name: _____

CNIC No. _____

Contact no. _____

Company Name: _____

Signature: _____

Date & Stamp: _____