UNIVERSITY OF GUJRAT

INVITATION FOR BIDS

PRCOURMENT NAME:	**PROCUREMENT OF PAPER ITEMS FOR UOG PRINTING PRESS ON FRAMEWORK (RATE) CONTRACT BASIS FOR THE FINANCIAL YEAR 2020-21**

IFB No. UOG/DP/2020-21/Consumable/02

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 paper items. 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 the technical bid. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals 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 **10:30 AM on 07-08-2020.** Sealed proposals shall be opened on same day **at 11:00 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**.
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. Bidder can participate in any item. In that case, bidders need to submit 2% bid security of estimated cost of that item only.
7. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
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 is expected to quote technical 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 supply order 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 submitted 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. Proposals shall remain valid for at **least 120 days**, initially, w.e.f. opening date of financial proposals.
14. 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.
15. **One person/Bidder/Organization 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. "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."
17. Bidders must provide samples of items along with technical bids.
18. Bidders are required to provide **PCSIR Laboratory** report of samples of quoted paper items along with technical bids.
19. Bids shall be evaluated on the basis of conformity of quoted samples to UOG approved samples together with financial proposal.
20. 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.
21. Bidding organization should submit an affidavit about its status about present black listing by Govt. and its subsidiary organizations/ departments/ autonomous bodies.
22. Tentative quantity mentioned in bidding document is for the financial year 2020-21 and purchase of tentative quantity shall not be binding on University of Gujrat.
23. Supply orders shall be awarded on demand received from the UOG Printing Press on periodic basis.
24. 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 envelops, containing separately the financial and the technical proposals;
    ii. The envelops 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 Director Purchase, University of Gujrat;

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 un-opened to the respective bidders and;

vii. The lowest evaluated bidder shall be awarded contract within the original or extended bid validity period;

25. Bidding organizations must attach information/relevant documents as required for technical evaluation of bids.
26. Contract shall be awarded to the qualified firm for the financial year 2020-21 for supply of paper items on approved rates. Rates of tender items shall remain valid till **30-06-2021**.

28. **Evaluation criteria:**

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

a. Technical Evaluation Criteria (Qualifying Marks = 70)

Sr.	Criteria	Total Marks
1	Specific Experience of undertaking 3 Similar Assignments with Government Agencies in last 3 years Work order of 2 Million = 7.5 Points Work order of 4 Million = 15 Points Work order of 6 Million = 22.5 Points Work order of 8 Million = 30 Points	30
2	Financial Position (Bank Statement for period 01.07.19 to 30.06.20) at closing balance 5 marks for bank balance Rs. 2 million 10 marks for bank balance Rs. 4 million 15 marks for bank balance Rs. 6 million 20 marks for bank balance Rs. 8 million	20
3	Samples as per specification	50

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

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.	Mandatory Document	Attached Yes / No	Flag
1	Copy of CNIC		
2	2% Bid Security of quoted items		
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 (If Required)		
7	PCSIR report of Samples		

LIST OF REQUIRED ITEMS (BID FORM)

Estimated Cost for all Items: **Rs. 8,435,000/-**

Name of Goods	Specification	Brand	Unit	Measure	Unit Price with Tax
High Quality / High Finish Pulp Paper	23" x 36"/63gsm	Century/ Packages, Premium/ Equivalent	3000	Reams	2,600
Offset paper	23" x 36"/80gsm	IK or Equivalent	50	Reams	4,000
Offset Paper	20" x 30"/80gsm	IK or Equivalent	50	Reams	3,000
Art Card	23" x 36"/260gsm	Pindo or Equivalent	50	Packets	3,200
Art Card	20" x 30"/260gsm	Pindo or Equivalent	50	Packets	2,500

TECHNICAL BID FORM

Name of Goods	Specification	Brand	Unit	Measure
High Quality / High Finish Pulp Paper	23'' x 36"/63gsm			
Offset paper	23'' x 36"/80gsm			
Offset Paper	20'' x 30"/80gsm			
Art Card	23" x 36"/260gsm			
Art Card	20" x 30"/260gsm			

FINANCIAL BID FORM

Name of Goods	Specification	Brand	Unit	Measure	Unit Price with Tax	Total Price with Tax
High Quality / High Finish Pulp Paper	23'' x 36"/63gsm					
Offset paper	23'' x 36"/80gsm					
Offset Paper	20'' x 30"/80gsm					
Art Card	23'' x 36"/260gsm					
Art Card	20'' x 30"/260gsm					
	Total					