

UNIVERSITY OF GUJRAT

www.uog.edu.pk

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF UPS BATTERIES FOR UOG DATA CENTER UNIVERSITY OF GUJAT
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IFB No. UOG/DP/2020-21/Consumable/04

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 UPS batteries. 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. 2000/- 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/proposals etc. **Technical Proposal must contain bid Security in the form of CDR/Demand Draft/Pay Order of 2% of estimated cost (mentioned in the tender documents) in favor of Treasurer University of Gujrat.** Sealed bids in conformity with bidding documents should reach the office of Director Purchase UOG, no later than **11:00 AM on 07-08-2020**. 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 the 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 for 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 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 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. Quantity of items may vary (increase/decrease) at the time of supply order.
14. Proposals shall remain valid for at least **120 days**, initially, w.e.f. opening date.
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/Company/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.
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. Sample must be provided with the bid.

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. No.	Documents	Attached Yes/No	Flag
1	Copy of CNIC		
2	2% Bid Money amounting to <u>Rs.33,600</u>		
3	Copy of Registration with FBR/Copy of active tax payer		
4	Certification of Professional Tax Last 3 Years		
5	Affidavit of Non Black Listing		
6	Authorization/ Dealership/Distributor certificate (If Required)		

TECHNICAL SPECIFICATIONS

ESTIMATED COST OF ALL ITEMS

RS. 1,680,000/-

Sr.No.	Description	Brand	Qty.	Unit Rate	Total Cost
1	Battery 12V,9Ah	Nerada (Germany Best Quality) / Panasonic (European Best Quality) / Long (European Best Quality) / Hoppcke (Germany Best Quality) / or Equivalent	480	3,500s/	1,680,000/-
	Total (Rs.)				1,680,000/-

Authorized Person

Name: _____

CNIC No. _____

Phone No. _____

Company Name: _____

Signature: _____

BID FORM

Sr. No.	Description	Brand	Qty.	Unit Rate	Total Cost
1	Battery 12V,9Ah		480		
	Total (Rs.)				

Authorized Person

Name: _____

CNIC No. _____

Phone No. _____

Company Name: _____

Signature: _____