

UNIVERSITY OF GUJRAT

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF FILE COVERS & ENVELOPS FOR UNIVERSITY OF GUJRAT
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IFB No. UOG/DP/2023-24/13

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. 3,000/-** 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 **01:30 PM on 23-11-2023**. Sealed proposals shall be opened on same day **at 02:00 PM** 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. **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. **The Performance guarantee** will be retained by the University for the period of 6 months.
 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. "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."
 22. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the University of Gujrat.
 23. **Bidders must provide samples of quoted items along with bids for technical evaluation.**
 24. Bids shall be evaluated on the basis of conformity of quoted samples to UOG approved samples.
 25. **Arbitration:** Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, University of Gujrat shall be the Competent to resolve dispute(s) related to this contract and his decision shall be final.
 26. **Bidder must quote any items mentioned in a tender document and supply order will be issue to the lowest evaluated bidder/s.**

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 3 years Work order upto 0.50 Million = 10 Points Work order upto 1.00 Million = 15 Points Work order upto 1.50 Million = 20 Points	20
2	Financial Position (Bank Statement for period 01.07.22 to 30.06.2023) 10 marks for Turnover upto 0.50 Million 15 marks for Turnover upto 1.00 Million 20 marks for Turnover upto 1.50 Million	20
3	Sample	60
Qualifying Marks = 60		100

b. Sample passing will be mandatory

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

Bidder's 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	2020-21	2021-22	2022-23
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		
2	2% Bid Security amounting Rs. _____/-		
3	Copy of Registration with FBR with active tax payer profile		
4	Certification of Professional Tax		
5	Affidavit of Non Black Listing		

TECHNICAL SPECIFICATIONS

Total Estimated Cost: Rs. 1,437,745/-

Sr.	Name of Items	A/U	Qty	Estimated Rate	TOTAL
1	File Cover (A-4) Printed UOG (As per Sample)	No	7000	27.95	195,650
2	File Cover (Legal) Printed UOG (As per Sample)	No	1500	34.95	52,425
3	Envelope Khaki File Size 12"x15" (with Monogram) (80gms)	No	15000	12	180,000
4	Envelope Khaki File Size 12"x15" C/Lined (with Monogram) (80gms) (As per Sample)	No	10000	39.75	397,500
5	Envelope Khaki Cloth Lined 14"x18" Printed Double Side (As per Sample) (Not to be Opened Before Time) QP	No	2000	79.75	159,500
6	Envelope White Cloth Lined 14.5"x18" Printed (As per Sample)	No	2000	69.75	139,500
7	Cloth Bag 30x36	No	500	219	109,500
8	Cloth Bag 26x18	No	500	159	79,500
9	Cloth Bag 24x36	No	500	198	99,000
10	Wax For Sealing	KG	30	839	25,170
Total Estimated					1,437,745

TECHNICAL BID FORM

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

Sr.	Name of Items	A/U	Quantity	Brand/ Spec
1	File Cover (A-4) Printed UOG (As per Sample)	No	7000	
2	File Cover (Legal) Printed UOG (As per Sample)	No	1500	
3	Envelope Khaki File Size 12"x15" (with Monogram) (80gms)	No	15000	
4	Envelope Khaki File Size 12"x15" C/Lined (with Monogram) (80gms) (As per Sample)	No	10000	
5	Envelope Khaki Cloth Lined 14"x18" Printed Double Side (As per Sample) (Not to be Opened Before Time) QP	No	2000	
6	Envelope White Cloth Lined 14.5"x18" Printed (As per Sample)	No	2000	
7	Cloth Bag 30x36	No	500	
8	Cloth Bag 26x18	No	500	
9	Cloth Bag 24x36	No	500	
10	Wax For Sealing	KG	30	

Note: Please attach sample of each item.

Authorized Person

Name: _____

CNIC No. _____

Contact no. _____

Company Name: _____

Signature: _____

Date & Stamp: _____

FINANCIAL BID FORM

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

Sr.	Name of Items	A/U	Qty	Unit Rate with GST	Total with GST
1	File Cover (A-4) Printed UOG (As per Sample)	No	7000		
2	File Cover (Legal) Printed UOG (As per Sample)	No	1500		
3	Envelope Khaki File Size 12"x15" (with Monogram) (80gms)	No	15000		
4	Envelope Khaki File Size 12"x15" C/Lined (with Monogram) (80gms) (As per Sample)	No	10000		
5	Envelope Khaki Cloth Lined 14"x18" Printed Double Side (As per Sample) (Not to be Opened Before Time) QP	No	2000		
6	Envelope White Cloth Lined 14.5"x18" Printed (As per Sample)	No	2000		
7	Cloth Bag 30x36	No	500		
8	Cloth Bag 26x18	No	500		
9	Cloth Bag 24x36	No	500		
10	Wax For Sealing	KG	30		
Total amount with GST					

Authorized Person

Name: _____

CNIC No. _____

Contact no. _____

Company Name: _____

Signature: _____

Date & Stamp: _____