

INVITATION TO BIDDERS

UNIVERSITY OF GUJRAT

TENDER NOTICE

IFB/Tender No. UOG/DP/2025-26/PRE/01

University of Gujrat invites sealed bids *from* reputable firms for prequalification for the procurement of library books, prequalified for calendar year 2026, registered with relevant Registration Authorities and Tax Department for Income Tax and Sales Tax (GST) purpose with **active taxpayer profile** and having adequate experience. Bids shall be received/processed on **Single Stage One Envelope** bidding procedure.

Sr. #	Description	Estimated Cost	Financial Year
1	PREQUALIFICATION OF BOOK SELLERS FOR PROCUREMENT OF LIBRARY BOOKS/MATERIAL/RESOURCES ETC. FOR UNIVERSITY OF GUJRAT	30 Million	2025-26

Documents are immediately available w.e.f. the date of publication and can be downloaded from websites of University of Gujrat (www.uog.edu.pk) and PPRA (ppra.punjab.gov.pk), (www.punjab.eprocure.gov.pk). For participation, bidding documents can also be obtained during office hours on submission of a written request on company's letterhead.

Sealed bids (prepared in conformity with instructions of bidding documents) must reach through **E-PROCUREMENT** (<http://www.punjab.eprocure.gov.pk>) to the office of the Director Purchase, no later than **23-10-2025 ON 02:00 PM**

Bids shall be opened on the same day at **02:30 PM** in the presence of bidders or their representatives, who may choose to be present, having a valid authority letter from their respective organization.

In the case of an official holiday on the day of submission, the next day will be treated as closing date.

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
Ph: 053-3643112, Ext 117,195,
Email: director.purchase@uog.edu.pk

Issued To

M/S. _____

PURCHASE DEPARTMENT, ADMIN BLOCK,

University of Gujrat, Gujrat

Tel: _____

Fax: _____

INSTRUCTIONS TO APPLICANTS

A. Submission of Application: Technical Proposal

1. The application shall be submitted to Office of the Deputy Director Purchase, University of Gujrat, Gujrat. Documents received after the due date will not be considered. The name and mailing address of bookseller shall be indicated on the envelopes.
2. All the information shall be filled-in/submitted strictly as per “Forms” enclosed. If necessary, photocopies of the “Forms” may be made. Each page of each form should be clearly marked in the right top corner and flagged as follows. Page 1 of Form 1, Page 2 of Form 2..... etc.
3. All the information submitted on forms must be supplemented by attachments (documentary evidence etc.). Such attachments should be clearly marked as follows. Attachment 1 to Form 1, Attachment 2 to Form 2.....etc. In case the attachments where required, are not enclosed with the application, no credit will be given for that item.
4. Each sheet shall be duly stamped and signed by the applicant or a person or persons duly authorized to sign on behalf of the applicant.
5. All documents submitted by the applicants shall be treated as confidential and will not be returned.
6. The sealed documents duly completed in all respect shall be submitted at office of the Deputy Director, Purchase & Store, University of Gujrat, Gujrat before the time mentioned in tender notice/advertisement.

7. Purchase department will only inform the successful booksellers of the result of process. Purchase department, University of Gujrat, Gujrat reserves the right to reject or accept any application in accordance with PPRA Rules 2014.
8. University may opt alternative procurement process of direct procurement from publishers as allowed in PPR-2014 at any time during prequalification after ensuring economy and canons of proprietary responsibility of said procurement.
9. After successful prequalification of firms, bid security shall be required to be submitted by the prequalified firms as per PPRA-2014 rules.
10. The intended (Filer) firms shall submit standard documents which must include undertaking that firm shall actively participate in all bids/call for quotations without exception and in case of no response University may cancel prequalification of that said firm along with other penalty as it may deem fit. In case, firm is not capable to respond against particular call for quotation of university it must respond with reasons thereof consideration of university.
11. The successful booksellers shall deal with original and latest editions of books with accompanying material, if any.

B. Evaluation Questionnaire for Technical Proposals:

The Evaluation Questionnaire contains following Forms: -

- Form I - Letter of Application
- Form II - General Information
- Form III - Financial Data
- Form IV - List of Clients
- Form V - Detail of Permanent Staff

Note

All the information shall be strictly submitted in accordance with the above formats/forms. Technical evaluation of Company/Firm will be done on the basis of information/data given on these forms/formats. Company brochures, etc. could be forwarded as supplementary but will not be entertained in lieu of the prescribed formats and no data will be extracted from such pre-printed documents.

C. Criterion for Evaluation of Technical Proposals:

1. The factors to be considered shall include but not be limited to: experience, financial capacity and technical capability. Each bookseller will be compared with a predetermined set of minimum values.
2. The evaluation of bookseller will be done as per following criteria:

Sr. No.	Category	Maximum Marks	Passing Marks
1.	Personnel Capabilities	20	Minimum qualifying marks is 50%
2.	Experience Record	30	
3.	Financial Soundness	30	
4.	Supply Capabilities	20	
		Total 100	

3. The decision of Committee constituted by the University of Gujrat; will be final.
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Form I: Letter of Application

Registered Business Name: _____

Registered Business Address: _____

Telephone : _____

Fax : _____

Email : _____ Mobile: _____

To : _____

Submission of Prequalification Documents/Technical Proposal

Sir,

1. I/We hereby submit Technical and Financial Documents for evaluation with Purchase Department, University of Gujrat, Gujrat as bookseller for the supply of books to the University of Gujrat, Gujrat.
2. I/We Authorize Purchase Department, University of Gujrat, Gujrat or its authorized representatives to conduct any investigations and to verify the statements, documents and information submitted and to clarify the aspects of this application from any person, bank, department, agency or firm.
3. I/We declare that: -
 - i. The statements made and the information provided in the documents is complete, true and correct in every detail.
 - ii. This bookseller has never been blacklisted by any Government, Department, Semi-Government Authority or Private Company or Corporation and not involved in litigation/arbitration with any client. (separate undertaking may be attached)
4. Firms (if prequalified) shall abide by decision of University Management. However, in case of grievance (s) matters shall be referred to the relevant fora and authority of university only and it shall be settled mutually in all cases without exception.

Respectfully,

(Authorized representative)

Date: _____

Department of Library, UNIVERSITY OF GUJRAT, GUJRAT
Form II: General Information

1. Name of the bookseller: _____ Purchase Department, University of Gujrat, Gujrat representative may visit your office premises to ascertain details /data provided by you.
2. Nature of the Company/Firm: _____ Partnership/Private limited/Proprietorship.
3. Year of Establishment in case of Partnership/Proprietorship _____
Year of Incorporation in case of Private Limited Company _____
4. Please enclose copy of Certificate from Registrar of Firms in case of Partnership/Proprietorship.

Or

Copy of incorporation Certificate in case of Private Limited Company

Certificate No. _____ Date: _____

5. Office Address: _____

Ph: _____ Fax: _____ Email: _____

Mobile _____

6. Branch office(s) address (if any): _____

Ph: _____ Fax: _____ Email: _____

Mobile: _____

7. Name of Company Representative: _____
(State name and position of your nominated representative to be addressed for future communication)
8. Name of Technical Representative: _____

(State Name & Job Title)

9. PP & BA Membership (2024) No. _____
(Please enclose copy of the certificate issued by the President/Secretary)

10. ITC of PP & BA Membership (2024) No. _____
(Please enclose copy of the certificate issued by the President/Secretary)

11. Dealership with foreign publishers _____

(Please enclose copy of the certificate/s issued by the Publisher/s)

12. Dealership with local publishers _____

(Please enclose copy of the certificate/s issued by the Publisher/s)

13. Number of books available in stock (showrooms/warehouses) _____

Department of Library, UNIVERSITY OF GUJRAT, GUJRAT
Form III: Financial Data

Book Seller must be able to demonstrate that, they have sufficient economic and financial means to fully guarantee finance and supply of books within stipulated period.

1.	Name of Firm/Company				
2.	Name the various Government Department in your clientage: • _____ • _____ • _____				
3.	Name of Banks and Branch	Bank		Branch	
		Bank		Branch	
		Bank		Branch	
4.	Bank Account Certificate	Please attach current Bankers reference/ certificate stating financial soundness.			
5.	National Tax Number				
6.	Active Tax Payer's List (ALT) status				
7.	Income Tax Paid during last three years.	Rs. _____ (Please attach FBR's Tax Returns along with CPR)			
8.	Current balance in bank accounts of the firm	Rs. _____ (Please attach bank statements)			

LITIGATION/ARBITRATION INFORMATION

1.	Indicate Brief Details of any Litigation/Arbitration Entered into with any Employer and result thereof:

Form IV – List of Clients

Sr. No.	Description of Supplies	Name of Client/Institution and Contact Person with Telephone No.	Location	Magnitude of the Supply along with Cost	Nature of Supplies

Department of Library, UNIVERSITY OF GUJRAT, GUJRAT
Form V: Detail of Permanent Staff

Sr. No.	Name	Age	Years of Experience	Educational Qualification	Designation	Address / Telephone No.	Relevant Experience	CNIC No.

Note: Please enclose salary and disbursement sheet

Department of Library, UNIVERSITY OF GUJRAT, GUJRAT

ANNEXURE- “A”

Technical Proposals Evaluation Criteria for Supply of Books to University of Gujrat, Gujrat

Sr. #	Technical Proposal		Document Required
1.	Nature of Bookseller	15	Copy of incorporation Certificate in case of Private Limited Company or Copy of Certificate from Registrar of Firms in case of Partnership/Proprietorship or Copy of registration of Firm/Company with FBR
	Private Ltd.	15	
	Partnership	10	
	Proprietorship	07	
	Individual	05	
	Collection	05	Verified Certificate of the Firm/Company
	More than ten thousand books in stock	02	
	More than fifty thousand books in stock	04	
	More than hundred thousand books in stock	05	
2.	Experience	25	As mentioned on the Certificate issued by Registrar of Firm/SECP/FBR
	More than 15 years	15	
	More than 10 years and less than 15 years	10	
	More than 05 years and less than 10 years	05	
	Supplies up to 20 million per annum	05	
	Supplies more than 20 million per annum	10	Copies of Supply Orders and bills.
	Detail of Staff	05	Verified salary and disbursement sheet of the employees
	Permanent staff up to 05 persons	01	
	Permanent staff more than 05 persons	02	
	Permanent staff more than 10 persons	03	
	More than 01 branch in various cities	02	
3.	Financial Capacity	30	Copies of FBR certificates.
	Income tax paid less than one million	05	
	Income tax paid more than one million	10	
	Income tax paid more than two million	15	
	Up to 5 million rupees balance available in the bank account(s) of the firm/company	05	Copies of Bank Statements.
	More than 5 million rupees balance available in the bank account(s) of the firm/company	10	
	More than 10 million rupees balance available in the bank account(s) of the firm/company	15	
4.	Supply capacities	20	Certificates issued by Authorized Forums.
	PP & BA Membership	05	
	ITC of PP & BA Membership	05	
	Dealership of foreign publisher(s)	05	Dealership certificates of local and foreign Publishers.
	Dealership of local publisher(s)	05	

Conformity to BOQ

SPECIFICATION FOR BOOKS

SR. NO.	ITEM
1.	University of Gujrat will purchase eight hundred books during financial year 2025-2026

Note: Number of books to be supplied may be changed as per available budget.

Firm Name: _____

Address: _____

Contact Person _____

Telephone No. _____

Office Stamp _____