

UNIVERSITY OF GUJRAT

INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF RAW MATERIAL OF FURNITURE & FIXTURE FOR LIBRARY OF SUB-CAMPUS MANDI BAHAUDDIN, UNIVERSITY OF GUJRAT
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IFB No. UOG/DP/2021-22/FBS/10

University of Gujrat invites bids from reputed firms having adequate past experience and financial capabilities, for supply of subject items for UOG Sub-Campus Mandi Bahauddin. Bids shall be processed on **Single Stage Ono Envelope Bidding Procedure**. Organization must be registered with Federal Board of Revenue for Income & Sales Tax purposes with active tax payer profile.

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. 1,000/-** in form of Pay Order/Demand Draft/or Cash Deposit Voucher/Challan. Cash Deposit Voucher/Challan can be downloaded from the University's website. Bidding documents can also be **downloaded from University/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. **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 **11:00AM on 28-04-2022**. Sealed 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 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 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 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 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 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.
11. **Performance guarantee** in shape of CDR/Bank Draft/unconditional bank guarantee shall submit 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, as per PPRA rules.
14. Proposal shall remain valid for at **least 120 days**, initially, w.e.f. opening date of bids.
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/bidder/origination 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. 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.
21. **Bidders are required to provide samples (if required).**

Bidder 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	2018-19	2019-20	2020-21
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 estimated cost		
3	Copy of Registration with FBR with active tax payer profile		
4	Certification of Professional Tax		
5	Affidavit of Non Black Listing		

TECHNICAL SPECIFICATIONS

Estimated Cost:

Rs. 417,600 / -

Sr.	Item Description	A/U	Qty	Remarks	Unit Cost	Total estimated Cost
1	Lamination Sheet 8'x4'x3/4" (7102)	sheets	60	Partex	3,850	231,000
2	Laminated MDF Sheet 8'x4'x1/4" (7102)	sheets	10	Partex	1,650	16,500
3	Anandar Wood Gola 10' x 2" x 1"	Bundle	6	AA	3,500	21,000
4	Pvc Roll .45 mm (183)	roll	3		9,000	27,000
5	Sheet Screw 1 1/4" # 8	Pkt	24	Adamjee	550	13,200
6	Sheet Screw 5/8" # 4 (Star Head)	Pkt	10	Adamjee	450	4,500
7	Microslide Channel 16"	Set	15	Pasoti	650	9,750
8	Mowilith Glue	Kg	10	Clariant	540	5,400
9	Gimsa Elfy 50 gm	Pkt	24	Gimsa	300	7,200
10	Thinner	Liter	40		420	16,800
11	Sealer	Liter	10		560	5,600
12	Malmal	Thaan	1		750	750
13	Deco Paint approved color	Qtr	5		800	4,000
14	Premier	Qtr	5		800	4,000
15	CNC/Metal Plate cost					30,000
16	Philips head Screw bits # 4	Pkt	2		600	1,200
17	Sheet Screw 2 1/2" # 8 (phips)	Pkt	5	Adamjee	850	4,250
18	Sheet Screw 3" # 8 (phips)	Pkt	5	Adamjee	950	4,750
19	Sheet Screw 1 1/2" # 8 (phips)	Pkt	5	Adamjee	750	3,750
20	Sheet Screw 3/4" # 8 (phips)	Pkt	5	Adamjee	650	3,250
21	Wire cup 64mm dia (Dark brown color)	No's	6		200	1,200
22	Clear Glass 8mm thick as per given size (Polished Edge)	No's	1		2,500	2,500
Total Estimated Cost (Inclusive Tax)						417,600

FINANCIAL BID FORM

(To be filled, signed and stamped by the bidder)

Sr.	Item Description	A/U	Qty.	Brand Offered (if any)	Unit Rate	Total
1	Lamination Sheet 8'x4'x3/4" (7102)	sheets	60			
2	Laminated MDF Sheet 8'x4'x1/4" (7102)	sheets	10			
3	Anandar Wood Gola 10' x 2" x 1"	Bundle	6			
4	Pvc Roll .45 mm (183)	roll	3			
5	Sheet Screw 1 1/4" # 8	Pkt	24			
6	Sheet Screw 5/8" # 4 (Star Head)	Pkt	10			
7	Microslide Channel 16"	Set	15			
8	Mowilith Glue	Kg	10			
9	Gimsa Elf 50 gm	Pkt	24			
10	Thinner	Liter	40			
11	Sealer	Liter	10			
12	Malma	Thaan	1			
13	Deco Paint approved color	Qtr	5			
14	Premier	Qtr	5			
15	CNC/Metal Plate cost					
16	Philips head Screw bits # 4	Pkt	2			
17	Sheet Screw 2 1/2" # 8 (phips)	Pkt	5			
18	Sheet Screw 3" # 8 (phips)	Pkt	5			
19	Sheet Screw 1 1/2" # 8 (phips)	Pkt	5			
20	Sheet Screw 3/4" # 8 (phips)	Pkt	5			
21	Wire cup 64mm dia (Dark brown color)	No's	6			
22	Clear Glass 8mm thick as per given size (Polished Edge)	No's	1			

Authorized Person

Name: _____ CNIC No. _____

Contact no. _____ Company Name: _____

Signature: _____ Date & Stamp: _____