

# UNIVERSITY OF GUJRAT

## INVITATION FOR BIDS

PROCUREMENT NAME:	PROCUREMENT OF RAW MATERIAL OF FURNITURE & FIXTURE FOR SUB-CAMPUS MANDI BAHAUDDIN, UNIVERSITY OF GUJRAT
-------------------	---

### IFB No. UOG/DP/2021-22/FBS/08

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 **01:30PM on 03-03-2022**. Sealed proposals shall be opened on same day **at 02:00PM** 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

<b>Firm Name</b>			
<b>Entity of Firm</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other		
<b>Nature of Business</b>			
<b>Addresses / Branches</b>			
<b>Telephone / Fax</b>			
<b>Email</b>			
<b>Date &amp; Place of Registration</b>			
<b>Company's NTN / Sales Tax Reg. No.</b>	NTN _____ S.T.N. _____		
<b>Owner's Detail</b>	Name: _____ CNIC _____ Address _____		
<b>No. of Employees</b>			
<b>Year of Establishment</b>			
<b>Annual Sales</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Five Major Clients</b>	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
<b>Bank Details</b>	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. 500,000 / -**

Sr.	Item Description	A/U	Qty	Remarks	Unit Cost	Total estimated Cost
1	Lamination Sheet 8'x4'x3/4"	sheets	30	Partex	3,800	114,000
2	Laminated MDF Sheet 8'x4'x1/4"	sheets	4		1,400	5,600
3	Ash vin board 8'x4'x3/4"	sheets	8	Double A	4,500	36,000
4	Ash Wood Planks 2 " Thick	cft	15	Seasoned	8,500	127,500
5	Pvc Roll .45 mm	roll	3		4,067	12,200
6	Partal Wood Gola 10'X 2 1/2"X1 1/2"	bundle	2		8,500	17,000
7	Handle 5"	16	16		165	2,640
8	Lock 3/4"	14	14		165	2,310
9	Microslide Channel 16"	3	3	PASOTI	650	1,950
10	Mowilith Glue 270 clariant	pkt	3		550	1,650
11	Woodend Dowels 8x35mm	kg	1		1,500	1,500
12	Philips Sheet Screw 2 1/2" # 8	pkt	3	Adamjee	750	2,250
13	Philips star Screw 5 /8" # 4	pkt	5	"	650	3,250
14	Philips star Screw 2" # 8	pkt	5		900	4,500
15	Gimsa Elfy 50 gm	no's	6		300	1,800
16	M.S pipe 1 1/2"x 1 1/2"	length	15	IIL ( 20 ft length)	5,000	75,000
17	Rubber Glide 1 1/2"x1 1/2"	no's	24		100	2,400
18	Powder coating cost	tables	5		5,000	25,000
19	Thinner	liter	40	Champion	550	22,000
20	Sealer	liter	20	"	650	13,000
21	Malmal	meter	50		25	1,250
22	Magnet Catcher 1" steel plated	no's	18	Classic	65	1,170
23	Screw Bits Philps # 8	pkt	3	imported	1,500	4,500
24	Piano hinges 7'x 5/8"	length	7	Latif	300	2,100
25	Clear Glass 6'x4'x5mm	sheet	3	Al ghani	3,600	10,800
26	L. Type bracket PVC	no's	24		20	480
27	Nail 1" # 17 (s)	kg	2		350	700
28	Screw Bits Philps # 4	pkt	2		1,500	3,000
29	U – PIN 12mm	pkt	3		900	2,700
30	Basin kit solotion	gallen	1		1,750	1,750
<b>Total Estimated Cost (Inclusive Tax)</b>						<b>500,000</b>

## **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"	sheets	30			
2	Laminated MDF Sheet 8'x4'x1/4"	sheets	4			
3	Ash vin board 8'x4'x3/4"	sheets	8			
4	Ash Wood Planks 2 " Thick	cft	15			
5	Pvc Roll .45 mm	roll	3			
6	Partal Wood Gola 10'X 2 1/2"X1 1/2"	bundle	2			
7	Handle 5"	16	16			
8	Lock 3/4"	14	14			
9	Microslide Channel 16"	3	3			
10	Mowilith Glue 270 clariant	pkt	3			
11	Woodend Dowels 8x35mm	kg	1			
12	Philips Sheet Screw 2 1/2" # 8	pkt	3			
13	Philips star Screw 5 /8" # 4	pkt	5			
14	Philips star Screw 2" # 8	pkt	5			
15	Gimsa Elfy 50 gm	no's	6			
16	M.S pipe 1 1/2"x 1 1/2"	length	15			
17	Rubber Glide 1 1/2"x1 1/2"	no's	24			
18	Powder coating cost	tables	5			
19	Thinner	liter	40			
20	Sealer	liter	20			
21	Malmal	meter	50			
22	Magnet Catcher 1" steel plated	no's	18			
23	Screw Bits Philps # 8	pkt	3			
24	Piano hinges 7'x 5/8"	length	7			
25	Clear Glass 6'x4'x5mm	sheet	3			
26	L. Type bracket PVC	no's	24			
27	Nail 1" # 17 (s)	kg	2			
28	Screw Bits Philps # 4	pkt	2			
29	U – PIN 12mm	pkt	3			
30	Basin kit solotion	gallen	1			

### **Authorized Person**

Name: \_\_\_\_\_ CNIC No. \_\_\_\_\_

Contact no. \_\_\_\_\_ Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Stamp: \_\_\_\_\_