



UNIVERSITY OF OKARA

A Public Sector University Established under Government of the Punjab Act XIII of 2016

<http://www.uo.edu.pk>

TREASURER OFFICE

Price: Rs. 1000/- **NO.07/UO/OKARA/BID**

Dated: October 09, 2018

BID DOCUMENTS

Selected bids are invited on **Single Stage Two Envelopes (Technical & Financial)** basis by University of Okara from manufacturers, authorized distributors, dealers, firms, **registered with GST & NTN and PRA (if applicable)**, for the procurement of below mentioned “**Procurement of Stationary and other store items for Various Departments of University of Okara**”. **Single Envelope Containing Two Separate Envelopes which must be marked as “Financial Proposal” & “Technical Proposal”.**

Sr. No	ITEM DESCRIPTIONS	TO BE FILLED BY BIDDERS			
		Qty.	Brand Make & Model	Unit Price (Inclusive of Taxes)	Total Price (Inclusive of Taxes)
01	Jharoo fine quality	500Kg			
02	Phool Jharoo Fine Quality	80 Nos.			
03	Acid Fine Quality	300Kg			
04	Cloth Duster Fine Quality	500 Nos.			
05	Air Freshner Jasmin	70 Nos.			
06	Dustbin Fine Quality	60 Nos.			
07	Wooden Peg Fine Quality	50 Nos.			
08	Ring Fine Quality	50 Nos.			
09	Phenyl (2.75 Litr) Finis	400 Nos.			
10	Surf (115Gram) Bonus	700 Pkt			
11	Surf (1 Kg) Bonus	250 Pkt			
12	Soap Safe Guard Small	100 Nos.			
13	Soap safe Guard Liquid Small	100 Nos.			
14	Soap Lemon Max Long Bar	50 Nos			
15	Tapri Fine Quality	400 Nos.			
16	Wiper Large	100 Nos.			
17	Wiper Zero Size	50 Nos.			
18	Tissue Rose Petal Medium Box	120 Nos.			
19	Wall Duster	50 Nos.			
20	Plastic Balti Large size	30 Nos.			
21	Ball Pen (Blue) Picasso	100 Pkt			



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22	Ball Pen (Red) Picasso	60 Pkt			
23	Led Pencil Gold Fish	100 Pkt			
24	Gum Stick Dux	100 Nos.			
25	Highlighter Dollar	100 Nos.			
26	Flued Pen	100 Nos.			
27	Gum Bottle (Large) Dollar	10 Nos.			
28	Duster Wooden	300 Nos.			
29	Envelope Inner Cloth	4000 Nos.			
30	Envelope File Size	1000 Nos.			
31	Envelope A4 Size	2000 Nos.			
32	Envelope 11X5	4000 Nos.			
33	Envelope Small	3000 Nos.			
34	Hard Folder (Fine Quality) Ghuri	300 Nos.			
35	Board Marker (Black) Dollar	800 Nos.			
36	Permanent Marker Dollar	100 Nos.			
37	Eraser Dux	200 Nos.			
38	Sharpner Dux	200 Nos.			
39	Marker (Blue) Tempo	25 Pkt			
40	Pointer (Blue) Dollar	25 Pkt			
41	Pointer (Black) Dollar	25 Pkt			
42	Plain Register (Large) Koh-i-Noor	50 Nos.			
43	Stock Register Koh-i-Noor	30 Nos.			
44	Stapler Machine (Large) Fujji/Opal	40 Nos.			
45	Punch Machine (Large) Fujji/Opal	40 Nos.			
46	Stapler Pins Dollar	40 Box			
47	Stamp Pad (Larger)	40			
48	Scotch Tape (2 Inches) Deer	300			
49	Scotch Tape (1 Inch) Deer	200			
50	Scale (steel Made)	40			
51	Pinter Tonner 49 A	30			
52	Pinter Tonner 51 A	15			
53	Pinter Tonner 85 A	12			
54	Pinter Tonner 80 A	30			
55	Pinter Tonner 26 A	30			
56	Pinter Tonner 17 A	12			
57	Pinter Tonner 05 A	12			
58	Calulator Citizen (CT-9300)	20 Nos.			
59	Attendance Register (Staff)	20			



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60	Attendance Register Printed with university logo for Students	1000			
Total Amount/Bid Value					
2% Bid Security of estimated price in the form of CDR must be attached with technical bid.					

Special Note:

- (1) The required Bid Security must be attached with Technical Bid, Otherwise, Bid will be rejected.
- (2) Only one brand / model / option is allowed to quote against each option. In case more than one option with different brand / models with different prices have been quoted against one option, the bid will be rejected as whole.
- (3) **Sample (Refundable) of Each Quoted Items must be provided along with Bid, Otherwise, Bid will be rejected. All the allied charges relating to sample will be borne by the vendor at his own expenses and there will be no responsibility / liability at the end of University.**
- (4) Departmental Technical/Evaluation Committee will have the right to reject the sample, if , the sample is not according to the specifications and approved sample mentioned in the bid document.
- (5) The financial bids of technically accepted bidders (whose sample will be according to the required specification & approved sample and who will comply with the terms and conditions of the bid documents will be opened publicly at a time to be announced by the Procuring Agency. The financial bids of the bidders found technically non-responsive shall be returned un opened to the respective Bidders.

Note:

1. An Affidavit / Undertaking on Stamp Paper of Rs.20/- (minimum must be submitted by the bidder undertaking that:
 - a) The firm had not been black listed in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization and no litigation is underway on account of blacklisting process. In case the bidder has been disqualified or blacklisted earlier in the past by any public sector organization, detail concerning the period of such disqualification/blacklisting, cause of such embargo and eventual result/latest status shall be mentioned by the bidder. On account of submission of false statement or concealment of fact, the bidder shall be disqualified forthwith, if contract has not been executed and blacklisted, If the contract has been executed.
 - b) 0.25% stamp duty would be furnished by the successful bidder against the amount of the value of purchase order as levied by the Government after the issuance of purchase order.



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2. The University shall initially open only the envelopes marked as “TECHNICAL PROPOSAL” in the presence of Bidders’ representatives who choose to be present, at the time of bid opening. However, the envelope marked as “FINANCIAL PROPOSAL” shall remain unopened and shall be retained in safe custody of the University till mentioned in the technical bid otherwise the bid will be rejected.
3. The over writing/cutting in the rates/ specifications etc. is not allowed. In case of over writing/cutting, the bid for the said item will be rejected or the decision of University will be final & applicable which will not be challengeable anywhere.
4. Complete brochures/supporting documents of the quoted brands/items must be enclosed along with the bid document, where applicable.
5. Technical Specifications minimum Equivalent or Higher will be applicable. Soft copy must be provided in form of (MS Word) CD along with bid, if applicable.
6. Signature and stamp of the bidder is essential at the proper place given at the end of bid document.
7. Warranty details must be mentioned by bidder.

TERMS & CONDITIONS:

1. The bid should be addressed in the name of Treasurer University of Okara and reach in this office (Procurement wing) by 12-11-2018 at 02:00 (p.m.).
2. The tender opening committee will open the bids on same date at 02:30 pm in the presence of bidders, who wish to attend. In case of submission / opening date falls on the public holiday, the submission / opening date will be next working date.
3. Bid received after due date/ time will not be accepted under any circumstances.
4. The bid should be submitted along with 2% Earnest Money Demanded (EMD) of the estimated price in the form of Demand Draft, Banker Cheque, or CDR in favor of the Treasurer, University of Okara payable at Okara to be issued from any enlisted bank with State Bank of Pakistan. No bid shall be acceptable without EMD. The said EMD of rejected bidder/bidders will be released after final decision. However, the EMD of successful bidder /bidders will be retained until the completion of job successfully a per work order. In case of LC, the 2%EMD can be get release ager submission of 10%performance security. In case of Rate Control, the 2% bid security will be retained until the expiry of contract period.
5. Bid shall remain valid for 90 days from the date of opening the bid.
6. In case of Rate Contract, the Rate Contract shall be placed with only registered / reputed manufacturers /authorized distributors of foreign manufacturers who are authorized for supplying the stores, so fresh registration/ authorization certificate is required along with bid subject to the reasonability of rates, company profile, past experience, professional skills, credibility of the firm etc. However, if some un-authorized firm bearing excellent good will, company profile, past experience, professional skills, credibility of the firm etc. with reasonable price that can be considered subject to the recommendations of concerned committee.



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7. The supply should be executed promptly within delivery period mentioned in purchase order. In case, the firm fails to supply the stores within stipulated period, University of the Punjab reserves the right not to accept the supply, I part or in full and to claim liquidated damages @2% per month (0.06% per day) subject to a maximum of 10% of the total value of the stores ordered.
8. The vendor should ensure that no other Govt. organization is being offered /benefited more than this discount. If the same is found at any stage recovery will made accordingly.
9. For any damages/shortage during transit bidder will responsible and the same must be replaced within maximum 7 working days.
10. In case the supplies are warranty items, 10% security of the ordered value will be deducted at the time of payment or the vendor can himself submit 10% performance security in the form of CDR/Banker's Cheque/bank guarantee having minimum expiry date in accordance with the warranty period of the items etc. in case of warranty, the amount of security will be held by the University till warranty period and the said amount will be release upon the satisfactory report of end user.
11. The supply will be checked by the Technical Committee/ Representative of the department, if so desired.
12. The technical committee shall determine to its satisfaction whether the bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
13. The determination shall consider the bidder's financial, technical and production capabilities. It shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information as the technical committee/University deems necessary and appropriate.
14. The technical committee / University at any stage of the procurement proceedings having credible reasons for or prima facie evidence of any defect in supplier's capacities may require the suppliers to provide information concerning their professional technical financial legal or managerial competence.
15. The technical committee /University shall disqualify or blacklist a bidder if it finds at any time that the information submitted by him concerning his qualification as supplier was false inaccurate of incomplete or other wise to be indulging in corrupt and fraudulent practices.
16. The bidder should quote the prices of goods according to the technical specifications. The specifications of goods different from the demand of enquiry shall straightway be rejected.
17. The bidder is required to offer competitive price. All prices must include relevant taxes and duties where applicable. If there is no mention of taxes the offered / quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST or other taxes, if granted at any stage of procurement, shall be passed on to the University.
18. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive



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- bidder. Where prices are to be quoted in package, all items mentioned in the package shall be quoted in the offered prices. Non-mentioning of price of each item of the package being non-responsive shall be rejected straightway.
19. The supplier /agent shall have to produce letter of authorization from manufacturer and in case of manufacturer documentary proof of the effect that they are the original manufacturer of the required goods shall be provided.
 20. National Tax number (NTN), General Sales Tax Number, Professional Tax (if applicable) and registration certificate with PRA (if applicable) with documentary proof shall have to be provided by each bidder in the tender.
 21. During evaluation of the bids the University may at its discretion ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the prices or substance of the bid shall be sought, offered or permitted.
 22. In the financial bid (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity the unit price shall prevail and the total price shall be corrected. If the bidders/suppliers do not accept the correction of the errors, its bid shall be rejected. If there is discrepancy between words and figures, the amount in words shall prevail.
 23. In case the blacklisting of the firm is to be pursued, the blacklisting procedure will be adopted as per PPRA rules.
 24. In case the vendor fails to complete the job or provide substandard articles, or withdraw his offer for any reason, the EMD will be forfeited.
 25. The material must be supplied in one lot. Part supplies generally will not be acceptable. Moreover, the payment will be made after the job has been accomplished in all respects quite in accordance with the work order. However, in special cases, partial supply/ partial payment is allowed subject to the approval of competent authority.
 26. Force majeure clause is acceptable as defined under sales of goods and contract Act.
 27. No advance payment will be made in favor of tender awarded firm.
 28. Normally the payment will be made within 14 days after receipt of supplies and found in order in quality and quantity and submission of claim/bill with complete supporting documents.
 29. The supplies must be confirmed to the specification of supply order and red of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at University of Okara, Okara.
 30. All the disputes under the rate contract will be settled by the main purchase and indent committee, University of Okara will be binding on vendor.
 31. The competent authority reserves the rights to increase or decrease the quantity as per actual requirement /availability of the funds.
 32. It is the intention of the authority to make the selection of vendor(s) as fair transparent objective and efficient as possible. The technical committee will adopt the approach outlined below to achieve this objective.



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- (i) Review all quotations to ensure that the minimum technical specifications are met. Any bid which fails to meet the defined minimum specifications will be disqualified.
 - (ii) Evaluate the proposed products that are above the minimum requirements. The evaluation procedure adopted is based on the weighting of all requirements and scoring the vendor's responses appropriately.
 - (iii) Good will / past experience/history of the firm will be considered while evaluation the bids.
33. The firm will be bound to provide / ensure quality after sales services during the warranty period. Otherwise disciplinary Acton will be taken under the rules which can include forfeiture of bid security/ blacklisting/ disqualification for the participation in any bidding process in future or both of them.
 34. The end user on behalf of the University shall notify the supplier in writing/ through telephone immediately of any defect that occurs during the warranty period. On receipts of such intimation/notification within the warranty period, the supplier shall attend the emergency/breakdown call within a maximum of 06 working hours.
 35. All the expenses for the above remedial measures including the repair/replacement if so required shall be borne by the supplier. In case the fault has occurred as direct consequence of undesirable condition i.e. electricity or temperature, the supplier shall inform the buyer for taking corrective measures prior to the commencement of the remedial activity.
 36. Whenever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
 37. The rates should be quoted after allowing rebates /discounts, if any but including transportation delivery at site commissioning packing charges forwarding and all taxes.
 - (i) If the supply is taxable the rates must be quoted inclusive of all taxes.
 - (ii) If the supplies are exempted of taxes, the exemption certificate comprehensive supporting documents must be provided along with the bid.
 - (iii) If the PST duly imposed by the Govt. of the Punjab is applicable on the quoted job, then the rate must be quoted after including PST.
 38. While quoting the rates of required/ specified supplies its' make and made/ brand should be written against each. The rates should be quoted only in unit per kg per litter pack each according to the nature to the quotations bids
 39. Competent authority/ University of Okara has full unchallengeable rights for formal approval rejection of the bids or overall the purchase cases.
 40. In case of supply on FOR basis the supply shall be accepted subject to the condition of final and unchallengeable approval of the purchase inspection committee of the University at the destination.



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41. Prior to the detailed evaluation, the University shall determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions and specifications of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions shall be deemed to be material deviation for technical proposals. The University's determination of the bids' responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
42. If a bid is not substantially responsive, it shall be rejected and will not be accepted for detail evaluation.
43. The bid amount will be quoted by the vendor along with this certificate.

Additional Treasurer (Purchase Secretary)

I / We have read all the above Bid Document's instructions and submit bids/rates in conformity / compliance with the above given terms and conditions.

Signature & Stamp of Supplier/Bidder/Vendor