

Tender No. 6/2023

UNIVERSITY OF CHAKWAL



TENDER DOCUMENT

For

PURCHASE OF FURNITURE & FIXTURE, STATIONARY, PRINTING ITEMS & IT EQUIPMENT

Issued To: _____

**Deputy Director (P&S)
Ph. No.: 0543-552511**

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THE UNIVERSITY OF CHAKWAL

Procurement Cell

Main Campus, Talagang Road, Chakwal.

[Tel:0543-552511](tel:0543-552511)

Tender Notice

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Sr. #	Tender No.	Tender Name	Lot #	Budgetary Amount	Bid Security (2% of Estimated Price)	QTY
01	06/2023	Furniture & Fixtures	01	6.520 Million	PKR 130,400/-	Detail in Tender Documents
02		Stationary & Miscellaneous Items	02	3.014 Million	PKR 60,273/-	
03		Printing Items	03	6.175 Million	PKR 123,490/-	
04		IT Equipment	04	5.96 Million	PKR 119,200/-	

- Tender Document will be immediately available after publishing of this Tender Notice under Rule No. 25(1).
- Tender / Bid Document can be obtained from the Office of Deputy Director (P&S), University of Chakwal between 08:00 am to 4:00 pm from Monday to Friday by depositing the **Tender Fee of Rs.2,000/-** through Deposit Slip of BOP in A/C No. **6010211599100019, Main Recurring Account of UOC** in the Bank of Punjab. In case the Tender / Bid Documents are downloaded from www.uoc.edu.pk or www.ppra.punjab.gov.pk , **Original Deposit Slip of BOP** must be attached with the **Technical Bid**.
- The Bid Security is equal to 2% of estimated price of each lot separately, in the form of “CDR, Bank Draft, Pay Order.” in favor of Treasurer, University of Chakwal required to be submitted with the Technical Bid (Original), without which the offer shall be rejected being non-responsive and a copy of CDR shall be attached with Financial Proposal.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Technical Bids. Bids received after due date and time or bids without Bid Security in shape of CDR, Bank Draft, Pay Order or less than required amount or Bid Security in shape of Cheque/ Cross Cheque shall be summarily rejected.
- The University reserve the right to modify/withdraw/cancel the bids/tender at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- For obtaining any further information or clarifications, please contact the officer named below:
- Tender Closing Date & Time is **25.05.2023 at 11:00 AM** and Opening Date & Time is **25.05.2023 at 11:30 AM**

SULTAN MAHMOOD
Deputy Director (P&S)

1. Invitation to the Bid

- 1.1. Bids/Tenders are invited for **Purchase of Furniture & Fixture, Stationary, Printing Items and IT Equipment** from Sales Tax and Income Tax Registered firms.

2. Instructions to the Bidders

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA), 2014.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bidding Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due date and time, and bids without Bid Security in shape of Demand Draft, Pay Order, CDR or less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. No supporting document will be accepted, at all, after opening of the Technical Bids.
- 2.6. The bidder must quote rates of each item in a lot/package, partial bidding in a lot is allowed.
- 2.7. **Mode of Advertisement:**

As per Rule 12(2) of PPRA Punjab Rules, 2014.

2.8. **Type of Open Competitive Bidding**

As per Rule No. 38(2) a, single stage two envelope procedure shall be followed with details given below:

- 2.8.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- 2.8.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- 2.8.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;
- 2.8.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 2.8.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 2.8.6. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

2.9. Bid Data Sheet (Information for the Bidders)

1	Procuring Agency	University of Chakwal
2	Tender Number	06/2023
3	Name of Tender	Purchase Of Furniture & Fixture, Stationary, Printing Items and IT Equipment
4	Tender Document available place	Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
5	Cost of Tender Document	Rs.2000/- payable at BOP through Deposit Slip in A/C No. 6010211599100019, Main Recurring Account of University of Chakwal.
6	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of Bank Guarantee, CDR, Pay Order, Bank Draft etc., in favor of “Treasurer, University of Chakwal
7	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance in form of Bank Guarantee .
8	Tender Addressed to	Deputy Director, (P&S), University of Chakwal.
9	Contact Number	Ph. 0543-552511
10	Due date, time and place of submission of Tender Document	25-05-2023 till 11:00 AM Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
11	Date, time and place of Technical Bid Opening	25-05-2023 at 11:30 AM At University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
12	Date, time and place of the Financial Proposals	Shall be intimated Qualified firms Subsequently to Technically

Scope of Work, Terms & Conditions of the Tender

3. Definitions

- 3.1. "Purchaser" means the procuring agency i.e., University of Chakwal.
- 3.2. "UOC" means University of Chakwal.
- 3.3. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments there to and all documents incorporated by reference there in.
- 3.5. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion - able to the Goods or Services in question.
- 3.7. "Goods" means equipment, IT equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9. "PPRA" means Punjab Procurement Regulatory Authority.

4. Tender Eligibility

Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer;
- 4.3. has got the experience in supply of relevant items;
- 4.4. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.5. Has not been blacklisted.

5. Examination of the Tender Document

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

6. Amendment of the Tender Document

- 6.1. The Evaluation Committee of University of Chakwal at any stage prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. Bid Currency

Bidder should quote price in **Pak Rupees only** and payments shall also be made in Pakistan Rupees only.

8. Validity Period of the Bid

- 8.1. Validity period of the bids shall be **180 days**.
- 8.2. In exceptional circumstances, the Evaluation Committee of University of Chakwal may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. Bid Security

- 9.1. Bidder will submit Bid Security drawn in the name of **Treasurer, University of Chakwal** detail given below:

Item Name	Budgetary Amount	Amount of Bid Security
Purchase of Furniture & Fixture	6.520 million	PKR 130,400/-
Purchase of Stationary & Miscellaneous Items	3.014 million	PKR 60,273/-
Purchase of Printing Items	6.175 million	PKR 123,490/-
Purchase of IT Equipment	5.96 million	PKR 119,200/-

- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 9.5. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, and Pay Order shall be returned to successful bidder against submission of Performance Guarantee
- 9.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 9.7. The Bid Security may be forfeited if a Bidder:
 - a) Refuses to accept Letter of Acceptance of the Bid; or
 - b) Fails to furnish Performance Security.

10. Bid Preparation and Submission

- 10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 10.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.
- 10.3. **Technical Proposal**
The Technical Proposal will enable the Purchase/Technical Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- 10.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Evaluation Committee will not be responsible for the errors committed in the bids by the bidders.
- 10.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 10.6. The Bidder should quote only one brand/model/make of each item.
- 10.7. Sample Should be provided at the time of submission technical Bid if required in specifications.
- 10.8. **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**
The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:
 - 10.8.1. Covering letter (*Annexure-A*) duly signed and stamped by authorized representative along with copy of Bid Security.
 - 10.8.2. Copy of Income Tax Registration Certificate (*Annexure-B*).
 - 10.8.3. Copy of Sales Tax Registration Certificate (*Annexure-C*).
 - 10.8.4. Detailed specification of items (*Annexure-D*).
 - 10.8.5. At least two relevant Supply Orders/Contracts received in the last three years (*Annexure-E*).
 - 10.8.6. Affidavit/Undertaking on Stamp Paper (*Annexure-F*).

11. Financial Proposal

- 11.1. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 11.2. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- 11.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

11.4. The Bid is liable for rejection if Financial Proposal contains conditional offer.

11.5. Details to be furnished with Financial proposal (Envelope B)

11.5.1. Financial Proposal Covering Letter (**Annexure G**).

11.5.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure H**).

11.5.3. Bid Security of Furniture & Fixture LOT I is **Rs. 130,400/-**

Bid Security of Stationary & Miscellaneous Items LOT II is **Rs. 60,273/-**

Bid Security of Printing Items LOT III is **Rs. 123,490/-**

Bid Security of IT Equipment LOT IV is **Rs. 119,200/-**

11.6. Sealing the Bid

11.6.1. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as “**Technical Proposal for Purchase of Furniture & Fixture, Stationary, Printing Items and IT Equipment**” – Bid Ref.: due on: _ The “FROM” address and “TO” address shall be written without fail.

11.6.2. The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as “**Financial Proposal for Purchase of Furniture & Fixture, Stationary, Printing Items and IT Equipment**” – Bid Ref.: due on: _____ The “FROM” address and “TO” address shall be written without fail.

11.6.3. **Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as “**Bid for Purchase of Furniture & Fixture, Stationary, Printing Items and IT Equipment**” –Bid Ref.: due on _____. The “FROM” address and “TO” address shall be written without fail.

11.7. Mode of Submission of Bids

11.7.1. The Bid should be addressed to “Deputy Director, Purchase & Store, and University of Chakwal”.

11.7.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

12. Modification/Withdrawal of the Tender

12.1. The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

12.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

13. Bid Opening

13.1. Technical Proposal Opening

The bid’s outer cover and Technical Proposal cover will be opened by the Evaluation Committee of University of Chakwal on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

13.2. Suppression of facts and misleading information

13.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Evaluation Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the

Evaluation Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be

Without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

- 13.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Evaluation Committee failing which the Bid may be rejected.

14. Preliminary Examination

- 14.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.
- 14.2. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a 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 a discrepancy between words and figures, the amount in words shall prevail.

15. Determination of Responsiveness of the Bid

- 15.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:
 - 15.1.1. meets eligibility criteria for the Bidder / the Goods / the Services;
 - 15.1.2. meets all the mandatory requirements of the evaluation criteria;
 - 15.1.3. meets the Technical Specifications for the Goods / the Services;
 - 15.1.4. meets the delivery period / point for the Goods / the Services;
 - 15.1.5. is accompanied by the required Bid Security;
 - 15.1.6. is otherwise complete and generally in order;
 - 15.1.7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation;
 - 15.1.8. which offers one Brand/Model/Make for each item (which does not contain any option);
- 15.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 15.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

16. Technical Evaluation Criteria

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Evaluation Criteria			Requirement
Sales Tax Registration			Mandatory
Income Tax Registration			Mandatory
Conformance to the required specification of items given in Schedule of Requirement			Mandatory
At least two relevant Supply Orders/Contracts received in the last three years			Mandatory
Affidavit /Bidder's Undertaking on stamp paper			Mandatory
S. No.	Item Name and Description	Marks	Maximum Marks
1	Past Performance/ Experience of the Bidder (Reg. with GST/NTN)	--	10
1.1	1 - 3 year experience	2	--
1.2	4 - 8 year experience	4	--
1.3	9 - 15 year experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 - 5 year experience	3	--
2.2	6 - 10 year experience	6	--
2.3	11 & above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	Technical Evaluation of quoted items	--	70
4.1	Specifications as per Schedule Requirements	60	
4.2	Delivery schedule as per need	2.5	
4.3	List of clients / where such items delivered	2.5	
4.4	Guarantee / Warranty (as the case may be)	05	
TOTAL		--	100

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Technical/Evaluation Committee. The Qualifying marks are sixty (60).

The Evaluation Committee / Technical Evaluation Committee may ask for physical Demonstration of any item given in the Tender Document for confirmation of specifications.

17. Financial Proposal Evaluation

- 17.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 17.2. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 17.3. Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder will quote per unit rate with GST and Total amount with GST as per given serial number/item name in the bidding documents. The bidder will follow the bidding documents in letter and spirit.

18. Rejection and Acceptance of the Tender/Bid

- 18.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 18.2. **The Tender / bid shall be rejected if:**
 - 18.2.1. It is substantially non-responsive; or
 - 18.2.2. The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
 - 18.2.3. It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
 - 18.2.4. **The bid is incomplete, conditional, alternative, late; or**
 - 18.2.5. the bidder does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
 - 18.2.6. the bid security is not attached or it is less than the required amount; or
 - 18.2.7. the Bidder submits more than one Bids against one Tender; or
 - 18.2.8. the Bidder tries to influence the Evaluation Committee / Contract award; or
 - 18.2.9. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
 - 18.2.10. there is any discrepancy between bidding documents and bidder's proposal i.e. Any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
 - 18.2.11. the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

19. Contacting the Procuring Agency

- 19.1. No Bidder shall contact the Evaluation Committee of UOC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 19.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

20. Announcement of Evaluation Report

- 19.1 The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

21. Award of Contract

- 21.1. The Tender will be awarded to the Lowest Evaluated Bidder(s) (item wise or Lot wise) who have been declared Technically Qualified.

22. Letter of Acceptance (LOA)

- 22.1 After acceptance of the Bids by the Evaluation Committee, Intimation letters will be issued to the successful bidder(s) and Letter of Acceptance (LOA) will be submitted by the Successful Bidder(s).

23. Payment of Performance Guarantee (PG)

- 23.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 10% of the value of the contract price. The PG should be paid by way of Cash Deposit Receipt (CDR), Pay Order, Demand Draft drawn in favor of “Treasurer University of Chakwal, Chakwal” as unconditional Guarantee.
- 23.2. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

24. Refund of Bid Security (BS)

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR), Bank Draft or Pay Order the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of Cash Deposit Receipt (CDR), Bank Draft or Pay Order.

25. Issuance of Supply Order or Signing the Contract

- 25.1. The P&S section shall issue the Supply Order or sign a Contract with the Successful bidder(s) who has submitted the Performance Guarantee and letter of acceptance in response to intimation letters.
- 25.2. The Successful Bidder will provide the **stamp paper of 0.25% of total order value** for issuance of Supply Order or Signing the Contract.
- 25.3. The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head.

26. Redressal of grievances by the procuring agency

- 26.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 26.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 26.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 26.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

General Conditions of Contract / Supply Order

27. Delivery of Items

- 27.1. The Supplier will be responsible for **delivery of Items** of Purchase of Furniture & Fixture, Stationary, Printing Items and IT Equipment and in case of items which requires installation, the Bidder will be responsible for installation of items at UOC, Main Campus, Talagang Road, Chakwal.
- 27.2. Delivery Period will be **Ten (10) days** counted *after issuance of Intimation Letter* extendable under the special circumstances subject to approval of the competent authority.
- 27.3. After delivery of items, the Bidder must get the items inspected at UOC, Main Campus, Talagang Road, Chakwal.
- 27.4. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.
- 27.5. The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head.
- 27.6. All Manuals and Warranty Cards should be provided on the time of Delivery.
- 27.7. Mention Serial Number on delivery Challan if serial number is present.

28. Liquidated Damages

- 28.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Evaluation Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.25% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
- 28.2. The Successful Bidder will be responsible to provide the delivery, Delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

29. Inspection and Tests

- 29.1. The Inspection Committee of UOC shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 29.2. Inspection will be done at University of Chakwal.
- 29.3. Inspection Committee may verify the authenticity of items.
- 29.4. After the inspection or test if the Inspection Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University of Chakwal.

30. Release of Performance Guarantee (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) after one year of completion of delivery and installation of Goods (Inspection) or completion of all procurement along with warranty/guaranty subject to approval of the procuring agency or case to case will be decided by the competent authority.

31. Contract Amendment

- 31.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 31.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

32. Termination for Default

The Evaluation Committee of UOC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 32.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 32.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
- 32.3. the successful bidder fails to perform any other obligation(s) under the Contract.
- 32.4. the bidder, in the judgment of the Evaluation Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

33. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

34. Force Majeure

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Suppliers Hall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause there of the Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue toper form its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

35. Termination for Insolvency

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

36. Forfeiture of Performance Security

- 36.1.** If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Letter of Acceptance, the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 36.2.** Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

37. Payment


- 37.1.** 100% payment will be made after withholding applicable taxes by UOC to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:
 - i. Triplicate Original Delivery Challan.
 - ii. Triplicate Original Bill/Invoice.
 - iii. Triplicate General Sales Tax Invoice
 - iv. Inspection/Completion report

38. Warranty

- 38.1.** Warranty of Equipment, Apparatus and instrument shall be one year.
- 38.2.** The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.
- 38.3.** The Evaluation Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **15days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

39. Specification and Schedule of Requirements

Lot # I: Furniture & Fixture

Sr #	Name of Item	Specifications	Qty.
1.	Auditorium Chairs	<p>• Seat Size: width 21” Working dept.: 18” • Inner Structure Solid Wood Frame (Acacia) • Legs made of MS Pipe and sheet of 16 gauges with mechanism for folding seat • foldable Tablet concealed in the arm. • Metal Structure with epoxy Powder Coating. • Solid Wooden Arms of Shesham or Beach wood • Seat and back upholstered in Top Quality Molded Poly Urethane (PU) foam with high quality industrial marketing fabric (color as per choice) • Foam thickness of seat 4” • Foam thickness of Back 3” • Fixing & installation of chairs with Rawal Bolts Note: Bidder will Provide Fully Prepared Sample at the opening of Technical Bid Color decided by procuring Agency</p> 	185
2.	Wooden Ceremonial Chair	For Auditorium Stage, Made with solid Tali wood with carving, good quality 4 inch foam for seat, Green leather on seat and back, polish in wooden color (Design as per approved “Sample”)	8
3.	Wooden Ceremonial Chair	For Auditorium Stage, Made with solid Tali wood with carving extra heightened, good quality 4 inch foam for seat, Green leather on seat and back, polish in wooden color (Design as per approved “Sample”)	2
4.	Wooden Ceremonial Table	For Auditorium Stage, 8’ x 2.5’ Made with solid Tali wood with carving on corners pillar and front, Green leather on top with high finishing, polish in wooden color with University logo on front (Design as per approved “Sample”)	1
5.	Wooden Ceremonial Table	For Auditorium Stage, 4’ x 2.5’ Made with solid Tali wood with carving on corners pillar and front, Green leather on top with high finishing, polish in wooden color University logo on front (Design as per approved “Sample”)	2
6.	Wooden Rostrum	For Auditorium Stage, Made with solid Tali wood with carving on corners pillar and front, polish in wooden color with university logo on front (Design as per approved “Sample”)	2
7.	Welcome Carpet (Red)	20’ x 4’ Red carpet in fine quality subject to sample approved.	10

Lot # II: Stationary & Miscellaneous

Stationary					
Sr. #	Name of Item	Specifications	Brand	Unit	Qty
1.	Ball Point Blue	0.7mm, Needle Tip, In Best Quality or subject to Sample approved	Piano/ Signature /Dollar or Equivalent	Pkt	200
2.	Ball Point Red	0.7mm, Needle Tip, In Best Quality or subject to Sample approved	Piano/ Signature /Dollar or Equivalent	Pkt	100
3.	Barcode Label Sticker Roll	1000 Stickers 50mm x 25mm, In Best Quality or subject to Sample approved	-	Each	50
4.	Binding Comb	Plastic Binding Combs 1/2in. 21-Ring, 100-Sheet Capacity, Colorful Comb Binding Spines, Max. Binding Legal Size Paper, Box Of 100 best quality or subject to sample approved	-	Box	3
5.	Board Marker Black	In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Pkt	200
6.	Board Marker Blue	In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Pkt	130
7.	Board Marker Green	In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Pkt	50
8.	Board Marker Ink	Black/Blue/Red/Green, In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Each	500
9.	Board Marker Red	In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Pkt	20
10.	Dispatch Register	Pages 80 Gsm No.4, In Best Quality or subject to Sample approved	-	Each	50
11.	Double Tape	3m Roll, In Best Quality or subject to Sample approved	-	Each	24
12.	Dusting Cloth	Yellow Microfiber In Best Quality or subject to Sample approved	-	Each	500
13.	Envelopes	Small, Khaki, In Best Quality or subject to Sample approved	-	Each	8,000
14.	File Flapper Gatta	In Best Quality or subject to Sample approval	-	Each	500
15.	File Flapper Patti	In Best Quality or subject to Sample approval	-	Each	700
16.	File Folder Black	2 Ring 1 inch, in Best Quality or subject to Sample approval	-	Each	200
17.	Gel Pen Black	Executive 0.7mm Fine, In Best Quality or subject to Sample approved	Sigmo/Schneider/Parker or Equivalent	Pkt	50
18.	Gel Pen Black	0.7mm, Needle Tip, In Best Quality or subject to Sample approved	Piano/ Signature /Dollar or Equivalent	Pkt	100
19.	Gel Pen Blue	Executive 0.7mm Fine, In Best Quality or subject to Sample approved	Sigmo/Schneider/ Parker or Equivalent	Pkt	50
20.	Gel Pen Blue	0.7mm, Needle Tip, In Best Quality or subject to Sample approved	Piano/ Signature /Dollar or Equivalent	Pkt	150

21.	Gel Pen Red	0.7mm, Needle Tip, In Best Quality or subject to Sample approved	Piano/ Signature /Dollar or Equivalent	Pkt	30
22.	Heavy Duty Stapler Pin Remover	Upto 80 Sheet ,In Best Quality or subject to Sample approved	Deli/ Kangaroo/Kw Trio or Equivalent	Each	5
23.	HP Laser Pro 404n (Tonner)	76A	-	Each	15
24.	Hp LaserJet MFP 125a	83A	-	Each	3
25.	Hp LaserJet MFP 135	107A	-	Each	8
26.	Ink Green	30ml in Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Each	12
27.	Ink Red	In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Each	12
28.	MOU Paper	100 Sheets, 100 Gsm in best quality or subject to sample approved	-	Rim	5
29.	Peon Register	Pages 80 Gsm No.4, In Best Quality or subject to Sample approved	-	Each	50
30.	Permanent Marker	Blue/Black, 15 each Packet In Best Quality or subject to Sample approved	Dollar/ Piano/ Signature or Equivalent	Pkt	30
31.	PVC Box File	Legal Size 3 inch, Blue Color in Best Quality or subject to Sample approval	-	Each	200
32.	PVC Box File	Legal Size 2 inch, Blue Color in Best Quality or subject to Sample approval	-	Each	20
33.	PVC Card Sheet	A4 Size 0.65mm, 50 Sheets per Packet, in Best Quality or subject to Sample approval	-	Pkt	50
34.	Lamination sheet	A4 Size, 100 Sheets per Packet, in Best Quality or subject to Sample approval (For PVC Cards)		Pkt	25
35.	Spril Binder	20 to 400 pages of 80 gsm (6 mm to 51 mm comb size) A4, A5 Size Paper Convenient Binding. Punching capacity of 12 pages		Each	2
36.	Table Holder Ball Point Pen	Best quality or subject to sample approved	-	Each	40
37.	Table Set (Executive)	Executive Bone in Best Quality or subject to Sample approval	-	Each	4
38.	Table Set (Plastic)	Plastic in Best Quality or subject to Sample approval	-	Each	20
39.	Uni Ball Eye Black	Micro 0.5mm, In Best Quality or subject to Sample approved	-	Pkt	15
40.	Uni Ball Eye Blue	Micro 0.5mm, In Best Quality or subject to Sample approved	-	Pkt	20
41.	Uni Ball Eye Green	Micro 0.5mm, In Best Quality or subject to Sample approved	-	Pkt	10

42.	Uni Ball Eye Red	Micro 0.5mm, In Best Quality or subject to Sample approved	-	Pkt	20
43.	Printing Paper	80 gsm Imported ream A4 size paper in best quality or subject to sample approved		Each	500
44.	Printing Paper	70 gsm A4 size paper in best quality subject to sample approved		Each	700
Miscellaneous					
45.	Air Freshener	In best quality or subject to sample approved	-	Each	100
46.	Glass Cleaner	Green Apple. In best quality or subject to sample approved	-	Each	50
47.	Heavy Duty Lock	3-4 Keys Steel lock, 70mm, In best quality or subject to sample approved	-	Each	200
48.	Insect Killer Spray	325ml Fragrance, Best quality or subject to sample approved	Mortein/Kingtox/Cobra or Equivalent	Each	30
49.	Office Bell	Wireless, In Best Quality or subject to Sample approved	-	Each	100
50.	Shopping Bag	1 bag Size is 5kg, In best quality or subject to sample approved	-	Kg	10
51.	Soap	128 gm Bar, Fragrance, In Best Quality or subject to Sample approved	Lux/Dove/Nivea or Equivalent	Each	100
52.	Tissue Paper Box	White In best quality or subject to sample approved	-	Box	300
53.	Tissue Paper Pack	White Party Pack. Best quality or subject to sample approved	-	Pkt	20
54.	Toilet Tissue	White. Best quality or subject to sample approved	-	Roll	100

Lot # III: Printing Items

Sr. No.	Item Name	Specification	Qty.
1.	File Cover	Size: Standard, With Corner Hole Clip, Monogram Printed, 320gm imported card, paper should be made with raw material, In Best Quality or subject to Sample approved	12,000
2.	Attendance Register (Staff)	Binding: Blue, 400 pages (200 leaf), 80Gsm Imported Paper, paper should be made with raw material, In Best Quality or subject to Sample approved	100
3.	Answer Books for End Semester Exams	(70 Gram High Finish with thread binding & Numbering 28-pages with black color printing Size 8.25"x11", portrait layout) paper should be made with raw material, In Best Quality or subject to Sample approved	40,000
4.	Answer Books for Mid Semester Exams	(70 Gram High Finish with thread binding & Numbering 20-pages with black color printing Size 8.25"x11" portrait layout) In Best Quality or subject to Sample approved	40,000
5.	Thick Inner Fabric Envelopes Khaki high quality	(20"x18") In Best Quality or subject to Sample approved	5,000

6.	Envelopes Khaki high quality	(10"x15") In Best Quality or subject to Sample approved	5,000
7.	Accession Register	Leather Binding, 250 pages, 125 leafs, 80gsm page, legal size register (With best Quality or Equivalent) paper should be made with raw material	5
8.	Book Issue and Return Register (Students)	Leather Binding, 250 pages, 125 leafs, 80gsm page, legal size register (With best Quality or Equivalent) paper should be made with raw material	10
9.	Card Issue and Clearance Register (Students)	Leather Binding, 250 pages, 125 leafs, 80gsm page, legal size register (With best Quality or Equivalent) paper should be made with raw material	10
10.	Card Issue and Clearance Register (Faculty)	Leather Binding, 250 pages, 125 leafs, 80gsm page, legal size register (With best Quality or Equivalent) paper should be made with raw material	5
11.	Book Issue and Return Register (Faculty)	Leather Binding, 250 pages, 125 leafs, 80gsm page, legal size register (With best Quality or Equivalent) paper should be made with raw material	5
12.	Student Library Cards	Pocket book, 80gsm page, pages 20, leaf 10, 10 lines per page, binding with 200 Gsm card (With best Quality or Equivalent Subject to Sample Approved)	10,000
13.	Faculty Library Cards	Pocket book, 80gsm page, pages 20, leaf 10, 10 lines per page, binding with 200 Gsm card (With best Quality or Equivalent Subject to Sample Approved)	1,000
14.	Cash Book	Pages 424 Leaf 212 Size 12x33cm, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	30
15.	Gift Box Bag	16"x14"x4" Art Card Bag 300Gsm, Color Printing, Shine Lamination In Best Quality or Subject to Sample Approval	500
16.	Log Book	Pages 200 100 Leaf, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	30
17.	GP Fund Ledger Register	44x36cm Pages 212, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	20
18.	Admission Register	Pages 200, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	30
19.	Dues Received Register	38x26 cm Pages 316, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	100

20.	Establishment Check Register	50x40cm Pages 422, Leaf 212, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	20
21.	Budget Control Register	34x22cm Pages 256, 80 Gsm Page, with Good Binding, (With best Quality or Equivalent Subject to Sample Approved) paper should be made with raw material	50

Samples of all Printing materials need to be submitted with technical bids for approval.

Lot # IV: IT Equipment

Sr #	Name of Item	Specifications	Qty.
1.	Desktop Computer	Core i3-10 th or latest Generation RAM: 8 GB DDR4, Hard Drive 512 GB SSD, WIFI Card, USB Keyboard Optical USB Mouse with Mouse pad DVDRW: Optical Drive Display 21" Screen Monitor – or Latest or Best Quality (Subject to Sample Approval)	35
2.	Mouse Pad	In Good Quality or Subject to Sample Approval	100
3.	Color Printer	Ink Tank all in One PRINT RESOLUTION 5760 x 1440 dpi (with Variable-Sized Droplet Technology), BLACK TEXT Normal A4, Max Photo Default – (10x15cm)/4" x 6" Approx. 15 sec per photo SCANNING SCANNER TYPE A4 color image scanner DOCUMENT SIZE Up to A4 SCANNING RESOLUTION 1200 x 4800 dpi	5
4.	VGA Cable	VGA Cable standard Size from CPU to LED Monitor (Subject to Sample Approval)	50
5.	Printer Cable	USB Printer Cable 3 Meter (Subject to Sample Approval)	30
6.	Power Cable	In Good Quality or Subject to Sample Approval	50
7.	HDMI Cables	10 Meter, In Good Quality or Subject to Sample Approval	10

Important Note: Partial Bidding is not allowed in LOT II, III, & IV. However; partial bidding in LOT # I (for Furniture & Fixture Only) is allowed.

Financial Proposal/Technical Proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder will quote per unit rate with GST and Total amount with GST as per given serial number/item name in the bidding documents. The bidder will follow the bidding documents in letter and spirit.

Annexure- A Technical Proposal Covering Letter

To

The Deputy Director,
Purchase & Store,
University of Chakwal,
Chakwal.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

Annexure- B Check List

The bidder must attach this list along with the Bid

1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal	<i>Envelope A</i>
3	Financial Proposal	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Copy of Bid Security		
3	Copy of Income Tax Registration Certificate		
4	Copy of Sales Tax Registration Certificate		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder		
7	Two Supply Orders for supply of relevant items received in the past		
8	The specified catalogues / brochures of items quoted by the bidder		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B: Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

Annexure- C Bid Form

A) Profile of the Bidder:

S#	Particulars	BIDDER
1	Name of the Company	
2	Year of Incorporation	
3	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
4	Contact Person	
	Name of Authorized	
	Representative Personal Telephone	
	Number Email Address	
5	Registration Detail	
	NTN Registration Number	
	GST Registration Number	

B) **Bid Security (Please do not mention amount of CDR)**

<u>S#</u>	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	

Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No. 06/2023**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Evaluation Committee of University of Chakwal is not bound to accept the lowest or any of the bids received. We also agree that the Evaluation Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

[Name and Signatures of authorized Person along with stamp]

Annexure- E Financial Proposal Form
(to be attached with Financial Proposal)

To

The Deputy Director,
Purchase & Store,
University of Chakwal,
Chakwal.

Dear Sir,

With Reference to your Tender No.6/2023 of Purchase of Furniture & Fixture, Stationary, Printing Items and IT Equipment; Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures) . This amount is inclusive of all taxes.

We have attached the Bid Security of amount **Rs. _____ for /- (Rupees in Words)** having CDR for **Lot No. _____**, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature

Annexure- F Price Schedule*(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)***Lot # II Stationary & Miscellaneous****Stationary**

Sr. #	Name of Item	Specifications	Brand	Unit	Qty	Unit Price Including Tax	Total Price Including Tax
1.	Ball Point Blue			Pkt	200		
2.	Ball Point Red			Pkt	100		
3.	Barcode Label Sticker Roll			Each	50		
4.	Binding Comb			Box	3		
5.	Board Marker Black			Pkt	200		
6.	Board Marker Blue			Pkt	130		
7.	Board Marker Green			Pkt	50		
8.	Board Marker Ink			Each	500		
9.	Board Marker Red			Pkt	20		
10.	Dispatch Register			Each	50		
11.	Double Tape			Each	24		
12.	Dusting Cloth			Each	500		
13.	Envelopes			Each	8,000		
14.	File Flapper Gatta			Each	500		
15.	File Flapper Patti			Each	700		
16.	File Folder Black			Each	200		
17.	Gel Pen Black			Pkt	50		
18.	Gel Pen Black			Pkt	100		
19.	Gel Pen Blue			Pkt	50		
20.	Gel Pen Blue			Pkt	150		
21.	Gel Pen Red			Pkt	30		
22.	Heavy Duty Stapler Pin Remover			Each	5		
23.	HP LaserJet Pro 404n (Tonner)			Each	15		
24.	Hp LaserJet MFP 125a			Each	3		
25.	Ink Green			Each	8		
26.	Ink Red			Each	12		
27.	MOU Paper			Rim	12		
28.	Peon Register			Each	5		
29.	Permanent Marker			Pkt	50		
30.	PVC Box File			Each	30		
31.	PVC Box File			Each	200		
32.	PVC Card Sheet			Pkt	20		
33.	Lamination sheet			Pkt	50		
34.	Spril Binder			Each	25		
35.	Table Holder Ball Point Pen			Each	2		

36.	Table Set (Executive)		Each	40		
37.	Table Set (Plastic)		Each	4		
38.	Uni Ball Eye Black		Pkt	20		
39.	Uni Ball Eye Blue		Pkt	15		
40.	Uni Ball Eye Green		Pkt	20		
41.	Uni Ball Eye Red		Pkt	10		
42.	Printing Paper		Each	20		
43.	Printing Paper		Each	500		
44.	Ball Point Blue		Pkt	700		
Miscellaneous						
45.	Air Freshener		Each	100		
46.	Glass Cleaner		Each	50		
47.	Heavy Duty Lock		Each	200		
48.	Insect Killer Spray		Each	30		
49.	Office Bell		Each	100		
50.	Shopping Bag		Kg	10		
51.	Soap		Each	100		
52.	Tissue Paper Box		Box	300		
53.	Tissue Paper Pack		Pkt	20		
54.	Toilet Tissue		Roll	100		
Total Amount Including Tax						

Lot # III Printing Items

Sr. #	Item Name	Specification	Qty.	Unit Price Including Tax	Total Price Including Tax
1.	File Cover		12,000		
2.	Attendance Register (Staff)		100		
3.	Answer Books for End Semester Exams		40,000		
4.	Answer Books for Mid Semester Exams		40,000		
5.	Thick Inner Fabric Envelopes Khaki high quality		5,000		
6.	Envelopes Khaki high quality		5,000		
7.	Accession Register		5		
8.	Book Issue and Return Register (Students)		10		
9.	Card Issue and Clearance Register (Students)		10		
10.	Card Issue and Clearance Register (Faculty)		5		
11.	Book Issue and Return Register (Faculty)		5		

12.	Student Library Cards		10,000		
13.	Faculty Library Cards		1,000		
14.	Cash Book		20		
15.	Travelling Allowance Cheque Register		30		
16.	Log Book		30		
17.	GP Fund Ledger Register		30		
18.	Admission Register		30		
19.	Dues Received Register		30		
20.	Establishment Check Register		30		
21.	ECR Register		30		
22.	Budget Control Register		30		
Total Amount Including Tax					

Lot # IV IT Equipment

Sr. #	Name of Item	Specifications	Qty.	Unit Price Including Tax	Total Price Including Tax
1.	Desktop Computer		35		
2.	Mouse Pad		100		
3.	Color Printer		5		
4.	VGA Cable		50		
5.	Printer Cable		30		
6.	Power Cable		50		
7.	HDMI Cables		10		
Total Amount Including Tax					

Lot # I Furniture & Fixture

Sr. #	Name of Item	Specifications	Qty.	Unit Price Including Tax	Total Price Including Tax
1.	Auditorium Chairs		185		
2.	Wooden Ceremonial Chair		8		
3.	Wooden Ceremonial Chair		2		
4.	Wooden Ceremonial Table		1		
5.	Wooden Ceremonial Table		2		
6.	Wooden Rostrum		2		
7.	Welcome Carpet (Red)		10		
Total Amount Including Tax					

Important Note: Partial Bidding is not allowed in LOT II, III, & IV. However; partial bidding in LOT # I (for Furniture & Fixture Only) is allowed.

Financial Proposal/Technical Proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). No serial # or item name will be changed in the financial proposal. The bidder will quote per unit rate with GST and Total amount with GST as per given serial number/item name in the bidding documents. The bidder will follow the bidding documents in letter and spirit.

Annexure- G Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [University of Chakwal] (hereinafter called “the University”) of the one part and [name and address of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, [brief description of goods and related services] and has accepted a Tender by the Supplier (Supply of Uniform & Liveries) for the supply of those goods and related services in the sum of Rs. [Contract Price in figures and in words] (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR, Demand Draft or Pay Order.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in the light of the Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS where of the parties have caused this contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For University of Chakwal

for the Supplier:

Signature

Print Name

Title