

# Invitation for Bids

## PROCUREMENT OF CARD MATERIAL FOR STUDENTS/EMPLOYEES OF UNIVERSITY OF NAROWAL Tender No. UON-02-11-2022-12

University of Narowal invites bids/offers from reputed individuals / firms / companies / suppliers having adequate past experience in providing Printed item business and financial capabilities. Bids shall be processed on Single Stage Two Envelope Bidding Procedure. Detail is as under: -

Tender Name	Estimated Price	2% Bid Security	Closing Time and Date	Opening Time and Date
Procurement of Card printing Material	1,000,000	20,000	07-11-2022 02.30 PM	07-11-2022 03.00 PM

Organization must be registered with Federal Board of Revenue for Income and Punjab Revenue Authority with active tax payer profile. Bidding documents can be obtained from the date of publication of tender notice on website of the University of Narowal and PPRA on submission of a written request on company's letter head from office of the Secretary Central Purchase Committee, University of Narowal. Request must be accompanied with **Bid Fee of Rs. 3,000/- in form of Pay Order/Demand Draft in favor of Treasurer, University of Narowal**. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals etc. Technical proposals must contain bid Security in the form of CDR/Demand Draft/Pay Order equivalent to **2% of Estimated Price** (as mentioned in tender notice) in favor of Treasurer University of Narowal. Sealed bids/offers in conformity with bidding documents should reach in the office of the Secretary Central Purchase Committee, **not later than 2:30 PM on 07-11-2022**. Sealed proposals shall be **opened on same day at 03:00 PM** in the presence of bidders or their representatives having valid authority letter from their respective organization who opts to be present. 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.

### Contact Details:

**Muhammad Azam Ilyas (Secretary Central Purchase Committee)**  
**University of Narowal, New Campus, Shakargarh Road, Narowal, Pakistan.**  
Email: [azam.ilyas@uon.edu.pk](mailto:azam.ilyas@uon.edu.pk) Tell: 0542-920050

Bidder Name----- Bidder Stamp.....

# Tender Document

**Tender No. UON-02-11-2022-12**

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INVITATION TO BIDS/OFFERS  
FOR  
PROCUREMENT OF CARD PRINTING MATERIAL

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**UNIVERSITY OF NAROWAL**

**New Campus Shakargarh Road Narowal, Pakistan**

**Phone: (+ 92) (0542) (920050) URL: [www.uon.edu.pk](http://www.uon.edu.pk)**

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### Important Note:

Bidder Name----- Bidder Stamp.....

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

**Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

**1. Invitation to Bid**

**1.1 PPRA Rules to be followed**

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA’s website.

<http://ppra.punjab.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

**2. Mode of Advertisement(s)**

As per Rule 12(1), this Tender is being placed online at PPRA’s website.

As per Rule 12(1), this Tender is also placed online at the website of the University. The bidding document carrying all details can be downloaded from UON’s website [www.uon.edu.pk](http://www.uon.edu.pk) and from PPRA’s website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only. All prospective bidders are required accompany respective bid; otherwise the bid will stand rejected. In addition, the bidding documents will be published in two daily newspapers as per Punjab PPRA rules 2014 (If required).

**3. Type of Open Competitive Bidding**

As per Rule 38(2-a), **Single Stage –TwoEnvelope** Bidding Procedure shall be followed.

**4. Tender Validity**

The Tender shall have a minimum validity period of **one eighty (180) days** from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

**5. Bid Validity**

Proposals shall remain **valid for at least 120 days** with effect from opening date.

**6. Bidding Details (Instructions to Bidders)**

All bids must be accompanied by Bid Security (Earnest Money), as part of Financial bid and as per provisions of the clause “Bid Security” of this document in favor of “Treasurer, University of Narowal”. The complete bids as per required under this tender document must be delivered at UON office, old campus, secretary central purchase committee, within **15 days** or before closing date. The bids shall be opened at **1500 Hrs.** on last days for submission of bids as per Punjab Procurement Rules 2014.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the Goods/ Items/General Order Supplies/ Services must be received in writing to the secretary CPC till the last date of submission of tender. Any query received after said date may not be entertained. All queries shall be responded to within due time. UON may host a Q&A session, at UON premises. The time, date and venue for said Q&A session shall be communicated to all registered bidders well in time.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding

**“Determination of Responsiveness of Bid” and “Rejection / Acceptance of the Tender”** for making their bids substantially responsive to the requirements of the Bidding Documents.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid/offer and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the officials of UON. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the officer/official will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries/services to the University of Narowal.

The Contact for all correspondence in relation to this bid is as follow:

**Contact:**

**Muhammad Azam Ilyas**  
Secretary (Central Purchase Committee)  
University of Narowal,  
New Campus, Shakargarh Road,  
Narowal, Pakistan.  
**Email:** azam.ilyas@uon.edu.pk  
Tell: 0542-920050

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The University of Narowal will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

**7. Definitions**

7.1 In this document, unless there is anything repugnant in the subject or context:

7.2 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

7.3 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

7.4 "Client" means the Project lead of technical wing of the Purchaser for whose particular project the Goods / Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.

7.5 "Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the general order items etc. and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.

7.6 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

7.7 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

7.8 "Contractor / Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for a specific item followed by the signing of Contract.

7.9 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

7.10 "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.

7.11 "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.

7.12 "Day" means calendar day.

"Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, any defects and damages in Goods and Services provided, under the Contract.

- 7.13 "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 7.14 "Goods" means general order supplies which the Contractor is required to supply to the Purchaser under the Contract against each relevant Lot.
- 7.15 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 7.16 "Prescribed" means prescribed in the Tender Document.
- 7.17 "Purchaser" means the University of Narowal or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 7.18 "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of
- 7.19 Goods and Services is distinct from the nationality of the Contractor.
- 7.20 "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.
- 7.21 "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 7.22 "Works" means work to be done by the Contractor under the Contract.
- 7.23 "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

## 8. **Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

## 9. **Notice**

- 9.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Purchaser and the Client, the same shall be:
  - 9.2 in writing;
  - 9.3 issued within reasonable time;
  - 9.4 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
  - 9.5 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.



**10. Tender Scope**

10.1 University of Narowal, (hereinafter referred to as “the Purchaser”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for **supply of Card Printing Material.** (Hereinafter referred to as “the Goods”) and where applicable for after-sale support of said Goods (hereinafter referred to as “the Services”).

10.2 The Goods/items will be delivered University of Narowal main store. Detail requirements and specifications are attached at **Annex-A**

**11. Tender Cost**

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

**12. Joint Venture / Consortium**

Joint venture / consortium is not eligible for this tender.

**13. Examination of the Tender Document**

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

**14. Clarification of the Tender Document**

The Tenderer may require further information or clarification of the Tender Document, within 05 (five) calendar days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e.g. e-mail & letter) only.

**15. Tender Price**

15.1 The quoted price shall be:

best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

15.1.1 in Pak Rupees;

15.1.2 inclusive of all taxes, duties (Stamp Duty @ of 0.25% of total value of Purchase/Supply Order), levies, insurance, freight, etc.;

15.1.3 including all charges up to the delivery point at the office of University of Narowal.

15.1.4 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

15.1.5 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

**16. Determination of Responsiveness of the Bid (Tender)**

- 16.1 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 Tender is one which:
  - 16.2 meets the eligibility criteria given herein this tender document;
  - 16.3 meets the Technical Specifications for the Goods/Items/General Order Supplies against each Lot;
  - 16.4 meets the delivery period / point for the Goods Items/General Order Supplies.
  - 16.5 in compliance with the rate and limit of liquidated damages;
  - 16.6 offers fixed price quotations for the Goods Items/General Order Supplies against each Lot;
  - 16.7 is accompanied by the required Bid Security against each Lot;
  - 16.8 The original receipt of tender fee submitted, attached with technical bid envelope against each Lot;
  - 16.9 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document;
  - 16.10 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
  - 16.11 A material deviation or reservation is one which affects the scope, quality or performance of the Services / Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.
  - 16.12 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.

**17. Correction of errors / Amendment of Tender**

- 17.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
  - 17.2 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
  - 17.3 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
  - 17.4 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
  - 17.5 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
  - 17.6 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

17.7 No credit shall be given for offering delivery period earlier than the specified period.

## 18 FINANCIAL PROPOSAL EVALUATION

18.1 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).

18.2 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.

18.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

18.2.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;

18.2.3 In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

18.3 The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

## 19. Rejection / Acceptance of the Bid

19.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

19.2 The Tender shall be rejected if it is:

19.2.1 substantially non-responsive in a manner prescribed in this tender document or

19.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings,

- documents / by other than specified mode; or
- 19.2.3 incomplete, partial, conditional, alternative, late; or
- 19.2.4 bid not submitted separately against each Lot and relevant bid security is not submitted against each Lot separately.
- 19.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or
- 19.2.6 the Tenderer has conflict of interest with the Purchaser; or
- 19.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
- 19.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;the Tenderer fails to meet all the requirements of TenderEligibility / Qualification Criteria
- 19.2.9 the Tenderer fails to meet the evaluation criteria requirements;
- 19.2.10 the tenderer has been blacklisted by any public or private sector organization;
- 19.2.11 the tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 19.2.12 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.
- 19.2.13 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## 20. Award Criteria

At first step, eligible bidder(s)/tenderer(s) as per Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each Lot will stand technically qualified.

At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities against each Lot, irrespective of their score in the previous step.

## 21. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each Lot.

## 22. Performance Security

- 22.1 The successful Tenderer/The Contractor against each Lot shall furnish Performance Security as under:
  - 22.1.1 within ten (10) days of the receipt of the Acceptance Letter from the Purchaser;
  - 22.1.2 in the form of CDR, Bank Draft, Pay Order or a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;

- 22.1.3 for a sum equivalent to **10%** of the contract value;
- 22.1.4 denominated in Pak Rupees;
- 22.1.5 have a minimum validity period of at least 90 days or fulfilment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- 22.2 The Performance Security shall be payable to the Purchaser (UON), on occurrence of any / all of the following conditions:
  - 27.2.1 If the Contractor commits a default under the Contract;
  - 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
  - 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.
- 22.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity as per technical specification of the bid on written request from the Contractor.

In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

**23. Redressal of grievances by the procuring agency**

- 23.1 The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 23.2 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 ten days after the announcement of the bid evaluation report.
- 23.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 23.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

## INSTRUCTIONS FOR BIDDERS

### PROCUREMENT OF CARD PRINTING MATERIAL

**Last Date and Time for Submission:** 07/11/2022 at 02:30 pm.

Tender documents should be complete in all respects along with documentary evidence (No Tender Document will be accepted after 02:30 pm.)

**Date and Time of Opening of Bids:** 07/11/2022 at 03:00 pm.

**Venue for Opening of Bids:** **Meeting Room, University of Narowal at New Campus.**

**Minimum Reserve Bid Money:**

Serial	Description	Amount of Bid Security
01	Procurement of Card Printing Material	20,000

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 Secretary, Central Purchase Committee, University of Narowal. 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 Narowal". Bidding documents can also be downloaded from PPRA's website and Pay Order/Demand Draft of bid fee must be attached along with technical bid submitted.
4. Technical Proposal must contain **2% Bid Security** in the form of CDR/Demand Draft/Pay Order in favor of Treasurer, University of Narowal(**Bid security @ 2%** of Estimated Cost as given in tender documents).
5. Bidding procedure of **single stage two envelope** shall be applicable under Punjab Procurement Rule 38 (1) which implies; -
  - i. The bid shall be submitted in a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
  - ii. The envelopes shall be marked as, "**Financial Proposal**" and "**Technical Proposal**";

Bidder Name----- Bidder Stamp.....

- iii. In the first instance, the “**Technical Proposal**” shall be opened and the envelop marked as “**Financial Proposal**” shall be retained unopened in the custody of University;
  - iv. University shall evaluate the technical proposal and shall have right to reject proposals which does not conform to specified requirements;
  - v. After the evaluation and approval of technical proposals University shall open the financial proposals of technically acceptable bids for which time, date and venue shall be communicated to bidders in advance;
  - vi. The financial bids found technically not acceptable shall be returned un-opened to the respective bidders and;
  - vii. The lowest evaluated bidder shall be awarded contract within the original or extended bid validity period;
6. Sealed bids in conformity with bidding documents should reach in the office of the Secretary, Central Purchase Committee UON, 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.
  7. University shall not be responsible for delays & non-delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/ proposals.
  8. 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.
  9. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
  10. 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.
  11. Flaps may be applied putting in order all necessary documents and particulars to these instructions. Page numbers should be written on entire proposal with sign & stamp of authorized officials.
  12. Bidding organization is expected to 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.
  13. Bidding organization should submit an affidavit about its status about present black listing by Govt. and its subsidiary organizations/ departments/ autonomous bodies.
  14. Rates must be quoted in Pak Rupees including all relevant Taxes and FOR Narawal basis.
  15. One person 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.
  16. 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.
17. **Performance guarantee** in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent to **10% of contract amount**. Insurance guarantees/cheques or third party undertakings shall not acceptable.
  18. Quantity of items may vary (increase/decrease) at the time of supply order, as per PPRA rules.
  19. Proposals shall remain **valid for at least 120 days**, initially, w.e.f. opening date.
  20. 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.
  21. "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."
  22. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the University of Narowal.
  23. University has right to procure all items or single item or more than one item or reject all the items in tender before acceptance of bids.
  24. Bidder must submit bids for all items in one lot, bidder has right to submit bid for single or entire lots.





**CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH BID**

Sr.	Document Details	Attachment Status	Page No.
<b>Mandatory Information/Documents</b>			
1	Name of Party		
2	Address with Telephone/Mobile no.		
3	Copy of CNIC – (No. _____)		
4	Copy of National Tax No. (NTN): (No. _____)		
5	GST/PST Number Required whatever is applicable		
6	Tender Fee in form of CDR/Pay Order (original)		
7	Bid Security CDR/Demand Draft/Pay Order, 2% of estimated amount.		
8	Signature of the bidder or his authorized signatory on each page of the tender document as acceptance of the terms and conditions contained in the tender document.		
9	Undertaking that contractor/supplier is not blacklisted from any government organization on Rs. 100 Stamp Paper		
10	Copy of Active Tax Payer Status (Sales Tax & Income Tax)		
11	Company/firm registration certificate.		
12	Samples of all items at the time of opening of technical bids		

**Note:**

All above-mentioned conditions/documents are compulsory to be provided along with proposals/bids. All such bids shall be rejected, if any one of above conditions is not fulfilled.

### EVALUATION CRITERIA

The contract will be awarded on basis of combined technical and financial evaluation under single stage two envelopes method according to Punjab Procurement Rules, 2014. The contractor should bring their samples on the date of opening of Tender Technical Bids. The date of opening of financial bids will be informed to the bidders after evaluation of technical bids and report thereafter.

#### 1. Technical Bid Evaluation Criteria.

Sr.	Criteria	Status
1	Original CDR for Purchase of Tender (Bid Fee)	Mandatory
2	Acceptance of terms and conditions, tender documents duly signed and stamped of every page.	Mandatory
3	Sales Tax Registration	Mandatory
4	Income Tax Registration	Mandatory
5	Bid Security CDR/Demand Draft/Pay Order, 2% of estimated amount (original).	Mandatory
6	Undertaking regarding nonblack listing on stamp paper.	Mandatory
7	Samples of all items at the time of opening of technical bids	Mandatory

**Note:**

**Financial Bid of those bidders will be open whose technical bids are considered as qualified by the respective committee/office.**



<b>FINANCIAL OFFER, STATIONERY ITEMS (LOT-1)</b>					
<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate per Unit</b>	<b>Amount</b>
1	Student's Card Jackets	10,000	Nos		
2	Blue Card Ribbon with printed UON Name & Logo	6000	Nos		
3	Yellow Card Ribbon with Printed UON Name & Logo	4000	Nos		
4	Green Card Ribbon With Printed UON Name & Logo	1000	Nos		
5	Red Card Ribbon With Printed UON Name and Logo	200	Nos		
6	ID Card Badge reel holder with printed UON Name & Logo	200	Nos		
7	Employees Card Jackets	300	Nos		
8	Lamination Film A4 Size 80 Micron (eco tone or Equivalent )	25	Pack		
9	Glossy Photo Paper A4 Size 300gsm Double Side with up to 2880 DPI Resolution (eco tone or Equivalent)	25	Pack		
<b>Total Cost (Inclusive all Taxes)</b>					

**Note. Rates should be inclusive all taxes and others costs and as per specifications given in Annex-A**

### UNDERTAKING

I (bidder) have read all the instructions/terms and conditions carefully, filled all the required parts of documents and attached all the documentary evidences and also do hereby confirm that:

1. The bidder shall abide by all the instructions/conditions of the bidding document / agreement and in addition, the other conditions, rules and regulations of University of Narawal.
2. The bidder is neither blacklisted by any government organization in Pakistan nor pursued any case in the court against this University.
3. The information given in the application form and bidding document is correct. In case any of these information proved incorrect, University reserved the right to reject the bid besides forfeiting the bid security and may initiate suitable legal action which may include blacklisting of the bidder.

**Signature:** \_\_\_\_\_

**Name and Designation of bidder:** \_\_\_\_\_

**CNIC No:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

**Address with Tel No:** \_\_\_\_\_

**Witness:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**CNIC no:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

**Address** \_\_\_\_\_

### BIDDER PROFILE

<b>Firm Name</b>			
<b>Entity of Firm</b>	Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other <input type="checkbox"/>		
<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./PST _____		
<b>Owner's Detail</b>	Name: _____ CNIC _____ Address _____		
<b>No. of Employees</b>			
<b>Year of Establishment</b>			
<b>Annual Sales</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
<b>Five Major Clients</b>	i) _____ ii) _____ iii) _____		
	_____ iv) _____		
	v) _____		
<b>Bank Details</b>	Bank: _____ A/c# _____		

Signatures & Stamp



**SCHEDULE OF REQUIREMENTS**

**ANNEX-A**

Sr. No.	Particulars	Quantity in Nos	Reference Picture
1	Student's Card Jackets	10,000	
2	Blue Card Ribbon with Printed UON Name & Logo	6,000	
3	Yellow Card Ribbon with Printed UON Name & Logo	4,000	
4	Green Card Ribbon With Printed UON Name & Logo	1000	
5	Red Card Ribbon With Printed UON Name and Logo	200	
6	ID Card Badge reel holder with printed UON Name & Logo	200	
7	Employees Card Jackets	300	
8	Lamination Film A4 Size 80 Micron (eco tone or Equivalent ) (50 Sheets per Pack or total 1250 Sheets)	25 pack	
9	Glossy Photo Paper A4 Size 300gsm Double Side with up to 2880 DPI Resolution (eco tone or Equivalent) (50 Sheets per Pack or total 1250 Sheets)	25 pack	

Bidder Name----- Bidder Stamp.....