



UNIVERSITY OF THE PUNJAB
GUJRANWALA CAMPUS

Rawalpindi Bypass, Near Ali Pur Chowk, Gujranwala,
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(free of cost)

BID DOCUMENT

Sealed bids are invited by University of the Punjab Gujranwala Campus on single stage one envelop basis from authorized transporters, dealers, firms, **registered with GST & NTN and PRA (if applicable)**, for the below mentioned specified Vehicles on hiring basis for **(03) three days study tour** going to be held in the month of April, 2019:

TENDER DESCRIPTION				TO BE FILLED IN BY THE BIDDER	
Sr. No.	Vehicle Description	Usage	* Qty.	Rate inclusive all applicable taxes per unit & per day (With fuel, Toll Taxes, Parking Fee and Driver)	
1	Coaster Bus <i>(Latest Model in the market in Good Condition)</i>	Murree, Nathia Gali, Patriata	06	Unit Price <i>(for three days)</i>	Total Price <i>(for three days)</i>
Total Amount / Bid Value					
Total Amount (in words):					
2% Bid Security of the Estimated Price in the form of CDR					
*The number of busses may be increased / decreased depending upon the actual requirement / availability of funds.					

Note:

- 1. An Affidavit / Undertaking on Stamp Paper of Rs.20/- (minimum) must be submitted by the bidder stating that:**

"The firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization and no litigation is underway on account of blacklistment process."

2. In case the bidder has been disqualified or blacklisted earlier in the past by any public sector organization, detail concerning the period of such disqualification/ blacklistment, cause of such embargo and eventual result/ latest status shall be mentioned by the bidder. On account of submission of false statement or concealment of the fact, the Bidder shall be disqualified forthwith, if contract has not been executed and blacklisted, if the contract has been executed.
3. Quotations must also be submitted in printing form on the letter head pad of the firm/bidder. While filling the amount of the rent, overwriting /overtyping / scratching must be attested under the full signature of the bidder.
4. Complete brochures / supporting documents of the quoted brands / items must be enclosed along with the bid document.
5. Signature & stamp of the bidder is essential at the proper place given at the end of bid document.
6. The Purchase Committee / competent authority reserves the rights to increase or decrease the quantity as per actual requirement / availability of funds as per rules.
7. The transport will be inspected by the Purchase Committee, University of the Punjab Gujranwala Campus and the bidder will be bound to follow the instruction of the committee.

TERMS & CONDITIONS

1. Bid should be addressed in the name of Director General, University of the Punjab Gujranwala Campus and reach in Office of the Assistant Treasurer (Room No. 5) at University of the Punjab, Gujranwala Campus by **Monday, April 08, 2019 till 11:30 a.m.**
2. The Purchase Committee, University of the Punjab Gujranwala Campus will open the bids on the same date at **1:00 (p.m.)** in the presence of bidders, who wish to attend. In case of bid submission / opening date falls on the public holiday, the submission / opening date will be next working date.
3. Bid received after due date/time will not be accepted under any circumstances.
4. The bid should be submitted along with 2% Earnest Money Demanded (EMD) of the estimated price in the form of Demand Draft, Bankers Cheque, or CDR in favor of the

Director General, University of the Punjab Gujranwala Campus to be issued from any enlisted bank with State Bank of Pakistan. No bid shall be accepted without EMD. The said EMD of rejected bidder / bidders will be released after final decision. However, the EMD of successful bidder / bidders will be retained until the completion of job successfully as per work order. No bid shall be acceptable without EMD.

5. **The competent authority reserves the rights to increase or decrease the number of Coasters as per actual requirement / availability of funds as per rules.**
6. Bid shall remain valid for 90 days from the date of opening the bid.
7. As contract shall be placed with only registered / reputed firms / service providers who are authorized for providing the services. You are requested to submit your “**service providing history of 3 – 10 years**” along with your bid, so wherever applicable, fresh registration/authorization certificate is required along with bid subject to the reasonability of rates, company profile, past experience, professional skills, credibility of the firm
8. You are requested to furnish the details of services you have made in Gujranwala/Punjab to Govt. / Semi Govt. Organization(s) / Autonomous Body during past 2 years minimum.
9. You are requested to submit your price list along with offer. The discount on the price list and a certificate that you will not offer lower than this discount to any other govt. organization for services.
10. For any Damages/Shortage during transit, bidder will be responsible & the same must be replaced with immediate effect without any additional cost.
11. The vehicles will be checked / accepted by the Technical Committee / representative of the department, if so desired.
12. The technical committee or the end user shall determine to its satisfaction whether the selected bidder having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.
13. During selection of bidder due consideration will be given on account of financial and technical soundness, experience and expertise of drivers, condition of the vehicles and goodwill of the bidder. It shall be based upon an examination of the documentary evidence submitted by the Bidder, as well as such other information as the committee deems necessary and appropriate.

14. The Purchase Committee, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.
15. The committee shall disqualify or blacklist a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false, inaccurate or incomplete, or otherwise to be indulging in corrupt and Fraudulent practices.
16. It is the intention of the authority to make the selection of vendor(s) as fair, transparent objective and efficient as possible. The committee will adopt the approach outlined below to achieve this objective.
 - (i) Review all quotations to ensure that the minimum technical specifications are met. Any bid which fails to meet the defined minimum specifications will be disqualified / non responsive.
 - (ii) Evaluate the proposed bid that is equal to or above the minimum requirements.
 - (iii) Good will / past experience/ history of the firm will be considered while evaluating the bids.
17. During evaluation of the bids, the committee may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the original bid shall permitted.
18. Prior to the detailed evaluation, the committee shall determine the substantial responsiveness of each bid to the bidding documents. For this purpose, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.
19. If a bid is not substantially responsive, it shall be rejected and will not be accepted / entertained for detail evaluation.
20. The Punjab University requires that all Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such Contracts.
21. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive

Bid. Where prices are to be quoted in package, all items mentioned in the package shall be quoted in the offered prices. Non-mentioning of price of each item of the package being non-responsive shall be rejected straightaway.

22. National Tax Number (NTN), General Sales Tax Number, Professional Tax (if applicable) and registration certificate with PRA (if applicable) with documentary proof shall have to be provided by each Bidder along with bid.
23. 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.
24. In case of any default / violation of rules, the blacklisting procedure will be adopted as per PPRA rules.
25. In case the vendor fails to complete the job or provide substandard services, or withdraw his offer for any reason, the bidder will be blacklisted or the EMD will be forfeited as per decision of the authority which will not be challengeable.
26. The payment will be made after the job has been accomplished in all respects quite in accordance with the work order.
27. Force majeure clause is acceptable as defined under sales of goods & contract Act.
28. No advance payment will be made in favor of tender awarded firm.
29. Normally the payment will be made within 14 days after receipt of supplies & found in order in quality and quantity and submission of claim / bill with complete supporting documents.
30. All the disputes, if any, will be settled by the Main Purchase & Indent Committee / Grievance Redressed Committee, University of the Punjab and will be binding on vendor.
31. All the expenses including the replacement if so required shall be borne by the supplier. In case the fault has occurred as direct consequence of undesirable condition i.e. electricity or temperature, the supplier shall inform the buyer for taking corrective measures prior to the commencement of the remedial activity.

32. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
33. The Bidder is required to offer competitive price. All prices must include applicable taxes and duties. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes, if granted at any stage of procurement, shall be passed on to the University.
34. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
- (i) **If the supply is taxable, the rate must be quoted Inclusive of all Taxes.**
- (ii) **If the supplies are exempted of taxes, the exemption certificate/ comprehensive supporting documents must be provided along with the bid.**
- (iii) **If the PST imposed by the Govt. of the Punjab is applicable on the quoted job, then the rate must be quoted after including PST.**
35. While quoting the rates of required/specified supplies, its make & made/brand should be written against each.
36. Purchase Committee, University of the Punjab Gujranwala Campus, has full unchallengeable rights for approval / rejection of bids or overall the purchase proposal.
37. **The bid amount will be quoted by the vendor along with this certificate:**

Director General

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

Signature & Stamp of Supplier/Bidder/Vendor