

KOHSAR UNIVERSITY MURREE



Tender Documents

**For the Purchase of General Items
Under Framework Contract
Agreement (06 Months)
03/General/2022**

at

KOHSAR UNIVERSITY MURREE

TENDER PRICE Rs. 1,000/-

Last date of submission: 09-09-2022

FOR OFFICE USE ONLY

Serial No. _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Kohsar University Murree is a public sector higher education institution established on 2nd July 2020 as an Act of Punjab Parliament, titled; Kohsar University Murree Act 2020. As per Act the KUM Boys Degree College Jhikkagali, Degree College for Women GPO chowk, RCM Kashmir Point, Punjab House Murree, and Land of Murree Brewery were reconstituted as university.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include single stage one envelopes of **Technical Proposal and Financial Proposal** before **10:00 AM** on **09-09-2022**. Technical and financial Proposals will be opened on same day at **10:30 AM**.

2.2. Proposals shall be delivered at the address given below.

**Assistant Director (Purchase and Store) Procurement Department
Kohsar University Murree. # 051-9269177**

2.3. All bids must be submitted by filling the Annex 'A'. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

2.4. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of Supplies
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification

- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing along with Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications provided by supplier corresponding to the specification as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of items
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Prices duly entered on the form in the attached BOQ
- ii. Validity period as per contract/ frame work agreement.

5. Terms & Conditions

- 5.1.** This invitation for bids is open to all national original Manufacturers/ Distributors/Suppliers in Pakistan for supply.
- 5.2.** All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3.** A bank draft equal to 2% of the estimated cost RS. 1.50 million mentioned in tender notice should accompany the Tender as **Earnest Money** drawn in favor of **Kohsar University Murree Other Receipt Account**. The Tender shall not be considered without Earnest Money. Bank draft for Earnest Money should be placed with the technical proposal.
- 5.4.** Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5.** A Bank draft of 10% of the total amount as **Performance Guarantee** will be deducted from the bill which shall remain valid for 06 months beyond delivery period. This

performance guarantee will be released after the completion of warranty/guarantee period Defect /Liability/Warranty period, after removing the defects if any in supplied items/replacement found during the warranty and obtaining. The Selected Bidder will sign a contract with the University on judicial stamp paper of the value 0.25 % of total value of contract.

- 5.6.** The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.7.** The decision of the Kohsar University Murree competent authority will be binding on all concerned and will in no case be challenged in any forum.
- 5.8.** Kohsar University Murree reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.9.** Delivery period will be as per contract agreement and terms & conditions of purchase order/supply order.
- 5.10.** Delivery shall be completed according to the agreed upon schedule as per contract agreement and terms & conditions of purchase order/supply order.
- 5.11.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.12.** The University will get the item inspected at Kohsar University Murree and reject the item, if not found according to the stated specifications.
- 5.13.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of items.
- 5.14.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.15.** In case any supplies is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.16.** All the proposals submitted will become the property of the University.
- 5.17.** All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle the Kohsar University Murree to

forfeit the Earnest Money in favor of the Kohsar University Murree and/or putting a ban on the future inquires or taking any other suitable action against the bidder.

5.19. Delivery of the items will be free of charge at Kohsar University Murree during the office hours with a copy of Delivery Challan.

5.20. Items being ordered for Purchase of General items at Kohsar University Murree should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote.

5.21. Bids will be evaluated on item-based quotations/ prices offered.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'B'** for reference.

7. Undertaking

On behalf of the company, it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized

signature.....

Stamp.....

Office Address.....

Tel No

.....

Fax No

Annex 'A'**Detail of General Items**

Sr No.	Items	Specification	Estimated Qty
1.	Extension Lead	Good Quality Copper 04 Meter	50 Nos
2.	Air Freshener	Imported	50 Nos
3.	Dettol Bottle	Litter Pack	40 Nos
4.	Glass Set	Best Quality	15 Set
5.	Water Jug	Crystal	15 Nos
6.	Tea Try	Good Quality	15 Nos
7.	Tea Set	Good Quality	05 Set
8.	Spoon Small	Good Quality	36 Nos
9.	Spoon Large	Good Quality	36 Nos
10.	Thermos	Good Quality	10 Nos
11.	Rice Plate Large	Melamine Plastic Good Quality	36 Nos
12.	Rice Plate Small	Melamine Plastic Good Quality	36 Nos
13.	Led Blub	13 Watts	40 Nos
14.	Led Blub	85 Watts	40 Nos
15.	Lock Small, Medium and Large	Stainless	20 Nos
16.	Hand Wash	Dettol or Dove	50 Nos
17.	Tissue Box	Rose Patel	150 Nos
18.	Tissue Roll	Rose Patel	200 Nos
19.	Towel White	Fine Quality	20 Nos
20.	Ring Bell with Cell	Fine Quality	20 Nos
21.	Dry Mop	Fine Quality	50 Nos
22.	Mop	Fine Quality	50 Nos
23.	Max Soap	65 gm	50 Nos
24.	Dettol Soap	65 gm	50 Nos
25.	Hard Groom	500 gm	30 Nos
26.	Bust bin Small	Plastic	20 Nos
27.	Door Mate	Fine Quality	20 Nos

28.	Garbage bags small & Large	Fine Quality	30 kg
29.	Finial Bottle	Large Bottle 2.9 Ltr	50 Nos
30.	Washroom Wiper Small, Large	Fine Quality	30 Nos
31.	Washroom brush	Fine Quality	30 Nos
32.	Duster Cloth Yellow	Fine Quality	100 Nos
33.	Gillnet Bottle	Fine Quality	30 Nos
34.	Bath Cleaner (Acid)	Fine Quality Small	50 Nos
35.	File Paper for Kitchen	Fine Quality	15 Nos
36.	Washroom slipper	Fine Quality Large	20 Nos

Company Evaluation Criteria

1. Basic Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous and Current customers along with Purchase Orders of Supplies.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing along with Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications provided by supplier against items detailed as given at **Annex 'A'**
- viii. Proposed delivery schedule for delivery of items
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money attached with technical proposal

Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.

2. Detailed Evaluation Criteria

(Minimum Passing Score Required is 65 Points for qualifying to Financial Opening)

DETAILED EVALUATION CRITERIA FOR TENDER

Specifications are available at Annex-A

Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents	--	15
1.1	1 – 2 year experience	3	--
1.2	3– 5 year experience	6	--
1.3	6– 10 years’ experience	9	--
1.4	Above 10	15	--
2	Relevant Experience (Attach copy of all supporting documents)	--	15
2.1	1 – 5 years’ experience	6	--
2.2	6 – 10 years’ experience	9	--
2.3	11 and above year experience	15	--
3	Financial Position/ Status (Attach copy of all supporting documents)	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	2	--
3.3	Statement Worth (Min 2 m) attach all supporting documents	4	--
4	Technical Evaluation of quoted items (Attach copy of all supporting documents)	--	60
4.1	Specification offered matched as provided in Annex-A	30	
4.2	Delivery schedule as per need	10	
4.3	List of clients / where related items delivered	10	
4.4	Satisfactory letter from clients in favor of such supplied items	5	
4.5	Guarantee / Warranty (as the case may be)	5	
Total		--	100

TENDER NOTICE

02/General/2022

Sealed bids are invited on FOR KOHSAR UNIVERSITY MURREE basis from reputable national / international companies, having well experience, financial position, registered with Sales Tax and Income Tax, for; **the Purchase of General Items Under Framework Contract Agreement (06 Months) (Detailed list of items and Specification is available with tender documents at KUM)**

The interested bidders shall submit their bids comprising in single stage single envelope bidding procedure according to PPRA rule 38(1). The Firms/companies are requested to submit their offers with company profile and clients list with 02% Bid Security of the estimated price (Rs.1.500 million) in the favor of Treasurer, Kohsar University Murree, latest by 09-09-2022 by 10:00 Am hours in the office of the Procurement Officer. The technical and financial bid will be opened on the same day at 10:30Am hours in the same office, in the presence of those bidders who may wish to participate. Detail specifications and bidding document can be obtained immediately after publishing tender notice from the office of the Procurement Officer during working hours from 1000 to 1600 hours by paying tender fee of Rs.1000/- (Non-Refundable) in the form of demand draft / pay order , **Kohsar University Murree Other Receipt Account**. An amount of 10% of the value of the order placed will be deducted from firm's bill, this amount will be retained for 06 months, and it will be returned if no complaint is received from the end user. The items rate must be quoted strictly in accordance with specifications of tender documents. The conditional tender will not be accepted. The firm/company must submit along with tender bid the proof of at least five similar projects, one year bank statement and affidavit that the company is an active taxpayer and not involved in litigation or blacklisted. The University may reject all bids/proposal at any time prior to the acceptance of a bid or proposal as per PPRA Punjab rule 35, however upon bidder request the ground of rejection will be communicated to concerned but not justification will be given as per PPRA rule 35(2).

Assistant Director Purchase & Store