

# UNIVERSITY OF EDUCATION LAHORE



## TENDER DOCUMENT FOR HIRING OF COURIER SERVICES

**Issued to:** \_\_\_\_\_

**Tender No. UE/Tender/2017-18/30**

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### 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).

Tender No.	Tender Name	QTY	Closing Time and Date	Opening Time and Date
<b>UE/30</b>	<b>Hiring of Courier Services</b>	Detail in Tender Document	04-04-2018 till 02:00 PM	04-04-2018 at 03:00 PM

- Tender Document will be immediately available after publishing of this Tender Notice (Rule No. 25(1)).
- Tender Document can be obtained from the Purchase Section, University of Education, College Road Township, Lahore from 08.00 am to 4.00 pm from Monday to Friday by depositing the **Tender Fee of Rs.1000**, in the BOP, University of Education Branch, College Road, Township, Lahore through challan form or through Pay Order in favor of Treasurer University of Education, Lahore .
- The Bid Security, not exceeding 5% of estimated price, in the form of “CDR i.e. Bank Draft, Pay Order etc.” in favor of Treasurer, University of Education is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Document.
- 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 time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque shall be summarily rejected.

**Secretary Purchase Committee**  
**University of Education, College Road Township, Lahore**  
Ph. No.042-99262230

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## 1. **INVITATION TO THE BID**

1.1. Bids/Tenders are invited, for **Hiring of Courier Services**, from Sales Tax and Income Tax Registered Courier Companies.

## 2. **SCOPE OF THE TENDER**

2.1. Courier Services will be required to collect the letters & Packets from the following locations to delivery throughout Pakistan but mainly in the Punjab province:

- University of Education, College Road Township Lahore
- Division of Science and Technology College Road Township, Lahore
- Division of Education, College Road Township Lahore
- Examination Department UE Township, Lahore
- University of Education, Bank Road Campus, Lahore
- University of Education, Lower Mall Campus, Lahore
- University of Faisalabad Campus, Faisalabad
- University of Multan Campus, Multan
- University of Education, Vehari Campus, Vehari
- University of Education, DG Khan Campus, DG Khan
- University of Education, Attock Campus, Attock
- University of Education, Jauharabad Campus, Jauharabad
- Examination Centers (during the exams) throughout Punjab (List attached)

2.2. The Courier Company will deliver the letters/packets within 24 hours at max.

2.3. The Courier Company will collect the letters/packets at 03:00 PM for the delivery.

2.4. The Courier Company will be informed the dates, in advance, for delivery and collection of Examination Material to Examination Centers (throughout Punjab) and back to Examination Department (Lahore).

2.5. The Courier Company will open separate accounts for each Campus.

2.6. In case the addressee fails to receive the packet(s) in the first attempt, the Courier Company will be required to make another attempt to deliver the packet(s) after a predetermined (to be decided later) period of time. In case of failure to deliver the packet(s) even after second attempt, the courier company will deliver the packet(s) back to the relevant Facilitation Center.

2.7. The Courier Company must ensure that Bill Number / Tracking Number are issued against each packet(s).

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- 2.8. The Courier Company must maintain track record of each shipment for last one year and will produce it upon request by The Purchaser. The Courier Company is required to update delivery status of each packet in its Courier Information System. The Courier Company will provide online access of its Courier Information System to The Purchaser.

### 3. **INSTRUCTIONS TO THE BIDDERS**

- 3.1. Procurement will be made under Punjab Procurement Rules (PPRA)2014.
- 3.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 3.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid 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.
- 3.4. 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 time and date and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 3.5. The bidder must quote rates of all items in a lot/package, partial bidding in a lot is not allowed.
- 3.6. **Mode of Advertisement:**  
As per Rule 12(2) the advertisement is being placed on [www.ue.edu.pk](http://www.ue.edu.pk), on two newspapers and on the website of PPRA Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk))
- 3.7. **Type of Open Competitive Bidding**  
As per Rule No. 38(2)a, Single stage two envelope procedure shall be followed with details given below:
- 3.7.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

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- 3.7.2.** The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- 3.7.3.** 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;
- 3.7.4.** 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;
- 3.7.5.** The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 3.7.6.** 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 .

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**3.8. BID DATA SHEET (Information for the Bidders)**

1	Procuring Agency	University of Education, College Road Township, Lahore
2	Tender Number	UE/Tender/2017-18/30
3	Name of Tender	<b>Hiring of Courier Services</b>
4	Tender Document available place	Purchase Section, University of Education, College Road Township Lahore
5	Cost of Tender Document	<b>Rs.1000/-</b> payable at BOP University of Education Branch through Challan Form <i>or</i> Pay Order in favor of the Treasurer University of Education, Lahore
7	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of "Treasurer University of Education, Lahore"
8	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
9	Tender Addressed to	Secretary Purchase Committee University of Education, Township, Lahore
6	Contact Number	Ph. 042-99262230, Fax:042-99262226
10	Due Date, Time and place of submission of Tender Document	<b>04-04-2018 till 02:00 PM</b> Diary Dispatch Section Room No. 117 New Admin Block University of Education, College Road, Township, Lahore
11	Date, Time and Place of Technical Bid Opening	<b>04-04-2018 at 03:00 PM</b> at Committee Room of University of Education
12	Date, Time and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

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*Purchase Section, University of Education,  
Township, Lahore*



## **TERMS AND CONDITIONS OF THE TENDER**

### **4. Definitions**

- 4.1.** "Purchaser" means University of Education, Lahore
- 4.2.** "UE" means University of Education, Lahore
- 4.3.** "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.
- 4.4.** "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 thereto and all documents incorporated by reference therein.
- 4.5.** "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.
- 4.6.** "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.
- 4.7.** "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 4.8.** "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.
- 4.9.** "PPRA" means Punjab Procurement Regulatory Authority.

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## 5. **TENDER ELIGIBILITY**

Eligible Bidder/Tenderer is one who:

- 5.1. has valid registration certificates for Income Tax and Sales Tax;
- 5.2. is an active Income Tax Payer;
- 5.3. has got the experience and capacity to provide the Courier Services;
- 5.4. conforms to the clause of “Responsiveness of Bid” given in this tender document;
- 5.5. has not been blacklisted.

## 6. **EXAMINATION OF THE TENDER DOCUMENT**

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

## 7. **AMENDMENT OF THE TENDER DOCUMENT**

- 7.1. The Purchase Committee of University of Education, at any time 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).
- 7.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 7.3. 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.

## 8. **BID CURRENCY**

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

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## 9. **VALIDITY PERIOD OF THE BID**

- 9.1. Validity period of the bids shall be 90 days.
- 9.2. In exceptional circumstances, the Purchase Committee of University of Education 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.

## 10. **BID SECURITY**

- 10.1. Bidder will submit Bid Security drawn in the name of Treasurer University of Education against each lot with details given below:

*(The required amount of Bid Security, for each lot, does not exceed 5% of estimated cost of the lot)*

S#	Item Name	Amount of Bid Security (Rs)
1	Hiring of Courier Services	50,000

- 10.2. The Bid Security will be in form of CDR / Pay Order / Demand Draft in favor of the Treasurer University of Education, Lahore
- 10.3. Cheque or Cross Cheque shall not be accepted at all.
- 10.4. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 10.5. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 10.6. Subject to the award of contract, the Bid Security shall be returned to successful bidder against submission of Performance Guarantee
- 10.7. 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.
- 10.8. 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.

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## 11. **BID PREPARATION AND SUBMISSION**

11.1. 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.

11.2. 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.

### 11.3. **TECHNICAL PROPOSAL**

The Technical Proposal will enable the Purchase 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.

11.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.

11.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

11.6. The Bidder should quote only one brand/model/make of each item.

### 11.7. **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:

11.7.1. Covering letter (**Annexure-A**) duly signed and stamped by authorized representative.

11.7.2. Copy of Income Tax Registration Certificate

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- 11.7.3. Copy of Sales Tax Registration Certificate.
- 11.7.4. List of Staff
- 11.7.5. Detail of vehicles
- 11.7.6. Detail of Service Centers/Franchisers
- 11.7.7. At least four relevant Supply Orders/Contracts received for Hiring of Courier Services
- 11.7.8. Affidavit/Undertaking Covering Letter on Stamp Paper **(Annexure-D)**.

### **FINANCIAL PROPOSAL**

- 11.8. The Financial Proposal of the bidder shall include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 11.9. 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.
- 11.10. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- 11.11. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 11.12. The Bidder must quote rates of all the items in a lot/package and quoting the partial items in a lot/package is not allowed. If the bidder does not quote for all items in a lot, its bid for that lot will not be accepted.

### **11.13. Details to be furnished with Financial proposal (Envelope B)**

- 11.13.1. Financial Proposal Covering Letter **(Annexure E)**.
- 11.13.2. Financial Proposal Form duly filled, signed and stamped by the Bidder **(Annexure F)**.
- 11.13.3. Bid Security of amount (total amount of the relevant lot) mentioned in Clause No. 9 of the Tender Document.

### **11.14. Sealing the Bid**

- 11.14.1. The Technical Proposal shall be placed in a separate cover **(Envelope-A)** and

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sealed appropriately. The Technical Proposal cover shall be marked as **“Technical Proposal for HIRING OF COURIER SERVICES”** – Bid Ref.: due on The “ FROM ”address and “TO” address shall be written without fail.

**11.14.2.** 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 HIRING OF COURIER SERVICES”** – Bid Ref.: due on: The “FROM” address and “TO” address shall be written without fail.

**11.14.3. 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 HIRING OF COURIER SERVICES”** –Bid Ref.: due on \_\_\_\_\_. The “FROM” address and “TO” address shall be written without fail.

#### **11.15. Mode of Submission of Bids**

**11.15.1.** The Bid should be addressed to “Secretary Purchase Committee, University of Education, College Road Township, Lahore” and dropped in the Tender Box placed at Section of University of Education, College Road Township, Lahore.

**11.15.2.** 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 Tender Security.

### **13. BID OPENING**

#### **13.1. Technical Proposal Opening**

The bid’s outer cover and Technical Proposal cover will be opened by the Purchase

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Committee of University of Education 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 Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase 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 Purchase 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 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.

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## **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 a 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.

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## 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:

Mandatory Requirements	Documents Required
Sales Tax Registration	Certificate of Registration
Income Tax Registration	Certificate of Registration
Conformance to the required specification of items given in Schedule of Requirement	Detailed Specifications with Brand and Model
Company Firm is not black Listed	Affidavit /Bidder's Undertaking on stamp paper

**Total Marks= 500**

**Marks needed for Qualification=70%**

S#	Description	Max Points	Range	Points
	Company's capacity to deliver the shipment on daily basis (Documentary evidence required) (Max Points 100)	100	Less than 20000	0
			20,000 to 40,000	50
			More than 40,000	100
	No. of vehicles (Max Points 100)	100	Less than 3,000	0
			3,000 to 5,000	50
			More than 5,000	100
	Customer Service Centers / Franchises Express 1800	100	Less than 500	0
			More than 500 to 1500	40
			more than 1500 to 2000	60
			More than 2000	100

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	No. of Employees / Staff	100	Less than 2000	0
			More than 2000 to 4000	40
			more than 4000 to 8000	60
			More than 8000	100
	No of Similar nature Projects with Government Sector / Multinational Organizations (Documentary evidences are required) Four projects	100	25 Points for each Project	

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



## **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.

## **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, The Purchase Committee may rejected 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, partial, conditional, alternative, late; or
  - 18.2.5.** the bidder does not attach Bid Security in Shape of CDR/Pay Order/DD; 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

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- 18.2.8. the Bidder tries to influence the Tender evaluation / 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 Purchase Committee of University of Education 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**

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 who has been declared Technically Qualified.

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## **22. LETTER OF ACCEPTANCE (LOA)**

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to 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) or Bank Guarantee drawn in favor of “Treasurer University of Education” as unconditional Guarantee.

**23.2.** The PG should be submitted within **10 days** of receipt Letter of Acceptance and before signing the contract, to the Purchase Committee.

**23.3.** 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) and/or Bank Guarantee, 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 CDR and/or Bank Guarantee.

## **25. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT**

**25.1.** The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.

**25.2.** The Successful Bidder will provide the stamp paper of .25% of total order value for issuance of Supply Order or Signing the Contract.

**BIDDER'S SIGNATURE AND STAMP**



## 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. LOCATOINS**

**27.1.** Letters will be delivered all over Pakistan by mostly in Punjab.

### **28. RELEASE OF PERFORMANCE GUARANTEE (PG)**

The Performance Guarantee will be refunded to the Successful Bidder(s) after start of execution of the agreement.

### **29. CONTRACT AMENDMENT**

**29.1.** 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.

**29.2.** No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

### **30. TERMINATION FOR DEFAULT**

The Purchase Committee of University of Education 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:

**30.1.** the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

**30.2.** the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

**30.3.** the successful bidder fails to perform any other obligation(s) under the Contract.

**30.4.** the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**BIDDER'S SIGNATURE AND STAMP**



### 31. **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.

### 32. **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 misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. 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 to perform 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.

### 33. **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

**BIDDER'S SIGNATURE AND STAMP**



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.

**34. FORFEITURE OF PERFORMANCE SECURITY**

**34.1.** 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 the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

**35. PAYMENT**

**35.1.** Payment will be made by University of Education to the Successful Bidder on monthly basis. The after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. General Sales Tax Invoice

**36. Warranty**

**36.1.** The Courier Company will warrant the safe delivery of items to the destination.

**BIDDER'S SIGNATURE AND STAMP**





## Annexure- A

## Technical Proposal Covering Letter

To

Secretary Purchase Committee

University of Education,

Lahore

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 <b>Two Envelopes</b>	
2	<b>Technical Proposal</b>	<i>Envelope A</i>
3	<b>Financial Proposal</b>	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another <b>Outer Envelope.</b>	

### 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:

<b>Envelope A: Enclosures of Technical Proposal</b>		<b>Attached YES/NO</b>	<b>Page#</b>
1	<b>Check List</b>		
2	<b>Covering Letter</b>		
3	Technical Bid Form duly signed and Stamped by the Bidder		
4	Specifications of quoted items on the Letter Head of the bidder		
5	Copy of <b>Income Tax Registration Certificate</b>		
6	Copy of <b>Sales Tax Registration Certificate</b>		
7	<b>Affidavit/Undertaking</b> on the Stamp Paper		
9	Four Supply Orders for supply of relevant items received in the past		
10	List of Vehicles		
11	List of Staff		
12	List of Service Centers / Franshisers		
<b>Note:</b> 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.			
<b>Total Number of pages attached with the Technical Bid</b>		_____ Pages	
12	<b>Tender Document</b> 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.		

<b>Envelope B : Enclosures of Financial Proposal</b>		<b>Attached YES/No</b>	<b>Page #</b>
1	Financial Proposal Covering Letter		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of CDR		

**BIDDER'S SIGNATURE AND STAMP**



**Annexure- C**

**BID FORM**

**Technical Bid Form**

S#	Particulars		Bidder's Response			
A	<b>Information about the Bidder</b>					
	Name of the Company					
	Year of Incorporation/Registration					
	NTN Registration Number					
	GST Registration Number					
	Address					
	Office Telephone Number					
	Email Address of the Company					
	Name of Contact Person					
	Mobile No. of Contact Person					
	Email Address of Contact Person					
<b>B- Past Performance (Detail of Top Five relevant Projects Completed from 2014 onwards)</b>						
S#	Name of Project	PO/LOA/ Contract No & Date	Value of Project in PKR	Item Detail	Customer (Name of Institution)	Customer Contact Person Name and Phone No.
1						
2						

**BIDDER'S SIGNATURE AND STAMP**



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

Ref: **Tender No. UE/Tender/2017-18/30 published on PPRA on**

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 Purchase Committee of University of Education is not bound to accept the lowest or any of the bids received. We also agree that the Purchase 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 Departments/ Institutions/Autonomous Bodies/Federal or Provincial Government in Pakistan.
9. We undertake to provide the service and replacement of parts to keep the items in working condition during the warranty period.



*[Name and Signatures of authorized Person along with stamp]*

**Annexure- E      Financial Proposal Covering Letter  
(to be attached with Financial Proposal)**

To

Secretary Purchase Committee

University of Education,

Lahore

Dear Sir,

With Reference to your Tender No. UE/Tender/2017-18/30 for *(title of the Tender)*.

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. *(insert amount in words and figures )* having CNo.

along with our Financial Bid.

Yours sincerely,

Authorized Signature

*Purchase Section, University of Education,  
Township, Lahore*

**BIDDER'S SIGNATURE AND STAMP**



## Annexure- F

## Price Schedule

(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)

S#	Weight	Rates with GST		Rates with GST	
		With Normal Packing		With Sealed Packing	
		Within City	Outside City	Within City	Outside City
1	0.0 Kg to 0.5 Kg				
2	0.6 kg to 1 kg				
3	Each additional Kg				
	Total Amount with GST (Rs)				

### Fuel Adjustment Charges

Percentage	Annual Increase



## Annexure- G Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [University of Education] (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 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 or Bank Guarantee.
- 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 light the of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof 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 Education:**

Signature

Print Name

Title

**For the Supplier:**

**BIDDER’S SIGNATURE AND STAMP**

Purchase Section, University of Education,  
Township, Lahore



## Annexure- H Bank Guarantee Format for Performance Security

*[This is the format for the Performance Security to be issued by a scheduled bank of Pakistan]*

Contract No: Date:

To:

[Name and address of Procuring Entity]

**PERFORMANCE GUARANTEE No:** *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Rs. *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

*[Signatures of authorized representatives of the bank]*

Signature

Seal

*Purchase Section, University of Education,  
Township, Lahore*

**BIDDER’S SIGNATURE AND STAMP**