



**GC WOMEN UNIVERSITY SIALKOT**

**Main Procurement & Auction Committee**

Tel# 052-9250649

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Ref. No: GCWU/SKT/MPAC/19/05.

Date : 27-05-2019

**Name of Supplier / Company:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

# **BID(S)**

# **DOCUMENT**

## **PROPOSAL**

## **FOR LABORATORY**

## **EQUIPMENT**

**ESTIMATED BUDGET Rs. 250,000/-**

**EAREST MONEY 2% Rs. 5,000/-**

**TENDER FEE Rs. 1000/- NON-REFUNDABLE**



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**Part-B**

Estimated Cost of Products Rs. 250,000/-

G.S.T No. (Attach attested certificate) \_\_\_\_\_

N.T.N No. (Attach attested certificate) \_\_\_\_\_

Amount of Earnest Money Rs. 5,000/-

Tender Fee Amounting Rs. 1,000/-

Phone No. of Supplier/Company \_\_\_\_\_

Complete Address \_\_\_\_\_

**Signature of Supplier**

**Stamp**

Note: Amount of estimated money: **Rs. 250,000/-**

**2% of total Estimated Price: Rs. 5,000/-**

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

**On payment of Rs: 1000/-**

**Signature**



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### Bidder Profile

Part-C

Firm Name			
Entity of Firm	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Company <input type="checkbox"/> Other
Nature of Business	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Vendor/Supplier	
Addresses / Branches			
Telephone / Fax			
Email			
Date & Place of Registration			
Company's NTN / Sales Tax Reg. No.	NTN _____ S.T.N. _____		
Owner's Detail	Name: _____ CNIC _____ Address _____		
No. of Employees			
Year of Establishment			
Annual Sales	2015-16	2016-17	2017-18
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
Bank Details	Bank: _____ A/c # _____		

SIGNATURE



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**Note:** Only stamped and signed Bid(s) shall be accepted.

**Name of Supplier/Company:**

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

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

**DETAIL OF SPECIFICATIONS FOR LABORATORY EQUIPMENT IS AS UNDER.**

Sr. No.	Item	Specifications	Qty.	Price with Tax
1	Micro Centrifuge	<b><u>Micro Centrifuge:</u></b>  Rotor: Aluminum Rotor Capacity: 12 1.5/2.0ml vessels, Acceleration & Deceleration time < 13Sec Speed: 13400 Rpm (100 rpm steps) 12000 x g. Noise Level: <49Db Timer: 15Sec-30Mins Separate Start spin key, automatic lid opening at the end of run.	01	



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### **INSTRUCTIONS FOR BIDDERS**

1. Bidders are requested to read each & every clause of bidding documents carefully including instructions for bidder part.
2. Bidding documents can be obtained on submission of a written request on company's letter head from office of the Purchase Officer, GCWU Sialkot.  
  
Request must be accompanied with **Bid Document Fee of Rs. 1,000/-** in form of Bank Challan issued from office. University shall not be responsible for delays & non-delivery caused by courier firms/post office etc. regarding receiving of bidding document/proposals.
3. Proposal must contain bid Security in form of CDR of 2% of estimated price.
4. Sealed bids in conformity with bidding documents should reach in the office of the Undersigned, not later than **11:30 AM on 12-06-2019**. Proposals shall be opened on **12-06-2019 at 12:00 PM** in the presence of bidders or their authorized representatives.
5. Organization must be registered with Federal Board for Income & Sales Tax Purposes with active tax payer profile.
6. Bids which are incomplete i.e. without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
7. Bidding procedure of single stage one envelope shall be applicable under Punjab Procurement Rule 38 (1).
8. Bidding organization must have annual turnover of more than 10.00 million for last three years.
9. Bidding organizations must attach information as per checklist at **Part-D**.
10. Bids proposing substandard, low quality, refurbished or copy items shall be rejected.
11. Flags 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. Successful bidder shall have to enter into contract agreement 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.



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14. **Performance guarantee** 10% of the contract in shape of retention money shall be deducted from successful contractor. Insurance guarantees/cheques or third party undertakings shall not acceptable.
  15. Financial proposals must be quoted in Pak Rupees including all relevant Taxes.
  17. Proposals shall remain valid for at least 120 days, initially, from opening.
  18. 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.
  19. Bids shall be evaluated on the basis of conformity of quoted samples to GCWUS approved samples (where required).
  20. Sample must be provided with Technical bid for all quoted items (where required).
  22. Firms must have one years of experience in supply of required items to reputed Government organizations/departments. For evidence, copy of GST returns, copy of supply/work orders may be submitted along with proposals.
  23. 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.
  24. "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."

### **GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT** **TERMS AND CONDITION OF TENDER**

1. The bidders may quote all or any one of the items stated in the list.
2. Only Sales Tax registered and N.T.N holder firms may participate in the Tender.
3. Rate of each item must be quoted separately inclusive of Sales Tax, where applicable. It should clearly be mentioned on the quotation letter that **"the rates are inclusive of GST and Special Excise Duty (SED)"** / if the quotation letter does not bear the above mentioned statement, it shall not be considered.



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4. Earnest money @ 2% of the total estimated purchase price in the shape of deposit at call of scheduled bank should accompany the tender otherwise tender will not be entertained. Deposit at call will be returned after tender opening.
  5. The University Purchase Committee will open the tenders in the presence of the bidders or their representatives.
  6. 2% earnest money will be returned to the bidders. 10% security will be retained from supplier's bill which shall be returned after warranty period.
  7. The supply of articles will have to be made within the stipulated period at the Government College Women University, Sialkot. In case, of delay, penalty upto Rs. 500/- per day can be imposed. The penalty so imposed can be waived off by the competent authority. If she/he thinks appropriate.
  8. An agreement of Rs. 0.25% on stamp paper (total amount of supply order) will have to be got executed by the successful bidder before issuance of work order and the stamp paper would be supplied by the firm.
  9. All the taxes will have to be paid by the firm.
  10. In case of any deviation made by the contractor, 10% security will be forfeited.
  11. Quotation filled by the bidders with over-writing / tempering / cutting / erasing / will not be considered.
  12. Income Tax will be deducted at source as per government rule.
  13. Quantity of supply may change according to University requirements. The supplier will be bound to accept to repeat orders as per quoted rates within financial year.
  14. The supplier himself will be responsible for any loss till the stores are inspected.
  15. It will be the responsibility of the supplier to take back the supply declared not according to the required standard/specifications at his own risk and cost.
  16. Each bidder will submit a certificate clearly indicating the amount of bid, amount of CDR, NO, and the date of CDR.
  17. Tender Envelop(s) must be signed and stamped by the Competent Authority of the firm otherwise tender will not be entertained.
  18. Rates must be valid for a period of one-year and must hold for any revised or enhanced quantity without notice. In the event of non-acceptance of offer no intimation will be given to the individual bidder.
  19. It is not binding on the University to accept the lowest tender and The University reserves the right of accepting full or part quantity offered by the bidder and he is required to supply the same at the rates quoted by him.
  20. Rates of items pertaining to different science disciplines must be offered on separate pages.
  21. The University may release partial payment on receipt/installation of goods/items enunciated in tender.



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Part-D

### Check List for Required Documents Along With Other Relevant

#### Name of Organization

S#	Document	Attached Yes/No	Flag
1	Copy of CNIC		
2	2% Bid Money amounting to Rs. 5,000/-		
3	Copy of Registration with FBR with active tax payer Profile		
4	Affidavit of Non Black Listing		
5	Supply orders of last one years		

**Purchase Officer**  
**GC Women University**  
**Sialkot**