

Bidding Document Fee: Rs. 5,000/-
(Non-Refundable)

BIDDING DOCUMENT



Procurement of Plastic Chairs for Students Classrooms for Various Institutes / Departments of University of Sindh for the Year 2023-2024

Name of Company: _____

NTN No. _____ Sale Tax Registration No. _____

Address: _____

Contact No.: (Tel) _____ (Mob) _____

Email: _____

Bank Challan / Demand Draft of Rs. 5,000/- (No. _____ Dated: _____)

Tender Publishing date	:	30 th November 2023
Tender form Issuing Date & Time	:	04 th December 2023 09:00 am
Tender Submission Date & Time	:	19 th December 2023 12:30 pm
Tender Opening Date & Time	:	19 th December 2023 01:00 pm
Tendering Process	:	SINGLE STAGE – ONE ENVELOPE

Purchase Store Office, Allama I.I. Kazi Campus,
University of Sindh, Jamshoro.
Phone No. 022- 9213224 | Email: psu@usindh.edu.pk



Purchase Store Officer

UNIVERSITY OF SINDH

ALLAMA I.I. KAZI CAMPUS JAMSHORO

Tel. No. 022-9213-224 | Email: ps@usindh.edu.pk

NOTICE INVITING TENDER (NIT)

University of Sindh Jamshoro invites sealed bids through Open Competitive Bidding (National) through single stage one envelope procedure from companies/firms/vendors having registration with Income Tax & Sales Tax Departments to provide the following Goods:

Tender Description	Issue from	Submission	Opening	Method
Procurement of Classroom / Students Chairs for various Departments / Institutes Specification: Plastic Student Chair Heavy Duty Frame made of 1" Iron Pipe 19-gauge Tablet size 12"x20" as per approved Sample	04-12-2023	19-12-2023	19-12-2023	Single Stage One Envelop

Eligibility Criteria

- (1) The bidder must have at least 03 years' relevant experience.
- (2) The bidder must provide Last 03 years' turnover with a minimum 18 million (per year)
- (3) The bidder must provide "Income Tax (FBR) and Sales tax (GST) registration certificates both" at the time of submission of bid.

Bidding Document Fee of Rs. 5,000/- (Non-Refundable) & Bid Security @ 2% of bid cost in shape of Pay order must be attached in favor of Director Finance, University of Sindh, Jamshoro, for each category separately.

Bidding documents can be obtained and shall be submitted in the office of the undersigned as per above schedule. Bidding documents containing detailed terms and conditions are also available at Websites www.usindh.edu.pk and www.ppms.pprasinhd.gov.pk. The opening of the bids will take place at the office of the undersigned.

Purchase Store Officer

Office of the Purchase & Store Section,
A-05, Allama I.I. Kazi Campus,
University of Sindh, Jamshoro-76080.

Tel. No. 022-9213-224 | email: ps@usindh.edu.pk

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1. Introduction

Dear Tenderer:

Thank you for the interest you have shown in response to the advertisement of the University of Sindh which has been floated on the University of Sindh & SPRA websites for Plastic Chairs for Students' Classrooms for Various Institutes / Departments University of Sindh for the Year 2023-2024

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

Thank you.

PRUCHASE STORE OFFICER

Bungalow No. A-5,
Allama I.I. Kazi Campus,
University of Sindh, Jamshoro-76080.
Phone No. + 92-22- 9213224
Email: psu@usindh.edu.pk

2. Instructions

(a) **Sign & Stamp**

It is necessary to fill in the Tender Form meticulously and sign and stamp every page. Moreover, attach the required supporting documentation according to the requirement. The tender document will be accepted ONLY on the UoS's prescribed Tender Document available on the UoS's Website as well as PPMS portal of SPPRA.

(b) **Filling of Tender Form**

Filling the Tender Form in writing in ink or type is mandatory. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper and clearly mention the item/column name or number etc that referred to the column/item of the Tender Form.

(c) **Collection of Tender**

You can collect the Tender Document from the office of the Purchase Store Section, Allama I.I. Kazi Campus, University of Sindh, Jamshoro from December 4, 2023, to December 19, 2023, from 9:00 AM to 3:00 PM.

(d) **Tender Number**

Please mention "Tender Number" at the top left corner of the envelopes. UoS, Jamshoro may reject any bid subject to the relevant provision of SPP Rules 2010 and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.

(e) **Communication**

Any request for clarification regarding technical specifications should be submitted in writing to:

Contact Person (UoS): Purchase Store Officer (PSO),
A-5, Purchase Store Section ,Allama
I.I. Kazi Campus, University of Sindh,
Jamshoro
Tel #: 022-9213-224
Email: psu@usindh.edu.pk

Stamp & Signature

(f) Submission of Documents and Address

Separate envelopes clearly labelled 'Original Document' and 'Bid Security' must be submitted on or before the last date to submit the tender documents. Tender Documents can be dropped in the Tender Box placed at the office of the Purchase Store Officer (PSO), Purchase Store Section, University of Sindh, Jamshoro till 12:30 PM on December 19, 2023. **Tender Documents received by fax or email will not be accepted.**

(g) Rights

Competent authorities reserve the right to accept or reject any quotation/tender without any reason thereof.

(h) Point of Delivery

Supply with services will be delivered at Purchase Store Section, University of Sindh, Jamshoro. UoS is not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

(i) Clarification / Proof

Please submit copies of certificates of registration with the Sales Tax and Income Tax departments. The bidders should also provide a copy(ies) of the certificate(s) etc as proof of their claim.

(j) Conditional / Optional / Alternate Bids

Such bids will not be accepted.

Stamp & Signature

3. Bidding Data

- (a) **Name of Procuring Agency:** Purchase Store Section, University of Sindh, Jamshoro.
- (b) **Brief Description of Works:** Procurement of Plastic Chairs for Students Classrooms for Various Institutes / Departments of University of Sindh for the Year 2023-2024.
- (c) **Procuring Agency's Address:** Allama I.I. Kazi Campus, University of Sindh, Jamshoro.
- (d) **Amount of Bid Security:** Bid Security of 2% of the total amount/cost will be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of the Director Finance, University of Sindh, Jamshoro.
- (e) **Period of Bid Validity (days):** Ninety (90) Days.
- (f) **Deadline for Submission of Bids along with time:** The last date for submitting the Tender Document in a sealed envelope is December 19, 2023, by 12:30 PM in the Tender Box placed at office of the Purchase Store Officer, Purchase Store Section, University of Sindh, Jamshoro. The Tender will be opened on the same day at 01:00 PM in the presence of representatives who may care to attend.
- (g) **The Venue, Time, and Date of Bid Opening:** The Tender will be opened on December 19, 2023, at 01:00 PM at office of the Purchase Store Officer, Purchase Store Section, University of Sindh, Jamshoro in the presence of representatives who may care to attend.
- (h) **Liquidity damages:** Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- (i) **Deposit Receipt No:** _____ **Dated:** _____
Amount (in words and figures): _____
Pay Order / Demand Draft #: _____, **Amount: Rs.** _____
Drawn on Bank: _____, **Dated:** _____

Stamp & Signature

4. Terms & Conditions

a. Bid Security

Bid Security, in the shape of a bank draft/pay order in the name of “**Director Finance University of Sindh**” Jamshoro, equivalent to 2% of the bid's total cost, should be submitted along with the tender documents.

b. Performance Security

The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee before signing the Contract. The Performance Security shall extend at least three months beyond the Completion of the contract.

c. Validity of the Tender

All proposals and prices shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the bidders are encouraged to state a longer period of validity for the proposal.

d. Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

e. Ownership

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of UoS.

f. Arbitration and Governing Law

This tender and any contract executed under this tender shall be governed by and construed in accordance with the laws of Pakistan. The UoS and all Bidders responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani courts. The arbitration proceeding will be governed by the Arbitration Act, of 1940, and Pakistan's substantive and procedural law. The venue shall be Jamshoro.

g. Acceptance of Tender

The UoS reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. UoS Jamshoro may ask to provide a demo unit that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

h. Support Capabilities

The bidder should indicate the support capabilities for all the hardware provided during the course of the warranty.

i. Compliance with specifications

The bidders shall provide information as per the requirements given in BoQ. However, bidders can submit multiple solutions. Bidders may not propose/supply any kind of refurbished hardware equipment/components in their proposals.

j. Bid Evaluation:

The bid will be considered the Most Advantageous Bid on most closely conforming to bid evaluation criteria and other conditions specified in the bidding document and having the least evaluated cost.

k. Cancellation

UoS reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.

l. Delivery Time

The supply should be completed at UoS within 30 days after receiving of the Purchase Order.

m. Physical Inspection:

Physical Inspection at the manufacturer/distributor site will be carried out.

n. Invoice

The invoice/bill should be submitted to the Procurement Department.

o. Stamp Duty

The Stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.

p. Payment:

Payment will be made within 30 working days, after the complete supply as per the Bill of Quantity and submission of the commercial invoice at Purchase Store Section, Allama I.I. Kazi Campus, University of Sindh, Jamshoro.

5. Integrity Pact

- (a) Its intention is not to obtain the Fabricate and Supply work of any Contract, right, interest, privilege, or other obligation or benefit from the UoS or any administrative or financial offices thereof or any other department under the control of the UoS through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the Bidder represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the UoS directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the Fabricate and Supply or service contract or order or other obligations whatsoever from the UoS, except that which has been expressly declared pursuant hereto.
- (c) The Bidder accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the UoS under any law, contract, or other instruments, stand void at the discretion of the UoS.
- (d) Notwithstanding any right and remedies exercised by the UoS in this regard, Bidder agrees to indemnify the UoS for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the UoS in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/bidder as aforesaid to obtain or induce Fabricate and Supply/work/service or other obligation or benefit in whatsoever from the UoS.

Note:

This integrity pact is a mandatory requirement other than auxiliary services/works.

Stamp & Signature

6. Bidder Qualification Criteria

Sr.	Eligibility Parameters	Description / Documents to be Attached	Page No.
1.	Status of Business	<ul style="list-style-type: none"> • Company • Partnership • Proprietorship (Individual) (Please Specify on official Letterhead)-Mandatory 	
2.	NTN Registration Certificate	Attach a copy of Certificate – Mandatory	
3.	Sales Tax Registration Certificate	Attach a copy of Certificate – Mandatory	
4.	Sindh Revenue Board (SRB) Registration Certificate	Attach a copy of Certificate – if applicable	
5.	Income Tax Returns	Attach copies of Tax Returns for the last 3 years – Mandatory	
6.	Active Tax payer Status	Attach Online Verification Copy – Mandatory	
7.	Affidavit on Rs.100/- stamp paper	Declaring that the firm has never been involved in litigation & never been black listed with any private / Government organization – Mandatory	
8.	CNIC of Authorized Official	Attach copy of CNIC of Company Authorized Official – Mandatory	
9.	Authority Letter	Attach Authority letter on firm / company letterhead, duly stamped and signed by Authorized Personnel – Mandatory	
10.	Address of Registered Office	Details of Registered Office including contact numbers, duly signed and stamped on company letterhead – Mandatory	
11.	Bank Statement of Firm/Business	Attach statements of the bank account of Firm/Business for the last 3 Years showing annual average turnover of a minimum 18 million of each year – Mandatory	
12.	Bank Certificate	Attach a fresh copy of the Certificate issued by Bank including Account Number, Title of Account & name(s) of signatory(s). The title of Account must be the same as the name of Firm/Business – Mandatory	
13.	Experience (Evidence – Work Order)	Attach a copy of relevant experience certificate issued by Govt. organizations/reputable firm including details of relevant work/business carried out during the last 03 years – Mandatory	

Note: Bidder must submit all the Supporting Documents for evaluation

7. Bid Evaluation Criteria

1. Compliance with Technical Specifications:

- Adherence to specified dimensions, design, and material.
- Weight: 20%

2. Quality and Durability:

- Material quality and durability of the chairs.
- Weight: 15%

3. Ergonomics and Comfort:

- Design considerations for student comfort.
- Weight: 15%

4. Manufacturer's Reputation:

- Reputation and track record of the chair manufacturer.
- Weight: 10%

5. Price Competitiveness:

- Cost-effectiveness in relation to the proposed quality.
- Weight: 20%

6. Delivery Timeline:

- Ability to meet the required delivery schedule.
- Weight: 10%

7. Environmental Sustainability:

- Considerations for eco-friendly and recyclable materials.
- Weight: 10%

Total Weight: 100%

8. Sample Picture



Stamp & Signature

9. Bill of Quantity:

Description	Qty	Rate	Amount
<p>Plastic Chairs for Students' Classrooms</p> <p>Specification:</p> <p>Heavy Duty Frame made of 1" Iron Pipe 19-gauge</p> <p>Tablet size 12"x20" complete etc. as per available sample</p> <p>(Sample of the Chair must be provided on or before the Tender opening date and time)</p>	<p>1500 units</p>		
19% GST (if applicable)			
Grand Total			

Grand Total Rupees (in words) _____

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ Email _____

Stamp & Signature