

BIDDING DOCUMENTS FOR FRAMEWROK CONTRACT OF PRINTING OF EXAMINATION ANSWER SHEETS FOR FINANCIAL YEAR 2023-2024

The Fatima Jinnah Medical University is a Medical Teaching Institute working under ad-ministrative control of Government of the Punjab.

FJMU Intends To Purchase Of Examination Answer Sheets For Financial Year 2023-2024.(Detail at **Annex “A”**)

1. RECEIPT OF BIDDING DOCUMENTS

- Can be received from the office of the Purchase Office immediately after the publication of invitation to tenders during office hours.
 - Cost of Bidding Documents:1000/-
 - Bidding Documents will remain available till the last day fixed for submission of the same.
- For any issue contact 04299203718
03135563397

2. Estimated Cost/BID SECURITY

- Rs. 1.5 Million (Rupees)
- 2 % of the Estimated / budgeted price in the form of CDR, Pay order.

3. BIDDING VALIDITY

Bids shall remain valid for a period of Six months (180) days after opening of Bid on the date prescribed by the Procuring Agency.

4. Bid Submission Deadline

Date and Time : 23 Sep,2023 at 11:00 A.M

Venue: Council Room-II Fatima Jinnah Medical University
Queens Road Lahore

5. Bid Opening

Date and Time: 23 Sep,2023 at 11:30 A.M

Venue: Fatima Jinnah Medical University Queens Road Lahore

Bids will be opened in the presence of bidders or their representatives who may intend to join.

6. BID SUBMISSION:

- Single Stage two envelope method will be followed.
- Bidder will provide all the documents required to meet the eligibility criteria. If anything is missing or not in accordance with the requirement of FJMU, FJMU would be authorized to demand it in writing. The bidder if does not provide the same within 07 days of demand, would be considered ineligible.
- Technically Responsive Bidder with approved sample of End User/Authorized Committee offering product at the lowest price against each individual item will be awarded the contract for that item.

7. EVALUATION CRITERIA and REDRESSAL OF GRIEVANCES AND AWARD OF CONTRACT

- Bidders will have to meet the minimum eligibility criteria and Technical Evaluation report will be announced on the website of PPRA and bidders in case of any grievance against technical evaluation report may submit their grievances, After pause of 05 Days from announcement of Technical evaluation Report, Financial bids will be opened and after opening of Financial Bids , Evaluation report will be uploaded and bidders may submit their grievances if any against financial evaluation in 10 Days and after 10 Days or redressal of grievances , award of contract will be made to the lowest evaluated bidder. .
- Responsive Bidders will be evaluated on the basis of their quoted price.

8. MINIMUM ELIGIBILITY CRITERIA

Bidders are instructed to provide the following information and documents. Failure to provide any of these would render the bidder ineligible, subject to clause 5 of these documents.

- a) NTN number of the bidder
- b) Sales Tax number of the bidder.
- c) Affidavit that the bidder has not been declared as ineligible or blacklisted from any Procuring Agency and Rates Quoted are not more than Market Prices.
- d) Bid security CDR / PO of the amount as required.
- e) Bidder would sign at the bottom of all the pages of bidding documents his name to confirm that he agrees to these terms and conditions.
- f) Relevant Experience of Minimum Three Years.

9. SPECIFICATIONS

- Products offered should be in accordance with the given specification.
- FJMU may ignore any trivial variations if it does not have any impact on the objective of Procurement.

10. ACCEPTANCE OF BID

- Technically eligible bidder offering the lowest price will be considered

as lowest evaluated bidder and his bid will be accepted for that item.

- Bid security of the bidders not proceeding ahead in the process after getting the intimation from the procuring agency will be forfeited.

11. PERFORMANCE GUARANTEE

- After the bid is accepted; the bidder will have to deposit performance guarantee @ 05% of the total price quoted by him within 14 days of the written invitation by FJMU.
- Performance guarantee will be retained by the procuring agency during warranty period.
- Failure to provide performance guarantee may lead to the forfeiture of bidding security and the chance would be given to next lowest bidder.

12. PAYMENT

- Payment will be made within 30 days of the delivery receipt issued by the procuring agency

13. WARRANTY

- One year warranty for free replacement starting from the date of delivery if found any stock defective.
- Repair / replacement would be made in case any defect.

14. RECEIPT OF PRODUCT DELIVERY

- Supplier would be bound to deliver the products within 14 days after issuance of work order at the points mentioned by the procuring agency anywhere in Punjab at his own risk and lost.
- Tentative points of delivery are FJMU's Store , yet any change or amendment in these is possible.
- Product inspection committee of FJMU may inspect the products during the manufacturing on day-to-day basis and would prepare a report on the basis of which the delivery certificate would be issued.

15. QUANTITY AND BUDGET

- The overall budget would be as mentioned in the advertisement.

16. PRICE QUOTING

- Price will be quoted in Pak rupees and inclusive of all taxes (FJMU is not GST Exempted institute).
- Price will be mentioned in words as well as figure. In case of any difference the one in words will be accepted as correct.

17. The FJMU reserves the right to reject all the bids / proposals at any time prior to acceptance of a bid or proposal.

Eligibility Criteria
Check List of Mandatory
Documents:

Sr. No.	Mandatory Requirements	Page Number of Document
1	CDR 2% of the estimated cost against each quoted item.	
2	Valid Registration with FBR (Active Filer) NTN.	
3	Registration certificate of Sales Tax. (STRN)	
4	Affidavit of not Black listed and Prices Quoted are Not more than Market Prices. (On Stamp Paper).	
5	Signed copy of Bidding Documents with sign on every page.	
6	Covering Letter (Page 5 on Letter Head) along Detail of Quoted Items and Specifications and Samples.	
7	Professional tax Certificate	
8	Relevant Work Orders of Public Sector (Minimum 05)	
9	Three Years Relevant Experience in Public Sector.	

LETTER OF INTENTION

Bid Ref No.

Date of the Opening of Bids

Name of the Firm

To: *[Fatima Jinnah Medical University, Lahore]*

Dear Sir/Madam,

Having examined the bidding documents including Addenda Nos. *[insert numbers & Date of individual Addendum]*, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this *[insert: number]* day of *[insert: month]*, *[insert: year]*.

Signed: In the capacity of *[insert: title or position]*

Duly authorized to sign this bid for and on behalf of *[insert: name of Bidder]*

Annex-A

Bid Security: 02% of estimated cost against each quoted Item

Sr_ NO	Item	Specification	S/Unit	Qty	Estimated Price/ Unit	T. Estimated Price Pkr
1	Answer Books 12 Laef, 24 Pages	70 gm, 8"x14", as per sample of (Printing as per Requirement of University)	set of 12 leaf's	20000	48	960,000
2	Answer Books 8 Laef, 16 Pages	70 gm, 8"x14", as per sample of (Printing as per Requirement of University)	set of 8 leaf's	10000	40	400,000
3	Answer Books 4 Laef, 8 Pages	70 gm, 8"x14", as per sample of (Printing as per Requirement of University)	Set of 4 leaf's	5000	28	140,000