



PHONE 99261300-6
EXT. 2215
TEL & FAX 99261350
E-mail: kupurchaseoffice@yahoo.com

UNIVERSITY OF KARACHI

Ref: P.O./Convocation/2015-214

Dated: 03-02-2016

The Director,
Sindh Public Procurement Regularity Authority,
General Administration and Co-ordination,
Barrack No.8, Sindh Secretariat No. 4-A
KARACHI

TENDER FOR 60 GOLD PLATED MEDALS ANNUAL CONVOCATION 2015

Dear Sir,

Please find enclosed herewith a "Tender Notice" for Supply of 60 Medals for Convocation 2015, University of Karachi. This Notice may please be hoisted on 03-02-2016 at your web site.

Thanking you.


PURCHASE OFFICER
UNIVERSITY OF KARACHI

Enclosures: Copy of Tender Notice

7651
04-01-16



PHONE 99261300-6
EXT. 2215
TEL & FAX 99261350
E-mail: kupurchaseoffice@yahoo.com

UNIVERSITY OF KARACHI

Ref: P.O./Convocation/2015-214

Dated: 03-02-2016

TENDER FOR 60 GOLD PLATED MEDALS ANNUAL CONVOCATION 2015

Tenders are invited on prescribe bidding document for the supply of Medals and VIP arrangement of the mentioned below items from the firm of repute registered with the Sales Tax, SRB and NTN Authorities. Further details of items, quantity and the terms and conditions are contained in the bidding document, which is available from Purchase Department, University of Karachi from **04-02-2016** on payment of Rs. **1,000/=** each (Non refundable) in shape of pay-order in favour of University of Karachi.


Bidding documents should be dropped in the Bid Box kept in the Office of Director Finance on **22-02-2016 at 11:00 am**. Bid shall be opened in presences of the bidders who may wish to present. Bid not accompanied by the 2% earnest money will not be considered.

1. 60 GOLD PLATED MEDALS.

(Note: Details mentioned in the bidding document)

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010.
- The 2% Bid Security should be attached with the bidding document in shape of pay-order drawn in favor of University of Karachi.
- Bids not accompanied by the Bid Security will not be considered.
- Copies of the Sindh Revenue Board (SRB), GST and NTN are to be attached with the bidding documents.
- The quoted price shall be inclusive all applicable Govt. Taxes and charges.
- Procurement Committee shall finalize the bids in light of SPP-Rules, 2010 clause (8).
- The bidders are requested to submit their bids along with the bid validity period.
- Sample of Gold Plated Medal provided with the bid.
- Prices shall be quoted in Pak rupees.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The bids shall be evaluated on the following criterion.
 - Quality basis
 - Lowest evaluated bid
- The prices to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who execute to contract shall be liable to forfeiture of their bid security as a penalty.
- The last date of issuance of bidding document is day 19-02-2016 at 4:00 p.m.
- The last date of receipt of bidding document is 22-02-2016 at 10:30 a.m. The bids shall be opened on the same day at 11:00 a.m. in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.ppra.org.pk, www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk


Purchase Officer
University of Karachi

Annual Procurement Plan for the Year of 2015-2016
University of Karachi

S. #	Contents	Estimated Cost (Rs. in Million)	Method	Tentative / Actual date of NIT	Tentative / Actual closing date of NIT	Tentative / Actual date of award of Contract	Tentative deadline/ Actual date of Execution	Remarks
1.	Procurement of Chemicals	25.00	Single Stage Single Envelops/Quotations	July 15	June 16	July 15	August 15	Actual dates may vary
2.	Procurement of Glassware	10.00	Single Stage Single Envelops/Quotations	July 15	June 16	July 15	August 15	Actual dates may vary
3.	Procurement of Scientific Equipment's	90.00	Single Stage Single Envelops/Quotations	July 15	June 16	September 15	March 16	Actual dates may vary
4.	Procurement of A.C's	5.00	Single Stage Single Envelops/Quotations	July 15	June 16	September 15	June 16	Actual dates may vary
5.	Procurement of Refrigerators	0.5	Single Stage Single Envelops/Quotations	July 15	June 16	September 15	December 15	Actual dates may vary
6.	Procurement of Electric Cooler / Water Dispenser	0.5	Quotations	July 15	June 16	August 15	May 16	Actual dates may vary
7.	Procurement of Class Room Furniture	2.5	Single Stage Single Envelops/Quotations	July 15	June 16	September 15	June 16	Actual dates may vary
8.	Procurement of Office Furniture	2.5	Single Stage Single Envelops/Quotations	July 15	June 16	September 15	June 16	Actual dates may vary
9.	Procurement of Liveries	1.5	Single Stage Single Envelops	July 15	June 16	November 15	December 15	Actual dates may vary
10.	Procurement of Tyres	1.00	Direct Contract	July 15	June 16	February 16	March 16	Actual dates may vary
11.	Procurement of Batteries	0.5	Single Stage Single Envelops/Quotations	July 15	June 16	September 15	December 15	Actual dates may vary
12.	Procurement of Computers Hardware & IT Equipments	15.00	Single Stage Single Envelops/Quotations	July 15	June 15	September 15	February 16	Actual dates may vary
13.	Procurement of Printers	1.00	Single Stage Single Envelops/Quotations	July 15	August 15	August 15	October 15	Actual dates may vary
14.	Exhibition /Celebration & Others	1.5	Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
15.	Procurement of Toners	0.5	Quotations	July 15	June 16	July 15	March 16	Actual dates may vary

PURCHASE OFFICER
UNIVERSITY OF KARACHI

Director Finance
University of Karachi

S. #	Contents	Estimated Cost (Rs. in Million)	Method	Tentative / Actual date of NIT	Tentative / Actual closing date of NIT	Tentative / Actual date of award of Contract	Tentative deadline / Actual date of Execution	Remarks
16.	Procurement of Scanners	0.2	Quotations	July 15	August 15	August 15	December 15	Actual dates may vary
18.	Procurement of UPS	0.2	Quotations	July 15	August 15	September 15	February 16	Actual dates may vary
19.	Procurement of Sheet Lights with Accessories	0.5	Quotations	July 15	June 16	August 15	September 15	Actual dates may vary
20.	Binding Works on Annual Contract Basis	5.00	Single Stage Single Envelopes	July 15	January 16	January 16	March 16	Actual dates may vary
21.	Procurement of Photocopiers	0.3	Single Stage Single Envelopes/Quotations	July 15	June 16	August 15	September 15	Actual dates may vary
22.	Procurement of Papers & Stationery Items	17.5	Single Stage Single Envelopes/Quotations	July 15	June 16	August 15	October 15	Actual dates may vary
23.	Souvenirs	0.15	Quotations	July 15	June 16	August 15	September 15	Actual dates may vary
24.	Procurement of Sanitary Items	0.5	Quotations	July 15	June 16	July 15	August 15	Actual dates may vary
24.	Procurement of Medals for Convocating	2.00	Single Stage Single Envelopes	July 15	November 15	December 15	December 15	Actual dates may vary
26.	Services for VIP Arrangements for Convocation	3.00	Single Stage Single Envelopes	November 15	November 15	December 15	December 15	Actual dates may vary
27.	Hiring of Furniture, Stairway, Qanat, Water Tanks, Jugs, Glass, Pedestal Pens for Graduate Degree Annual / Supplementary Examination	6.00	Single Stage Single Envelopes	November 15	November 15	December 15	December 15	Actual dates may vary
28.	Repairing and Services of A.C.s, Generators, Computers with Accessories, Electric Coolers etc.	2.5	Quotations	November 15	June 16	July 15	June 16	Actual dates may vary
29.	Purchase of Transport	5.0	Direct Contract	July 15	June 16	July 15	June 16	Actual dates may vary
30.	Plant & Machinery	10.00	Single Stage Single Envelopes, Direct Contract	July 15	June 16	July 15	June 16	Actual dates may vary
31.	Civil Work of Academic and Administrative Buildings/Area	8.00	Single Stage Single Envelopes/Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
32.	Electrical Work of Academic and Administrative Buildings/Area	6.00	Single Stage Single Envelopes/Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
33.	Mechanical Work of Academic and Administrative Buildings/Area	2.00	Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
34.	Miscellaneous Maintenance Work of Academic and Administrative Buildings/Area	2.50	Quotations	July 15	June 16	July 15	June 16	Actual dates may vary

Director Finance
University of Karachi



S. #	Contents	Estimated Cost (Rs. in Million)	Method	Tentative / Actual date of NTT	Tentative / Actual closing date of NTT	Tentative / Actual date of award of Contract	Tentative deadline/ Actual date of Execution	Remarks
35.	Civil Work of Residential Area	8.50	Single Stage Single Envelope/Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
36.	Electrical Work of Residential Area	3.50	Single Stage Single Envelope/Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
37.	Mechanical Work of Residential Area	1.00	Quotations	July 15	June 16	July 15	June 16	Actual dates may vary
38.	Miscellaneous Work of Residential Area	1.45	Quotations	July 15	June 16	July 15	June 16	Actual dates may vary

Purchase Officer
 Director of Finance
 University of Karachi

University Engineer

Director Finance
 University of Karachi

Director Finance



UNIVERSITY OF KARACHI
KARACHI

NOTIFICATION

Subject: Constitution of Procurement Committee

The Vice-Chancellor, University of Karachi has been pleased to constitute a Procurement Committee comprising of the following members regarding procurements at the University of Karachi.

- | | | |
|----|---|----------|
| 1. | Director Finance | Convener |
| 2. | Resident Auditor | Member |
| 3. | Chief Accountant | Member |
| 4. | Purchase Officer | Member |
| 5. | Chairman/Head of Department | Member |
| 6. | Mr. Shabbir
Technical Composer
H.E.J. Institute of Chemistry | Member |
| 7. | Mr. Mabroor A. Khan
Administrative Officer
Centre of Excellence of Marine Biology | Member |

M. J. Khan
REGISTRAR





UNIVERSITY OF KARACHI KARACHI

Ref: Ref: P.O./Convocation/2016-214

Cost of form
Rs. 1000/=(Non refundable)

BIDDING DOCUMENT

TENDER FOR 60 GOLD PLATED MEDALS FOR ANNUAL CONVOCATION 2015

S. No.	Gold Plated Medals SPECIFICATION	QTY.	Rates
1.	<p>Weight of Silver 11.664 grams Weight of Gold to be Plated 300 milligrams Total weight of One Medal 11.964 grams</p> <p>Gold plated, Silver Medal, Diameter 1.25" Inches, with University insignia on one face and inscription on the other. Embossed collar border on both sides finished and complete in all respects as per Specimen along with ribbon and green velvet box.</p> <div style="display: flex; justify-content: space-around;"></div>	60 Nos.	
	TOTAL COST	Rs.	_____

Total Amount _____

(Rupees _____ Only)

(Total Earnest Money Rs. _____)

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

Instruction to Bidders (ITB)

Preparation of Bids

1. **Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of *Gold Plated Medals* as described in later pages.
2. **Method and Procedure of Procurement** National Competitive Bidding Single Stage *Single Envelope* Procedure as per SPP Rules 2010 (updated 2013)
2. **Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language
3. **Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
4. **Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the *Gold Plated Medals* it proposes to supply under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
5. **Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the *Gold Plated Medals* to be supplied.
6. **Bid Currencies** Prices Shall be quoted in Pak Rupees.
7. **Documents Establishing Bidder's Eligibility and Qualification** The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

13. Deadline for Submission of Bids 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.

13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Bids Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder.

15. Modification and Withdrawal of Bids 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.

15.2 No bid may be modified after the deadline for submission of bids.

15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

16. Opening of Bids by the Procuring Agency 16.1 The Procuring Agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.

16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring Agency may consider appropriate, will be announced at the opening.

17. Clarification of Bids During evaluation of the bids, the Procuring Agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

18. Preliminary Examination 18.1 The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

18.2 Arithmetical errors will 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 Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

18.3 Prior to the detailed evaluation, the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring

agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.

18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

19. Evaluation and Comparison of Bids

19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.

19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.

20. Contacting the Procuring agency

20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

21. Post-qualification

21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

22. Award Criteria

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids

23.1 Subject to relevant provisions of SPP, Rules, 2010 (amended 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.

23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.

24. Notification of Award

Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.

- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.
- 26. Performance Security**
- Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.
- 27. Corrupt or Fraudulent Practices**
- 27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:
- (a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;
- a. **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- b. **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- c. **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- d. **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the *Gold Plated Medals* to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i>
ITB 1	Name of Contract. <i>“Gold Plated Medals”</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>“fixed” and in “Pak Rupees”</i>
Preparation and Submission of Bids	
ITSB 19	<i>Qualification requirements:</i> 1) The contract would be awarded only for Convocation. 2) Supply should be made according to specification and as per sample.
ITB 7	Amount of bid security. 2 % of Bid
ITB 8	Bid validity period. 90 days
ITB 9	Number of copy. <i>One Original</i>
ITB 19.1	Deadline for bid submission. <i>22-02-2016 at 10:30 hours</i>
ITB 20	Bid Evaluation: Lowest Evaluated Bid
	Under following conditions, Bid will be rejected: 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it

SUMMARY SHEET
TENDER NOTICE

S. No.	Bid Value	Price in PKR

Total Bid Value in PKR		
Earnest Money @ 2% in PKR		
Pay Order/Demand Draft No:		Date:
Signature :	Seal :	

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010.
- The 2% Bid Security should be attached with the bidding document in shape of pay-order drawn in favor of University of Karachi.
- Bids not accompanied by the Bid Security will not be considered.
- Copies of the Sindh Revenue Board (SRB), GST and NTN are to be attached with the bidding documents.
- The quoted price shall be inclusive all applicable Govt. Taxes and charges.
- Procurement Committee shall finalize the bids in light of SPP-Rules, 2010 clause (8).
- The bidders are requested to submit their bids along with the bid validity period.
- Samples of Gold Plated Medal provided with the bids.
- Prices shall be quoted in Pak rupees.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The bids shall be evaluated on the following criterion.
 - Quality basis
 - Lowest evaluated bid
- The prices to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who execute to contract shall be liable to forfeiture of their bid security as a penalty.
- The last date of issuance of bidding document is day 19-02-2016 at 4:00 p.m.
- The last date of receipt of bidding document is 22-02-2016 at 10:30 a.m. The bids shall be opened on the same day at 11:00 a.m. in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.ppra.org.pk, www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk

Purchase Officer
University of Karachi