TENDER DOCUMENT

FOR SUPPLY OF FUEL

(Bid Ref No. Secy/PPC/Supply of Fuel/4/2026-27)

Mir Chakar Khan Rind University of Technology,
12 KM Sakhi Sarwar Road, Dera Ghazi Khan.
Contact No. 0332-6208010

Mir Chakar Khan Rind University of Technology Dera Ghazi Khan

06 Nov 2026

Invitation for Bids/Quotations Supply of Fuel
Bid Ref No. Secy/PPC/Supply of Fuel/4/2026-27

Mir Chakar Khan Rind University of Technology, Dera Ghazi Khan (MCUT), a public sector university, invites sealed bids from well-reputed, professional, and financially sound Fuel Pump Stations / Authorized Fuel Dealers / Fuel Companies having valid OGRA licenses and registration with FBR for the annual framework contract for provision of POL (Petrol, Oil, and Lubricants). The process will be conducted under Punjab Procurement Rules, 2014 (as amended up to 2023) and in compliance with transparency measures.

Tender Title	Tender Submission Deadline	Tender Opening Details
Enrollment of Petrol Pump (for provision of POL) on Annual Framework Contract Basis for One (01) Year – Extendable on Mutual Consent of Both: the MCUT DG Khan and Contractor.	24-11-2026 (11:00 AM)	24-11-2026 (11:30 AM)

1. Tender documents including TOR's can be obtained from the Office of the Director Purchase on payment of Rs. 5000/-(non-refundable) in the form of Bank Challan on company's name/P. O or D.D in favor of the Treasurer – MCUT DG Khan (courier charges at Rs.500/- for out-station firms shall also be included in addition to the tender document fee if tender documents are required in hard copy.)
2. "Single stage - Two Envelops Bidding Procedure" will be followed.
3. Single package containing two separate sealed envelopes-marked as Technical Proposal and Financial Proposal are required to be submitted by 11:00 AM November 24, 2026 at the Director Purchase Office, MCUT Sakhi Sarwar Rd DG Khan. Tender Documents/Technical Proposal will be opened on the same day at 11:30 AM.
4. Technical Proposals must be supported with bid security of PKR 200,000/- (Refundable), in the form of C.D.R/D.D/P.O/Banker's Cheque favor of the Treasurer MCUT DG Khan.
5. Technical Proposals submitted by the firms containing uncompleted/conditional/deficient Proposal will be rejected.
6. Technically sound and shortlisted firms having qualified against their respective Technical Proposal will be entertained for their respective Financial Proposals.

7. The contract will be awarded to Technically as well as Financially sounds firm in accordance with our evaluation criteria and PPRA Rules.
8. The University reserve the right to accept or reject any or all bids under relevant PPRA rules.
9. Sealed envelopes must clearly state the Tender Title.

Convener Purchase
Mir Chakar Khan Rind University of Technology,
12 KM Sakhi Sarwar Road, Dera Ghazi Khan.
Contact No. 0346-7320083

GENERAL TERMS & CONDITIONS

1. Invitation to Bid

1.1 Bids are invited for **supply of fuel** for University Buses and Official Vehicles of Mir Chakar Khan Rind University of Technology D.G.Khan of supply of fuel and required work to be undertaken are given in Annex A.

1.2 This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. PPRA Rules 2014 may be obtained from PPRA‟s website http://www.ppra.punjab.gov.pk. Moreover, in this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

2. Bidding Details (Instructions to Bidders)

2.1 Queries of the Bidders (if any) for seeking clarifications regarding the services required must be received in writing to the MCUT D.G.KHAN **till 20 November, 2026** which will be promptly responded (within 03 days of receipt).

2.2 The Bidder is fully and completely responsible for material mentioned at Annex A to MCUT D.G.KHAN and compliance to General Terms and Conditions.

2.3 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number, e-mail address and registered address of the fenders owning company, management company (if any) and authorized representative through whom all communications shall be directed until the process has been completed or terminated.

2.4 MCUT D.G.KHAN will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

3. Bid Price

3.1 The quoted price shall be:

a. Best/final/fixed & valid until completion of all deliveries/deliverables and not subject to escalation / variation.

b. The Financial offer should be submitted covering all items with the technical specifications at Annex A.

c. Taxes – Bid is to be for the Supplies of fuel to be undertaken at MCUT D.G.KHAN with all taxes duties other dues paid by the Bidder.

4. Bid Validity

4.1 The Bid shall have a minimum validity period of **06 months** from the date for submission of the Bid.

5. Opening of the Bid

5.1 The Bidder‟s name, modifications, withdrawal, security, attendance of the Bidder and such other details as the MCUT D.G.Khan may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

6. **Clarification of the Bid**

6.1 The MCUT D.G.Khan shall have the right, at its sole/exclusive discretion, to enquire, in writing, further information or clarification of the Bid, from any or all the Bidder(s). No
6.2 change in the price or substance of the Bid shall be sought, offered or permitted except classification and as required to confirm the corrections of arithmetical errors.

7. Correction of errors / Amendment of Bid

7.1 The Bid price as determined after arithmetic corrections shall be termed as the Corrected Total Bid Price which shall be binding upon the Bidder.

8. **Technical Evaluation Criteria**

8.1 The Bids which do not conform to the Technical Specifications/requirements at Annex A will be rejected.

8.2 Scope for the **Supply of Fuel** are appended as Annex „A".

8.3 ELIGIBILITY MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the 50% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. Top three scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened. The overall best evaluated technical and financially lowest bids (combined) will be taken as the viable and acceptable Bidder.

8.4 The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against all items will be eligible for further processing.

8.5 Technical proposals shall be evaluated by the committee in the light of following evaluation criteria categorized as under:

8.5.1 **Mandatory Criteria**

Category	Description	Points
Legal Requirements	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body in Pakistan.	Mandatory
	Compliance to the technical specifications mentioned vide Annex-A of this document and execution Schedule and Delivery Period mentioned in tender document (Undertaking of same on legal stamp paper is must)	Mandatory

8.5.2 **Technical Evaluation Criteria Marking Scheme**

S. No.	Attributes	Max. Marks	Score Distribution	Requirements	Score Obtained
1.	Projects of similar nature	20	20	5 or more projects	
			10	3-4 projects	
			5	Less than 3 projects	
2.	Firm/company life	15	15	10 years or more	
			5	Less than 10 years	
3.	To provide free fuel storage facility	20	20	Yes	
			0	No	
4.	24/7 Availability of Fuel	20	20	With Immediate	
			10	More than 02 Hours but less than 05 days	
			5	Less than 5 Hours	
5.	Other Specialties	10	10	Yes	
			0	No	
	Total marks	80			

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

8.6 General Terms & Conditions

8.6.1 Procurement would be based on a two envelope system giving Technical and Financial Proposals in separate envelopes.

8.6.2 Proposals are solicited directly from Vendors /Suppliers. No agent, middleman or third party would be entertained.

8.6.3 Names of the Company/brand and quality of fuel**,** with their brochure to be attached, along with bid document.

8.6.4 Payments will be made through crossed cheque based on terms and conditions agreed with the supplier.

9. FINANCIAL PROPOSAL EVALUATION

9.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be considered for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the three technically qualified bidders at the time and venue mentioned above. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

9.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. All duties, taxes and expenses etc. will be responsibility of bidders. Read in conjunction with 9.4.

9.3 MCUT D.G.Khan will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

9.4 As per scheduled government lowest price weightage criteria will be used for evaluating financial bids as basis of award of contract:

10. Rejection / Acceptance of the Bid

10.1 MCUT D.G.KHAN shall have the right to increase / decrease the quantity of any or all item(s) without any change in unit prices as other terms and conditions of contract. MCUT D.G.KHAN may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. MCUT shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals. The MCUT shall incur no liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids.

LETTER OF OFFER

Bid Reference No. _____

Bid/Quotation for _____

To:

The Convener Purchase
Mir Chakar Khan Rind University of Technoloyg
14-KM Sakhi Sarwar Road, D.G.Khan

Dear Sir,

Having examined the Bidding Documents, Conditions, Specifications, etc. We, the undersigned, being a company/firm/individual doing business under the name and address given below

_____

_____

____hereby offer to provide required services/items in conformity with the bidding documents at following price(s):-

BID PRICE

Item #	Item Description	Total Cost (PKR)
Total Bid Price		
Total Cost (in words) _____		

We undertake that we have fully understood all bid terms and conditions and our price entered above is in full compliance with these conditions and technical specifications

Signature _____
(Name of Bidder in Block Capitals)

(**Company Seal/Stamp**)

Note: No cutting or overwriting is allowed. Any cutting or overwriting may lead to rejection of the financial bid.

ANNEX 'A'

REQUIREMENTS OF MATERIAL – MCUT D.G.KHAN

S. No.	DESCRIPTION	REQUIREMENT
1	Type	MCUT D.G.Khan intends to solicit services of a firm to supply fuel for operational activities of MCUT D.G.Khan Transport (Buses and Official Vehicles) in the City of D.G.Khan
2	Fuel Requirement	MCUT D.G.Khan has a fleet of 12 x Vehicles is in the process of procuring more Ships. The fuel requirement varies depending upon the requirement; the average consumption per month is as follows: Petrol for Vehicle: 1,500/- Liters per Month Diesel for Vehicle: 3,000/- Liter per Month Lubricant Oil: 500/- Liters per Month Note: a. The requirement of fuel will increase/decrease subsequently
3	Quotation for price.	The bidder shall quote the rate per liter for petrol, diesel, and lubricants. Rates will be based on the government-notified 'Nozzle Price' applicable at the time of supply, inclusive of all taxes and duties. Payments will be made accordingly.
4	Govt. Rate	The bidder must comply with the Government Rates applicable time to time.
5	NTN	Bidders are to give National Tax Number, without which bid will not be accepted.