

(Rs. 2000/-)

**ABBOTTABAD UNIVERSITY
OF SCIENCE AND TECHNOLOGY**



TENDER DOCUMENT

FOR

**“PURCHASE OF Laptop, Multimedia, Printer
& Photocopier for QEC Office**

ELIGIBILITY CRITERIA

Following particulars/documents make merit for assessment of eligible bidders. Separate sealed proposals should provide following essential information/documentation:

TECHNICAL BIDS

| S.No | Description |
|------|--|
| 1 | Certificate of Company / Firm Registration/ Incorporation under the laws of Pakistan |
| 2 | Valid Income Tax Registration (NTN) Active. |
| 3 | Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission) |
| 4 | 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 where in Pakistan. |
| 5 | Compliance to the technical specifications of all items to be procured mentioned in BOQ. |
| 6 | In full compliance of the execution schedule and Delivery Period mentioned in tender document (Undertaking). |
| 7 | In case of authorized distributor, valid authorization certificate of the manufacturer must be provided & in case of dealer, dealership certificate must be provided.(optional & if required by University) |
| 8 | Complete details of quoted items/ specifications |
| 9 | Compatibility & expandability features of equipment |
| 10 | Brochures/technical & operating manuals/compatibility features of equipment |
| 11 | Warranty/guarantee details of equipment (01 year or above) |
| 12 | Availability of spare parts/technical support of quoted equipment in the market |
| 13 | Time line for delivery and project implementation details |
| 14 | Technical compliance of quoted items/specifications as per the required items/specifications set forth in the Bill of Quantity (BOQ) of Abbottabad University of sciences and technology Tender Documents. |
| 15 | Best quality of equipment/brand rating in the market |
| 16 | Easy availability of spare parts/technical support of quoted equipment in the market |

Documents regarding “Eligibility Criteria” should be enclosed with Technical Bids. The proposals from firms/companies being qualified for the above specified Eligibility Criteria will only be considered for further evaluation process.

Financial Bids

| S.No | Description |
|------|--|
| 1 | Cost of quoted items in Pak Rupee inclusive of all applicable taxes/duties/delivery charges etc. |
| 2 | Submission of bid security 2% in shape of DD/Pay Oder in the name of Treasurer |
| 3 | Any other relevant information |

Note:

- **Bidders should read these conditions carefully and comply strictly while sending their tenders.**
- **If the Tenderer find any discrepancy, error, or omission in the tender Document he may notify it to the Abbottabad University of sciences and technology in writing two days before the closing date for Tenders.**
- **The University Purchase Committee reserves the right to accept or reject all quotations/Tenders with giving reason. The decision of the University Purchase Committee shall be final and unchallengeable in any court of law.**

1. General

- All Quotations should reach the undersigned within due date as specified in the advertisement through registered post or by hand. The quotations for each item must be applied on separate and independent sheet.
- Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make quotation invalid.
- In case of quoting alternate prices, separate tender shall be purchased.
- The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
- Only Manufacturers / distributors / bona fide dealers of the goods shall give tenders. They shall, therefore, furnish necessary declaration for the same.
- Bidder, interested in bidding for one or more items separately, is allowed to do so. However, Abbottabad University reserves the right to award tender for accepting the bid for each item or bid of the whole items and can also change the quantity or specification of the purchases.
- The contractor shall notify forth in written form to the Abbottabad University of sciences and technology with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the Abbottabad University of sciences and technology a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The tenderer shall sign and stamp the tender form at each page. (Both side of page)
- Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- Abbottabad University of sciences and technology reserves the right to accept any tender not necessarily the lowest, reject any tender with assigning reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/ supplier.
- The tender shall remove the rejected articles within 15 days of intimation of rejection, after which Abbottabad University of sciences and technology shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderers risk and on his account.
- The evaluation will be based on the comparison specification/ model/ makes and expiry. Abbottabad University of sciences and technology reserves the right to choose the specification/ models/ makes at its discretion.

2. BID price

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods (Pak Rupees) and shall be inclusive of all taxes, duties, and all other allied requirement charges, or hidden charges.
- Prices of the optional accessories should be quoted separately. Rates quoted should be (Pak Rupees).
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.

3. Currencies of BID

- The prices shall be quoted in Pakistani rupees.

4. BID validity

- The Bid will remain valid and open for acceptance of the purchaser for a period of 90 days from the specified date of opening.

5. Earnest Money

- The Quotation must be accompanied with a call deposit of 2% of the local quoted prices with their offer in the form of demand draft/pay order in favor of “Treasurer, Abbottabad University of sciences and technology”, (refundable).
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of demand draft, pay order or call deposit, issued by Pakistani bank or branch of a foreign bank, operating in Pakistan,
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same items. The demand draft shall be returned to unsuccessful bidders.
- The earnest money may be forfeited in the following cases:
 - When tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
 - When tenderer does not execute the agreement if any, prescribed within the specified time.
 - When he fails to commence the supply of the items as per supply order within the time prescribed.

6. Signing of BIDS

- The person signing the Bids shall sign all the pages of the bid along with official seal/stamp.

7. Dead Line for submission of Bids

- All Bids must reach and be received by the Procurement Office **on 21-11-2022 (1100hrs)** or before during the office hours. Technical Bids will be open on same date i.e., Bids will open at same day i.e., 21-11-2022 at 11:30 am in dean office-Quaid e Azam Block Abbottabad UST. Pre bid meeting is schedule on 14-11-2022 at 11 am in QEC office of Abbottabad UST.

8. Late BIDS

- Late bids receiving through couriers will also not be entertaining.

9. Canvassing

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

10. Delivery of Equipment / Items

- The items/ equipment (s) will be supplied in packed form and opened in front of the University Purchase Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment (s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination gone down in perfect condition.
- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.).
- The insurance charges will be borne by the supplier and Abbottabad University of sciences and technology will not be required to pay such charges if incurred.

11. Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
 - 90% payment will be made only after the equipment (s) is fully installed and comes in working condition.
 - 10% after one year from the date of commissioning.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.
- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.
- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

12. Prices

- Prices charged by the supplier for goods delivered in services performed under the contract shall not exceed the prices quoted by the supplier in its bids. The quantity of items to be purchased can be increased / decreased at the approved rates.
- Abbottabad University of sciences and technology reserves the right to consider a total package deal for all or group of some equipment with a total lowest quoted price for the package rather than lowest prices for the individual items.

13. Standard

- The equipment supplied must be tropicalized and it must be capable of functioning under the climatic conditions of Abbottabad.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Committee will be final.
- The goods with standard accessories supplied under this contract shall conform to the standard maintenance in the technical specification along with the set of operational and maintenance manual. It will be the responsibility of the supplier to quote equipment in complete package.

14. Training

- The firm supplying the item/ equipment (s) will demonstrate the operation / working of the equipment (s) to the satisfaction of the quarter concerned and provide training if needed.

15. Calibration of item/equipment

- The approved firm will install the equipment (s) in the presence and satisfaction of the Purchase Committee. In case of any defect in the supplied equipment (s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

16. Guarantee / Warranty

- The Tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of **one year** from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of one year, the said

goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.

- The Tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the University Purchase Committee in that behalf under this contract or otherwise.
- The tenderer shall also replace machinery and equipment, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the University Purchase Committee, the tenderer shall be responsible from carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipment whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the University Purchase Committee who may like to purchase spare parts from them to maintain the machinery and equipment in perfect condition.
- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment (s).

17. Conforming Tender

- A conforming tender is defined as follows:
 - It is submitted on time.
 - It is lodged at the nominated place.
 - All required forms are completed.
 - Documents are properly signed.
 - It complies with the tender conditions.
 - There are no commercial and contractual qualifications to the tender.

- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

18. Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in collusion with other tenderers shall be disqualified from tendering.

19. Delay in Delivery

- In case of extension in the delivery period, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

20. Conditions with Percentage

- a. Delay up to one fourth period of the prescribed delivery period. **2.5 %**
 - b. Delay exceeding one fourth but not exceeding half of the prescribed period. **5.0 %**
 - c. Delay exceeding half but not exceeding three fourth of the prescribed period. **7.5 %**
 - d. Delay exceeding three fourth of the prescribed period. **10.0 %**
- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount of shall be 10%.
 - The security money shall be refunded immediately after expiry of warranty period provided there is no breach of contract by the supplier and provided there is no outstanding against the tenderer.

21. Recoveries

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

C&F = Cost and freight basis

FOB = Freight on Board

SPECIAL CONDITIONS OF THE CONTRACT

1. Inspection of materials.

All items shall be subject to inspection and shall be approved by the University Purchase Committee. The University Purchase Committee may reject such materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labor at his own expense for handling during inspection. Any item rejected by the University Purchase Committee, shall not be used and shall be removed from site by the Contractor.

2. Responsibility against damages

Before and up to the whole of the supply is completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed works, through accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same and compensate the University against all such losses. The supplier will be bound to test and commission all supplied items.

3. Laboratory Test

The Vice Chancellor has the power to order for conducting material quality assurance test which he deems necessary and the cost of such tests will be borne by the contractor. No claim in this regard will be entertained for payment.

4. Technical & Financial Bid

Tender should be process on “Single stage Two Envelop”system

The tenderers should prepare a detailed proposal (Technical & financial) on the basis of requirements provided in the BOQ clearly showing the specification and make (with country of origin) of each and every item. All proposals will be reviewed by the University Purchase Committee alongwith expert/technical members & the best suitable (technically & financially) proposal will be approved. Separate envelop should be for Technical & Financial Bid each.

THE TENDER

**Convener
Purchase Committee,
Abbottabad University of Science & Technology
Havelian Abbottabad .**

1. Having examined the General Terms & conditions of the Contract, and the specifications for the above works, I/We, the undersigned, offer to construct, complete and maintain the whole of the said works in conformity with the said General Terms and Conditions of Contract and specifications herewith submitted for an amount of Rs. _____/- (Rupees _____ only).
2. We undertake, if our tender is accepted, to deliver the items within specified time after the receipt of the purchase order.
3. We hereby agree to abide by and fulfill all the terms and provisions of the contract Hereto annexed or in default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions of contract.
4. We also agree that the sums of Earnest Money submitted herewith:-
 - a. May be absolutely forfeited by the University without prejudice to any other rights or remedies of the University, should we fail to deliver the items within one month of the issuance of Purchase order or withdraw or modify our tender.
 - b. May be retained by the University as and by way of Security deposit.
5. We understand that the Vice Chancellor AUST is not bound to accept the lowest tender and has the right to reject any or all tenders by assigning reason thereof and that the decision of the Vice Chancellor AUST in this respect shall be absolute, final and binding without any question or claim whatsoever from any quarter.
6. Pending execution of a formal agreement, this tender together with the Vice Chancellor acceptance thereof shall constitute a binding contract between us.

Memorandum

| | | |
|----|---|---|
| a) | Name of Work | PURCHASE OF Floor Standing ACs, Computers, Printer, Water Dispenser, Curtains for Central Library |
| b) | Earnest Money | 2% of quoted cost |
| c) | Percentage of Retention Money/ Security Deposit | 10% of amount due to the contractor |
| d) | Time of Completion | 30 days from the issuance of Purchase Order |
| e) | Liquidated Damages | 1/5 percent of the Contract amount per day or part of day that the work remains Incomplete after the expiry of Completion period. Up to 10% of the contract amount. |
| f) | Period of Maintenance | One year |

➤ **Last date for submission of Bids 21-11-2022 (before 1100hrs).**

➤ **Bids will be opened on same date at 11:30am.**

Dated this _____ day of _____ 2022

Signature with name: _____ in the capacity of _____ duly authorized to sign tenders, For and on behalf of _____.



(Name of Firm in Block Letters)

Witness: _____

Address: _____

Note: Selected items of specialized countries shall be considered for evaluation.

ITEMS LIST(BOQ)

| S# | Item | Description | Qty | Price including all type of tax |
|-----------|-------------------|--|----------|---------------------------------|
| 01 | Branded Laptop. | Process-Intel® core™ i7-11 th Generation (4M cache, up to 3.5 GHZ) RAM:8 GB Single Chanel DDR4 2400MHz (8GBx1), Hard Drive: 500GB (SSD) Solid State Drive, Display: 14 inch FHD (1920x1080), LED-Backlit, Touch display as per manufacturer Video Card: Intel HD graphics 620 as per manufacture Ports/interference: 1G LAN,HDMI, as per manufacture Webcam: as per manufacturer, wireless: Intel Dual Band Wireless+ Bluetooth as per manufacturer Battery: 3-Cell Battery with adopter as per manufacturer or above specification Laptop Carrying Bag: YES, slim same brand bag Operating System: Window 10 Professional Operating System Warranty: 1 Year (NBD) Dell/HP or equivalent OR Higher as approved by the committee | 1 | |
| 02 | Multimedia | Resolution SVGA (800x600) Brightness 3600lm Aspect Ratio 4:3 (native), 16:9 (compatible) Contrast Ratio 20,000:1 Throw Ratio 1.94 to 2.16 (1295.40mm @2000mm) Zoom2x (Digital), 1.1x (optical) Projection Distance 1.20m-11.80m Lamp life(Hours) Normal: 5000,Eco-Mode: 6000, Extreme Eco-Mode: 10000 Connector HDMI,USB Type A, Composite Video, VGA, Audio-in Equivalent or Higher as approved by the committee Warranty: one year | 1 | |

| | | | | |
|-----------|--------------------|--|----------|--|
| 03 | Printer | (Heavy Duty) Network printer, extra tray, 40ppm,128MB, 1200 MHz or above processor, Resolution 600x600 dpi or above configuration HP or equivalent as approved by committee Warranty: one Year | 1 | |
| 04 | Photocopier | Speed A4/A3: 36/18 ppm, memory capacity 2 GB, Monochrome. | 1 | |

1. Quantities can be increased or decreased as per the requirements. No claim what so ever will be entertained in this account.
2. If at any stage even after award of contract, the bidder/suppliers documents are found bogus/malified, this contract will be cancelled and punitive action shall be taken against the firm.
3. Refurbished or grey smuggled product will not be accepted

**Seal & Signature
Of Bidder**