



THE UNIVERSITY OF LAKKI MARWAT

TENDER DOCUMENTS

Name of Firm	
Phone & Mobile Number	
N.I.C/NTN	
GST No.	
Tender applied for	OFFICE AND IT EQUIPMENT
Call Deposit Amount	
Call Deposit No.	

TERMS AND CONDITIONS FOR THE PURCHASE OF OFFICE AND IT EQUIPMENT

1. Mandatory

- i. Any tender without 2% earnest money will be out rightly rejected.
- ii. Conditional/incomplete tenders will be not accepted.
- iii. The bidders should be either an established firm or sole distributor/authorized agent of the manufacturer having after sale services facilities.
- iv. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- V. Refurbished, smuggled products will not be accepted.
- vi. The University of Lakki Marwat will verify the serial Number of the supply items with its manufacturer, if found ambiguous, will be returned to the supplier at its own cost.
- Vii Bids submitted without prescribed Tender fee or Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee and Earnest money shall be submitted separately along with Tender.
- Viii Manufacturer authorization letter will have to be provided by the bidder. ULM will verify the genuineness of the provided Manufacturer's Authorization letter from its issuer.
- ix. A copy of Tax Returns or bank statements of last two years of the Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors.
- x. For rapid warranty claims and to minimize the hardware replacement time, quoted products must have at least one manufacturer's parts depot in Pakistan for the quoted hardware category. Contact numbers and address must be submitted along with the quotation.
- xi. Any product inferior to the given specification / University's requirement shall be disqualified straight away.
- xii. Compliance sheet must be provided by the bidder along with the quotation. Bidder must submit an undertaking on a stamp paper that the quoted items 100 % comply the University's specifications.
- xiii. University of Lakki Marwat shall only accept the branded equipment imported through proper channel

2. METHOD OF PROCUREMENT:

Bidding will be conducted through "Open Competitive Bidding" process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a "Single Stage - Single Envelop" procedure.

3. Documents Required

The Firm/Supplier/Original Manufacturer/Authorized Dealers/ Distributors eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Valid Professional Tax Certificate
3. Full Address and contact numbers of the office(s).
4. **Technical Literature & Samples:**
If applicable/required, the Bidder (s) shall submit the following;
 - a. Data/Factsheets of the Equipment.
 - b. Data technical literature/Evaluation software(s)
5. **Security Deposit/Retention Money/Performance Security:**
10% amount of bill price shall be deducted or bank guarantee provided by supplier and the same will be released after completion of 01 year successful operation of equipment/item.
4. **SCOPE OF SUPPLY**
The bidder shall supply items/ equipment's of the specifications given in the attached Annexure-I.
5. **CURRENCIES OF BID**
The prices shall be quoted in Pakistani Rupees.
6. **BID BONDS/EARNEST MONEY**
The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft/pay order in favor of Project Director, **THE UNIVERSITY OF LAKKI MARWAT**. The earnest money shall be denominated in Pak rupees and shall be in the form of Demand Draft, Pay Order or Call Deposit issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity.
7. **DEADLINE FOR SUBMISSION OF BIDS**
All bids must reach and be received by the purchaser on or before the prescribed deadline during the office hours. The tenders will be opened at 11:30 AM on Dated: 25-06-2018 in the Committee room of The University of Lakki Marwat in the presence of purchase committee.
8. **LATE BIDS**
Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.
9. **PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The University of Lakki Marwat (Purchase committee) reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per KPPPRA rules.

10. CONVENCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

11. DELIVERY OF ITEMS/ EQUIPMENTS

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from The University of Lakki Marwat. In case of delay in supply within stipulated time then penalty @2% per day will be imposed for first 15 days and thereafter @4% per day in the subsequent period.

12. MODE OF PAYMENT

Payment shall be made in the form of crossed cheque, which shall be issued after delivery of items/equipment and verification of the inspection committee/Officer concerned.

13. GUARANTEE/WARRANTY

- a. The supplier shall furnish at least one year after sales service/warranty for successful operation of equipment/item (s) except the items for which warranty period is already mentioned in the specification/ tender documents, form the date of installation
- b. In case of malfunctioning/defect in any equipment/item, the supplier shall replace item free of cost within 30 days, otherwise the supplier will return the entire paid amount to ULM immediately. The material shall be in original/sealed packing to ensure delivery without any damages during transit.

14. Installation & Commissioning:

- a. Please note that system/supply should be completed in all respect in terms of hardware, software and accessories/spare sprats. Any deficiency in acquisition of desired results at the time of installation & subsequent functioning will be responsibility of the supplying firm/company, without any additional cost. All the supply should be based on The University of Lakki Marwat.
- b. The supplier will be responsible for installation, testing commissioning and one year smooth running of equipment & also arrange free of cost training for the university staff.

15. BID EVALUATION CRITERIA

The awards of contract would be based strictly on the specification provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

16. Taxes

All Government Taxes i.e Income Tax, GST, Professional Tax, Stamp Duty etc will be deducted.

17. TA/DA Claim

No TA/DA claim will be entertained by the university, in case of after sale services, whenever it requires within the premises.

18. Bid Validity

All offers shall remain valid for 180 days from the date of opening of bids, until any further extension required by The University of Lakki Marwat.

19. Rate Escalations

Quoted price shall remain valid, firm, and irrevocable and fixed till the fulfillment of obligations by the supplier and will not be subject to escalation on any account.

Project Director
The University of Lakki Marwat
Office No. 0969- 511819

LIST OF ITEMS

Item	Specifications	Quantity	Unit Cost (Rs.)	GST (Rs.)	Unit Total Price (Rs.)
Laptop Core i7	<p>International Branded 8th-Gen Core i7 Latest Laptop Notebook Intel® Core i7-8550U (1.8 GHz, up to 3.7 GHz with Intel® Turbo Boost Technology 2.0, 8 MB cache, 4 cores Display 15.6 inch FHD (1920x1080) Anti-Glare LED for HD Webcam With 2 Antennas slim Web cam Integrated HD 720p Dual Ary Mic Intel® UHD graphics 620 8GB 2400MHz DDR4 Memory 1TB 5400RPM SATA Hard disk Windows Pre-installed by Manufacturer. Win 10 Pro, 64 Bit Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) WiFi and Bluetooth® 4.2 Combo 45 W HP Smart AC adapter 3-cell, 48 Wh Long Life Li-ion</p> <p>Ports 1 USB 3.1 Type-C™ Gen 1 (Power Delivery, DisplayPort™); 2 USB 3.0; 1 USB 2.0 (power port); 1 HDMI 1.4b; 1 VGA; 1 RJ-45; 1 AC power; 1 headphone/microphone combo jack 1 Genuine carrying Bag 3 Years Local Warranty</p> <p>Antivirus (quote separately) Kaspersky Total security 2017 for 3PCS with DVD PACK</p>	02			
		01			
Heavy Duty Printer A3 Size	<p>Heavy Duty printer A3 Size Print technology Laser Print speed black Up to 41 ppm Memory 512 MB Processor speed 800 MHz Print speed black (normal, A3) Up to 20 ppm Print speed duplex (A4) Up to 26 ipm Duty cycle (monthly, A4) Up to 100,000 pages Recommended monthly page volume 5000 to 20000 Print quality black (best) Up to 1200 x 1200 dpi Number of print cartridges 1 (black) Connectivity, standard 2 Hi-Speed USB 2.0; 1 Hi-Speed USB 2.0 Device; 1 Gigabit Ethernet 10/100/1000 Base-T</p>	01			

	Maximum input capacity (sheets) Up to 4600 sheets Paper handling output, standard 250-sheet output bin 1 year local warranty				
Printer Day to Day Use	Print speed Letter: Up to 40 ppm black Memory 128 MB Processor 1200 MHz Resolution Black (best): 600 x 600 dpi, Up to 4800 x 600 enhanced dpi 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n Standard (built-in Ethernet, Wi-Fi) Wireless Capability, Built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct. Duty Cycle Monthly, letter: Up to 80,000 pages Recommended Monthly Page Volume Duplex printing automatic standard 2-line backlit LCD graphic display 1 Year Warranty	04			
Photocopier	Speed 45 c p m Paper Size A -3 Memory 4 GB or higher Hard disk 300 GB or higher Paper capacity 1200 sheets or higher built in Duplex plus RADF ` built in Printer plus colour scanner Toner life 40000 copies or higher One year warranty with parts	01			
Fax Machine	Panasonic Termal Fax Machine KX-FT981CX	01			
Scanner	Scanner type, Flatbed, ADF Scan resolution, optical Up to 600 dpi (colour and mono, ADF); Up to 1200 dpi (colour and mono, flatbed) Duty cycle (daily), Recommended daily duty cycle: 1500 pages (ADF) Bit depth, 24-bits external 48-bits internal Levels of grayscale, 256 Multi feed detection, No Scan size, maximum, 8.5 x 11.7 in Automatic document feeder capacity, Standard, 50 sheets Automatic document feeder scan speed Up to 20 ppm/40 ipm (b&w, grey and colour, 300 dpi)	01			

	Scanning options (ADF), Single-pass E-Duplex Scan size (ADF), maximum, 8.5 x 122 in Scan size ADF (minimum), 3.5 x 5.8 in Connectivity, standard, Hi-Speed USB 2.0 Twain version, TWAIN Certified. Version 2.1 Memory, 64 MB ENERGY STAR® certified, Yes One Year Local warranty				
DSLR camera	D 5500 with 18-55MM Lens	01			
UPS Full system	UPS 3000 VA (US and European Brands only) <u>Output</u> Output power capacity 2.7 KWatts / 3.0 kVA Max Configurable Power (Watts) 2.7 KWatts / 3.0 kVA Nominal Output Voltage 230V Output Voltage Note Configurable for 220 : 230 or 240 nominal output voltage Output Voltage Distortion Less than 2% Output Frequency (sync to mains) 50/60Hz +/- 3 Hz Other Output Voltages 220, 240 Load Crest Factor 3:01 Topology Double Conversion Online Waveform type Sine wave Output Connections (8) IEC 320 C13 (Battery Backup) (2) IEC Jumpers (Battery Backup) (2) IEC 320 C19 (Battery Backup) Bypass Internal Bypass (Automatic and Manual) <u>Input</u> Nominal Input Voltage 230V Input frequency 40 - 70 Hz (auto sensing) Input Connections British BS1363A, IEC-320 C20, Schuko CEE 7/EU1-16P Cord Length 2.44meters Input voltage range for main operations 160 - 275V	02			

	Input voltage adjustable range for mains operation Number of Power Cords Other Input Voltages Batteries & Runtime <u>Battery type</u> Typical recharge time Replacement Battery Expected Battery Life (years) RBC Quantity <u>Communications & Management</u> Interface Port(s) Control panel Audible Alarm Emergency Power Off (EPO) Available SmartSlot™ Interface Quantity <u>Surge Protection and Filtering</u> Surge energy rating 3 years Warranty for UPS 2 years Warranty for Batteries	100 - 275 (half load)V 3 220, 240 Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof 3hour(s) RBC152 5-Mar 1 RJ-45 Serial , Smart-Slot , USB Multi-function LCD status and control console Audible and visible alarms prioritized by severity Yes 1 340Joules				
USB	32 GB Best Quality		05			
Total Including all Taxes(In Figure)						
Total Including all Taxes (In Words)						

Name of Person & Designation

Authorized Signature & Stamp