



THE UNIVERSITY OF LAKKI MARWAT

TENDER DOCUMENTS

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

TERMS AND CONDITIONS FOR PURCHASE OF IT & OFFICE EQUIPMENT, STATIONERY, OFFICE FURNITURE

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 of the same nature items.
- 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. The 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 KPPPRA 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:

- a. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
- b. Valid Professional Tax Certificate.
- c. Previous experience for supplying of same nature items is required.
- d. 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.

6. Scope of Supply:

The bidder shall supply items/ equipment's of the specifications given in the attached Annexure-I.

7. Currencies of Bid:

The prices shall be quoted in Pakistani Rupees.

8. 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.

9. 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 2:00 PM on Dated: 24-07-2018 in the Committee room of The University of Lakki Marwat in the presence of purchase committee.

10. Late Bids:

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

11. 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.

12. Convincing:

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

13. 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.

14. Mode of Payments:

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.

15. 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, from 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.

16. 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.

17. Bid Evolution Criteria:

The awards of contract would be based strictly on the specification provided in the bidding documents, quality of the items, Pervious experience for supplying of same nature items and not only on the basis of lowest rates.

18. Taxes:

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

19. 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.

20. 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.

21. 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

ELIST OF ITEMS IT & LAB EQUIPMENT

Item	Specifications	Quantity	Unit Cost (Rs.)	GST (Rs.)	Unit Total Price (Rs.)
Laptop Core i5/i7	Intel Core – i5/i7 8GB RAM, 1TB HDD, 1 GB Graphic Card, Super Drive	02			
Printer Day to Day Use	Laser Printer (A4) (Black & White) Print Speed up to 33 ppm . Resolution 1200 x 1200 DPI . Processor 800 MHz . Double side printing . Memory 128 MB . Duplex with Wi-Fi	04			
Fax Machine	Panasonic Thermal Fax Machine KX-FT981CX	01			
Scanner	Scanner A1, A3 and A4 Size	01			
DSLR camera	D 5500 with 18-55MM Lens	01			
UPS Full System	UPS 3 KVA- Long Backup (1 hour backup @ 70 Load)	01			
Total Including all Taxes(In Figure)					
Total Including all Taxes (In Words)					

Name of Person & Designation

Authorized Signature & Stamp

LIST OF STATIONERY ITEMS

Item	Specifications	Quantity	Unit Cost (Rs.)	GST (Rs.)	Unit Total Price (Rs.)
Envelop	Cloth lined Khaki, 5.5 X 11.5, single colour with print on face side	1000			
Envelop	Cloth lined Khaki, 7.5 X 11.5, single colour with print on face side	1000			
Envelop	Cloth lined Khaki, 8.5 X 12.5, single colour with print on face side	1000			
Envelop	Cloth link Khaki, 12.5 X 19.5, single colour with print on face side	1000			
Envelop	Full size	1000			
Envelop	Medium- A4 Size	1000			
Envelop	Small size	2000			
Library Students Enrolment form	Single page as per sample	1000			
Total Including all Taxes(In Figure)					
Total Including all Taxes (In Words)					

Name of Person & Designation

Authorized Signature & Stamp

LIST OF OFFICE FURNITURE

On Sample Provision

Item	Specifications	Quantity	Unit Cost (Rs.)	GST (Rs.)	Unit Total Price (Rs.)
Executive Tables	Will be selected from samples.	06			
Executive Chairs	Will be selected from samples.	06			
Office Tables	Will be selected from samples.	10			
Office Chairs	Will be selected from samples.	10			
Visiting Chairs	Will be selected from samples.	40			
Cupboards Steel	Will be selected from samples.	06			
File Cabinet Wooden	Will be selected from samples.	08			
Total Including all Taxes(In Figure)					
Total Including all Taxes (In Words)					

Name of Person & Designation

Authorized Signature & Stamp