Tender Documents

For Purchase of ICT/IT Equipments

UOH-HEC Development Project SDPTI@UOH/P-ADV#4/2021

The
University of Haripur
Restoring Hope; Building Community

TENDER DOCUMENT FOR PURCHASE & INSTALLATION OF IT EQUIPMENTS

Bids [Technical] shall be opened on Oct 18, 2021 at 11:30 A.M whereas financial bid will be opened on Nov 03, 2021 in the Committee Room of Vice Chancellor Secretariat, The University of Haripur, Off-Hattar Road, Haripur

Name of Firm/Contractor/Company (Block Letter) _____

_____

Address (Block Letter): _____

_____

_____

Telephone No:

Fax No:

E-mail:

Signature &Seal

Stationary Charges of Rs. 5000/-(Non-Refundable) vide Demand Drat/Pay Order No:_____date_____

Earnest Money of Rs._____(Refundable) vide CDR Order No:_____Date_____

Date of Bid Submission:

INVITATION TO BID

Subject: **Tender Notice UOH-HEC Development Project SDPTI@UOH/P-ADV#4/2021**

The University of Haripur (UOH) invites sealed bids/quotations/proposals **for the Purchase & Installation IT Equipments** from reputed firms/companies (Local/Non Local, Registered with FBR, having active tax payer status) for its **PSDP funded project titled "Strengthening and Development of Physical and Technological Infrastructure at the University of Haripur".** The subject tender shall be processed in accordance with Public Procurement Rules-2004 [36-b (i-ix)] of PPRA.

TERMS & CONDITIONS:

1. The detailed specifications along with terms & conditions have been set forth in Tender Document, which is available in the **Project Office, Directorate of Planning & Development** The University of Haripur. The subject document shall be obtained on payment of Rs.5, 000/- Non-Refundable (as Stationery Charges) in the form of Bank Draft/Pay order in favor of **Treasurer-UOH**.
2. The tender documents are also uploaded on the UOH website (www.uoh.edu.pk). In case of document download from website, pay order/demand draft of Rs.5, 000/ should be prepared and submitted in favor of Treasurer-UOH. Stationary charges will be attached with technical bid. ***No bid shall be accepted*** without Stationery Charges.
3. The Bid Security @ 2% **(refundable)** of total bid price shall be submitted in the form of **Call Deposit Receipt (CDR)** in favor of Treasurer-UOH. Bid security ***shall*** be attached with financial bid.
4. The bidding documents completed in all respect should reach **Project Office, Directorate of Planning & Development** latest by **Oct 18, 2021** at **11:00 am**. Technical Bids will be opened on same date at **11:30 am** in the Committee Room of Vice Chancellor-Secretariat whereas Financial Bids will be opened on **Nov 03, 2021 at 11:30 am**, /after completion of Technical Evaluation.
5. Bid must be submitted through Courier/Postal Service. **No Bid will be received by hand and receipt after due date & time.** The University reserves the right to accept or reject any or all bids as per PPRA and KPPRA rules. Errors and omissions, if any, shall be subject to rectification by the University.

Project Coordinator, UOH-HEC Development Project
The University of Haripur, Off Hattar Road, Haripur-KP
Office Ph # 0995-920641 **Cell #** 0333-5765466
E-mail: zaheer.hasrat@uoh.edu.pk

Tender No	UOH-HEC Development Project SDPTI@UOH/P-ADV#4/2021
Bidding Procedure	Open Competitive Bidding (Single Stage Two Envelop) as per Public Procurement Rules-2004 [36-b (i-ix)] of PPRA
Stationery Charges	Rs.5, 000/- in form of DD/Pay Order in Favor of Treasurer, The University of Haripur. In case of Tender Document is downloaded from University of Haripur website (www.uoh.edu.pk) it should be submitted along with Pay Order/Demand Draft of Rs. 5,000/-. (To be attached with technical proposal). **No bid will be accepted without tender document fee.**
Earnest Money	Earnest money at a rate of 2% (refundable) of total bid price shall be submitted from the account of firm/bidder/contractors who submits the bid. (Will be attached with Financial bid) in the form of Call Deposit Receipt in favor of Treasurer, The University of Haripur).
Submission	Bids shall be submitted (technical & financial) latest by Oct 18, 2021 at 11:00 A.M in Project Office, Directorate of P&D through currier/postal service.
Opening	Technical Bids shall be opened on Oct 18, 2021 at 11:30 A.M whereas Financial on Nov 03, 2021 in the Committee Room of Vice Chancellor Secretariat.

Note: Tender notice is also available on the University of Haripur website (www.uoh.edu.pk) as well as on PPRA's website (www.ppra.org.pk).

BASIC ELIGIBILITY CRITERIA

Bidders/Firms/Company must fulfill the following basic eligibility criteria without which their bids shall not processed.

Table No.1 Basic Eligibility Criteria

S.No	Description	Remarks
1.	Valid Company/Firm Registration Certificate (under the laws of Pakistan)	Mandatory
2.	Valid Income Tax Registration (NTN)	Mandatory
3.	Valid General Sales Tax Registration (having FBR active status on the date of proposal submission)	Mandatory
4.	Submission of undertaking on legal valid and attested stamp paper mentioning 1. The firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. 2. The firm/company has not provided the equipment less than the quoted price in any other Govt/Public Sector Organization. In full compliance of the execution schedule and delivery period mentioned in tender documents.	Mandatory
5.	Similar Projects of last 3 Years and Current in hand	Mandatory
6.	Account Statement of Past 03 Years	Mandatory
7.	Timeline for delivery ((maximum 05 weeks after issuance of Purchase Order) Minimum will be preferred)	Mandatory
8.	Submission of bid security at a rate of 2% in the shape of CDR in the name of Treasurer, The University of Haripur	Mandatory
9.	Cost of quoted prices in PKR inclusive of all kinds of applicable taxes, duties and delivery charges.	Mandatory

Note: Documents regarding “Basic Eligibility Criteria” should be enclosed with the Bids. Bids of only eligible firms shall be considered for further consideration. Incomplete documents shall not be entertained. In case of fake or forged documents submission, respective firm shall be instantly blacklisted and CDR be confiscated.

Table No.2 Bid Technical Evaluation Criteria

EVALUATION CRITERIA (Total Marks = 70)					
SECTION-A (Total Marks = 50)					
Parameter	**Sub-Parameter**	**Supporting Documents**	**Marks**		**Remarks**
			Total	**Obtained**	
Compliance to Specifications (A1)	90-100% compliance with End User's specifications	Certificate from the Original Manufacturer mentioning about the Specifications & Valid Authorization Certificate	38-47		
	80-89% compliance with End User's specifications subject to Main Function is NOT Affected		27-37		
	Below 80% compliance		1-26		
Special Feature (s) (A2)	Special Feature (s) NOT mentioned by the End User's, provided by the firm which enhances the feature and function (s) of the product (s)	Documentary evidence of the special feature (s)	1 to 3		
	Sub Total (A)=A1+A2		**50**		
SECTION-B (Total Mars = 20)					
Operating capabilities (B)	B-1: Installation, Testing, Commissioning & Calibration of equipment		7		
	B-2: Warranty Period/After sale services		7		
	B-3: Post warranty maintenances services including provision of spare parts		6		Warranty period of 1 years is Mandatory
	Sub Total (B)=B1+B2+B3)		**20**		
	Sub Total (A+B)		**70**		

Overall Bid Scoring Method

1. Technical Bids: 70 Points
    - Weightage Technical: 70 Points
2. Financial Bids: 30 Points
    - Weightage Financial Bid: 30 Points

Total Points (100) = Technical (70) + Financial (30)

Securing highest points (Technical + Financial) will be considered as lowest bid.

SECTION-1 GENERAL INSTRUCTIONS TO BIDDERS (GITB)

Bidders should read these conditions carefully and comply strictly while sending their tenders. If the bidder finds any discrepancy, error, or omission in the tender documents he may intimate it to the **Convener, Procurement Committee for Purchase of ICT Equipments-UOH** in writing two days before the closing date for Tender.

The **Procurement Committee for ICT Equipments** reserves the right to accept or reject any or all quotations/tenders/bids without giving any reason. The decision of the **Procurement Committee for Purchase of ICT Equipments** will be final and shall not be challenged in in any court of law.

1. Introduction

1.1. **Name and Address of Procuring Agency (PA):** The University of Haripur, Office of the Project Coordinator, Directorate of Planning & Development (P&D), Off Hattar Road, District Haripur-Khyber Pakhtunkhwa

1.2. **Eligible Bidders:** General sales tax registered. National tax number registered. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan (all clauses explained in basic eligibility/mandatory criteria table)

1.3. **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. Content of Bidding Document:

2.1. The Goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the bidding documents include:

a. General Instructions to Bidders (GITB)

b. Bid Data Sheet (BDS)

c. Schedule of Requirements

d. Technical Specifications

e. Bid Forms and Price Schedules

f. Contract Form

2.2. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

3. Clarification of Bidding Documents: A prospective Bidder requiring any clarification of the bidding documents may notify the PA in writing at its address. The PA will response in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the PA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents directly from the PA.

4. Preparation of Bids and Bidding Procedure

4.1. **Language of Bid:** The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchange by the Bidder and the PA shall be written in English language.

4.2. **Documents Comprising the Bid:** The bid prepared by the Bidder shall comprise the following components:

a. Mandatory documents given in the eligibility criteria without which bid shall not be processed

b. Technical Bid Form with stationary charges in the form demand draft or pay order **sealed in separate envelop marked as technical proposal**

c. Financial Bid Form including specifications of all items and a Price Schedule as well as bid security in the form of CDR **sealed in separate envelop and marked as financial proposal**.

d. **Bidding Procedure:** Single Stage Two Envelop Bidding Procedure shall be followed.

5. General Instructions to Bidders (GITB)

5.1. All bids should reach the PA within due date and time as specified in the advertisement through registered post.

5.2. The submission of bids by hand is not acceptable. Bidders are bound to submit complete form issued by The University of Haripur with stamp and signature on each page.

5.3. Tenders must be enclosed in a properly sealed envelope. Both technical and financial proposals shall sealed in separate envelops and properly marked. Any cutting/ correction in bid will make the bid/quotation/offer invalid.

5.4. Tenders forms shall be filled in ink or typed. No tender filled through pencil shall be considered.

5.5. 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.

5.6. In case of quoting alternate prices, separate tender documents shall be purchased.

5.7. The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.

5.8. The evaluation will be based on the comparison of specification/model/ makes and expiry. University of Haripur reserves the right to choose the specification/ models/ makes at its own discretion.

5.9. Bidder, interested in bidding for one or more items separately, is allowed to do so. However, University of Haripur 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

5.10. Supply order/ contract will be issued subject to the availability of funds as well as subject to Transfer from Funding agency.

5.11. The contractor shall notify forth in written form to The University of Haripur 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.

5.12. The University of Haripur reserves the right **to accept any tender not necessarily the lowest,** reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/ supplier.

5.13. 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 University of Haripur 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.

5.14. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

5.15. The tender shall remove the rejected articles within 15 days of intimation of rejection, after which University of Haripur 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.

6. BID Price and Validity

6.1. The Bidder shall indicate price of his offer, list of items with specifications, standard accessories, make and origin, the unit price and total bid prices of the goods in Pak Rupees (PKR).

6.2. Prices of the optional accessories should be quoted separately. Rates quoted should be F.O.R and C & F, (Pak Rupees) University of Haripur, Haripur.

6.3. All kind of taxes levied by the government shall be paid by the bidder and must be included in the quoted prices. University of Haripur is exempted from the whole of customs duties under to the Ministry of finance, economic affairs statistics and revenue rules.

6.4. Sales Tax and Income Tax will be deducted at source from the supplier's bill as per government rules. GST will be refunded subject to the provision of Sale Tax invoice.

6.5. The Bid will remain valid and open for acceptance for a period of 120 days from the specified date of opening or closing of financial year on the case may be.

7. Earnest Money or Bid Security

7.1. The bid must be accompanied with a call deposit receipt (CDR) of 2% of the total quoted prices with their offer in favor of "Treasurer-The University of Haripur" (refundable).

7.2. The earnest money shall be denominated in Pakistani rupees and shall be in the form of call deposit receipt issued by Pakistani bank or branch of a foreign bank, operating in Pakistan,

7.3. Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the PA

7.4. The successful Bidder's bid security will be discharged upon the Bidder's successful supply of Goods duly acceptable to the PA

7.5. The earnest money may be forfeited in the following cases:

7.5.1. When bidder withdraws or modifies the offer, after opening of tender but before acceptance of tender

7.5.2. When bidder does not execute the agreement if any, prescribed within the specified time.

7.5.3. When the documents submitted by bidder is found forged or fake.

8. Format and Signing of BIDS

8.1. The Bidder shall prepare an original and the number of copies of the bid indicated in clearly marking each "ORIGNAL BID" and "COPY OF BID" as appropriate. In the event of any discrepancy between them, the original shall govern.

8.2. The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder or the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

9. Submission of Bids

9.1. Sealing and Marking of Bids:

The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGNAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The outer envelope should be clearly marked with Tender No and Tender title given on the title of this Document.

9.1.1. The inner and outer envelopes shall:

(a) Be addressed to the PA at the address given in advertisement; and

(b) Bear the name indicated in the advertisement, the invitation for Bids title and number indicated, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified.

9.1.2. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

9.1.3. If the outer envelope is not sealed and marked as required the PA will assume no responsibility for the bid's misplacement or premature opening.

9.2. Deadline for Submission of Bids

9.2.1. Bids must be received by the PA at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet

9.2.2. The PA may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the PA and bidders previously subject to the deadline will thereafter be subject to the deadline as extended

9.2.3. **Late Submission:** Any bid received by the PA after the deadline for submission of bids prescribed by the PA will be rejected and returned unopened to the Bidder.

10. Opening, Clarification and Evaluation of Bids

10.1. Opening of Bids by PA

10.1.1. The PA will 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

10.1.2. 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 PA, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

10.1.3. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidder.

10.2. **Clarification of Bids:** During evaluation of the bids, the PA may, at its discretion, 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

10.3. Preliminary Examination:

10.3.1. The PA will 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.

10.3.2. Arithmetical errors will be rectified on the following basis.

10.3.2.1. 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.

10.3.2.2. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.

10.3.2.3. If there is a discrepancy between words and figures, the amount in words will prevail.

10.3.3. The PA may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

10.3.4. Prior to the detailed evaluation, the PA will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservation to critical provisions, such as those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The PA's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

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

10.4. Evaluation and Comparison of Bids

10.4.1. The PA will evaluate and compare the bids which have been determined to be substantially responsive.

10.4.2. The PA's evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties, taxes and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

10.4.3. 70% weightage will be given to technical evaluation while 30% weightage to financial evaluation.

10.5. Contacting PA

10.5.1. No Bidder shall contact the PA on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the PA, it should do so in writing.

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

10.5.3. Counseling or canvassing staff or elected representatives by any Bidder will become liable to disqualification.

11. Conforming Tender

11.1. A conforming tender is defined as follows:

11.1.1. It is submitted on time.

11.1.2. It is lodged at the nominated place.

11.1.3. All required forms are completed.

11.1.4. Documents are properly signed.

11.1.5. It complies with the tender conditions.

11.1.6. There are no commercial and contractual qualifications to the tender.

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

12. Award of Contract

12.1. Qualification

12.1.1. In the absence of prequalification, the PA will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

12.1.2. The determination will take into account the Bidder's compliance with the qualification criteria defined in the bidding document.

12.1.3. The PA 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

12.2. PA's Right to Increase or Decrease Quantities at the time of Award

12.2.1. The PA reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

12.3. PA's Right to Accept any Bid and to Reject any or All Bids

12.3.1. The PA 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, without thereby incurring any liability to the affected Bidder or bidders. The PA will inform the affected Bidder or bidders of the grounds for the PA's action, if so requested by, the PA shall not be required to justify the grounds.

12.4. Notification of Award

12.4.1. Prior to the expiration of the period of bid validity and subject to GITB the PA will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

12.4.2. The notification of award under GITB will constitute the formation of the Contract.

12.4.3. The PA shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract.

12.5. Placement of Purchase Order

12.5.1. At the same time as the PA notifies the successful Bidder that its bid has been accepted, the PA will send the Bidder the purchase order mentioning all contractual obligations in addition to purchase offer.

12.5.2. Within seven (07) days of receipt of the purchase, the successful Bidder shall sign and date the offer and return it to the PA.

12.6. Performance Security

12.6.1. 10% of total bid/purchase order value in PKR shall be retained by the PA as performance security.

12.6.2. The performance security shall be returned to bidder after successful completion of the product warranty period.

13. Mode of Payment

13.1. Payment shall be made in the form of cross cheque following inspection of IT equipment's supplied in accordance with the stated specifications.

13.2. No advance payment will be made. Payments will be made subject to the clearance

of account and audit cells.

14. Disqualification of Tender

14.1. The bidder shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in corrupt or fraudulent practices shall be disqualified from tendering.

14.2. Corrupt or Fraudulent Practices

14.2.1. The PA observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of its policy, the PA: (a) defines, for the purposes of this provision, the terms set forth below as follows:

14.2.2. "corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty or submission of fake or forged documents

14.2.3. The PA will;

14.2.3.1. Reject a proposal for award and forfeit its CDR if it is determined that the Bidder recommended for award has been engaged in corrupt or fraudulent practices in competing for the contract in question

14.2.3.2. Declare a firm ineligible, either indefinitely or for a stated period of time and forfeit his/her CDR, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a PPRA financed contract.

14.2.3.3. Declare a firm ineligible and forfeit his/her CDR, if the firm is blacklisted by any government and non-government organization and he/she not showing this disqualification. And a certificate to this effect by bidder must be attached with the bid.

15. Delay in Assignment

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 bidder has failed to supply / complete the work.

13.1. 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 %**

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the general instructions to Bidders (GITB): Section I. Whenever there is a conflict, the provisions herein shall prevail over those in GITB.

A-The Bidding Document		
GITB-4.1	Language of the Bid	English
B-Preparation of Bid		
Basic Eligibility Criteria	The price quoted shall be:	In Pak Rupees (PKR) inclusive of all applicable taxes & transportation charges
	The price shall be:	Fixed and must include the Income and General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
	Qualification requirement	1. The bidder must comply with the specifications of items provided in the tender document. 2. The bidder must have minimum three years' experience in manufacturing or supplying of similar items as requisitioned in the bid. 3. Documentary evidence to this effect must be provided with the bid, which includes copy of contract / purchase order, etc. 4. The bidder must submit National Tax No., Sales Tax. No. Certificates, as well as Certificate of Incorporation / registration of the firm. 5. The bidder must submit with the bid documents the delivery plan, particularly the completion time for subject procurement. 6. Bid must be submitted in accordance with Evaluation Criteria as mentioned in Schedule of Requirements. 7. Bid will be evaluated in accordance with Evaluation Criteria as mentioned in Schedule of Requirements. 8. The bidder shall submit proper documentary evidence for financial soundness of the firm. 9. The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices and should not be black listed by any Government/Non-government Organization. An affidavit duly attested by notary public shall be attached with the bidding document in this regard
GITB-7.1	Amount and Form of Bid Security	1. 2% of the total quoted bid price in the form of CDR 2. The tenders found deficient of the amount as bid security compared to total bid price will not be considered. 3. The Bid security should be in the form of CDR in Favor Treasurer-The University of Haripur 4. No personal cheques will be acceptable at any cost. 5. The previous bid security if any will not be considered or carried forward.

GITB-12.6	Performance Security	10% of the total quoted bid price shall be retained as performance security and will be released after completion of warranty period
GITB-6.5	Bid validity period.	Bid should remain valid for 120 days from the closing date.
GITB-9.1	Number of copies	One original and One additional Copy.
C-Submission		
GITB-1.1	Address for Bid Submission	The University of Haripur, Office of the Project Coordinator, Directorate of Planning & Development (P&D), Off Hattar Road, District Haripur-Khyber Pakhtunkhwa, Phone No: 0995-615226
GITB-9.2	Deadline for Bid Submission	Oct 18, 2021
D-Opening of Bid		
Tender Invitation	Bid Opening	Technical Bids will be opened on same date at 1130 hours in the Committee Room of Vice Chancellor-Secretariat, whereas Financial Bids will be opened on October 18, 2021 **at 1130 hours** after completion of Technical Evaluation.

SECTION-3 SHEDULE OF REQUIRMENTS, TECHNICAL SPECIFICATION &STANDARD FORMS

3.1. Schedule of Requirements

3.2. Standards Forms

3.1. Schedule of Requirements

3.1.1. Technical Evaluation

A. Evaluation Purpose

All bids will be evaluated for technical soundness

3.1.2. Eligible Criteria

3.1.2.1. Eligibility evaluations are given on the Table 1 & 2.

3.1.2.2. All bids will be evaluated as per the given Evaluation Sheets.

3.1.2.3. All the information shall be strictly submitted in accordance with the above formats / forms. Technical Evaluation of Company/Firms will be done on the basis of information/data given on these forms/formats. Company brochures, etc. could be forwarded as supplementary but will not be entertained in lieu of the prescribed formats and no data will be extracted from such pre-printed documents

3.1.2.4. It is mandatory to acquire minimum 70% Marks in technical evaluation for bid financial consideration. Low evaluated marked companies will be disqualified

3.1.2.5. All certificates should be filled in properly.

3.2. Standard Forms

3.2.1. Bid Form/ Cover Letter

3.2.2. Technical Proposal Form

3.2.3. Financial Proposal Form (Price Schedule)

3.2.4. Undertaking

3.2.1. Bid Form/ Cover Letter

Date:_____

No:_____

To
The Project Coordinator
UOH-HEC Development Project, Directorate of P&D
The University of Haripur

Subject: **Submission of Tender Documents in Response to Your Advertisement.**

Dear Sir,

1. Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods in conformity with the said bidding documents.
2. We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the PA according to Clause GITB-7.1 of Instructions to Bidders.
4. We also agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening under Clause GITB-6.5 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this_____day of_____20_____

_____ _____

[Signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

3.2.2. Technical Proposal Form

Name of Firm _____

Authorized Person Name and Signature _____

Sr.No	Equipment Name	Client Specifications	Qty	Vendor's Specification	Brand Name & Model	Make Origin/Country
1.	Ethernet	10/100/1000 16 port unmanaged Gigabit Ethernet switch	4			
2.	Cable	UTP cable CAT-6 1000ft box	4			
3.	Screen	Simulation Screen Sony 28"	4			
4.	Camcorder	4K or HD, Multi format, dual media slot, SDXC and SDHC supported	2			
5.	Server Machine	Rack Mounted Chassis 3.5" Chassis with up to 4 Hot Plug Hard Drives Processor Intel® Xeon® E-2246G 3.6GHz, 12M cache, 8C/16T Memory 32GB UDIMM, 3200MT/s, ECC RAID C7, Unconfigured RAID for HDDs or SSDs (Mixed Drive Types Allowed) RAID/Internal Storage Controllers PERC H330 RAID Controller, Adapter Hard Drive 2x1TB = 2TB 7.2K RPM SATA 6Gbps 512n 3.5in Hot-plug Hard Drive Internal Optical Drive DVD +/-RW, SATA, Internal for Hot Plug Chassis Power Supply Dual, Hot-plug, Redundant Power Supply. Warranty Basic Next Business Day 12 Months, 12 Month(s)	5			
6.	Desktop	Intel Corei7 (3.0 GHz) 10th Gen), GetForce RTX 3070, 8 GB DDR RAM, 1TB Hard Drive, LAN, WLAN, DVD multi burner, 18.5 / 19 inch LED Display, at least 1 year with other standard accessories.	50			

Sr.No	Equipment Name	Client Specifications	Qty	Vendor's Specification	Brand Name & Model	Make Origin/Country
7.	Laptop Computer	**Brand:** Dell, HP, Toshiba or Equivalent **CPU:** Intel 10/11th Generation Core i3 Processor **Chipset:** Intel Based Chipset **Memory:** 4 GB RAM DDR4 **Display:** 15.6", FHD (1920 x 1080), Anti-Glare Non-Touch **Graphics:** Intel Integrated HD Graphics (Minimum) **Hard Disk:** 1 TB SATA HDD (Minimum) **Communications:**Wi-Fi 6, Bluetooth	8			
8.	Lens	Fujinon 5.5-88 mm C-mount Motorized Len	10			
9.	Vision Port	Leutron Vision PicPort-Color-9512.6 Framegrabber Art. - No.:11000	10			
10.	Windows DVR	AVerMedia NSA6832R0 Rack Hybrid Windows DVR	10			
11.	Laser	Huanic Red Line Laser Modules	10			
12.	Filter	Various Cokin Color Filters	500			
13.	Filter	Two Cokin Polarized Filters	200			
14.	Filter	Seconic, L308 S Flashmate	50			
15.	Tripods	Two Tripods	50			
16.	Ethernet Switch	10/100/1000 16 port unmanaged Gigabit Ethernet switch	20			
17.	Ethernet Switch	Table Shelves	50			
18.	Connectors	RJ 45 connectors	500			
19.	Gateway	Serial Gateway (MIB510)	50			
20.	Mote	MICA2 Mote (MPR400)	50			
21.	Sensor	Basic sensor board (MTS300)	50			
22.	WSN	Crossbow WSN Starter Kit	20			
23.	WSN	Crossbow WS N Professional Kit	20			
24.	WSN	Crossbow WSN OEM Design Kit	20			

Sr.No	Equipment Name	Client Specifications	Qty	Vendor's Specification	Brand Name & Model	Make Origin/Country
25.	Sensor	HygroTrac Moisture Sensors	10			
26.	Cable	UTP cable CAT-6 1000ft box	20			

3.2.3. Financial Proposal Price Schedule

(Inclusive of all applicable taxes/duties)

Sr.No	Equipment Name	Client Specifications	Qty	Vendor's Specification	Unit Price (PKR)	Total Price (PKR)
1.	Ethernet	10/100/1000 16 port unmanaged Gigabit Ethernet switch	4			
2.	Cable	UTP cable CAT-6 1000ft box	4			
3.	Screen	Simulation Screen Sony 28"	4			
4.	Camcorder	4K or HD, Multi format, dual media slot, SDXC and SDHC supported	2			
5.	Server Machine	Rack Mounted Chassis 3.5" Chassis with up to 4 Hot Plug Hard Drives Processor Intel® Xeon® E-2246G 3.6GHz, 12M cache, 8C/16T Memory 32GB UDIMM, 3200MT/s, ECC RAID C7, Unconfigured RAID for HDDs or SSDs (Mixed Drive Types Allowed) RAID/Internal Storage Controllers PERC H330 RAID Controller, Adapter Hard Drive 2x1TB = 2TB 7.2K RPM SATA 6Gbps 512n 3.5in Hot-plug Hard Drive Internal Optical Drive DVD +/-RW, SATA, Internal for Hot Plug Chassis Power Supply Dual, Hot-plug, Redundant Power Supply. Warranty Basic Next Business Day 12 Months, 12 Month(s)	5			
6.	Desktop	Intel Corei7 (3.0 GHz) 10th Gen), GetForce RTX 3070, 8 GB DDR RAM, 1TB Hard Drive, LAN, WLAN, DVD multi burner, 18.5 / 19 inch LED Display, at least 1 year with other standard accessories.	50			
7.	Laptop Computer	**Brand:** Dell, HP, Toshiba or Equivalent	8			

Sr.No	Equipment Name	Client Specifications	Qty	Vendor's Specification	Unit Price (PKR)	Total Price (PKR)
		CPU: Intel 10/11th Generation Core i3 Processor **Chipset:** Intel Based Chipset **Memory:** 4 GB RAM DDR4 **Display:** 15.6", FHD (1920 x 1080), Anti-Glare Non-Touch **Graphics:** Intel Integrated HD Graphics (Minimum) **Hard Disk:** 1 TB SATA HDD (Minimum) **Communications:** Wi-Fi 6, Bluetooth				
8.	Lens	Fujinon 5.5-88 mm C-mount Motorized Len	10			
9.	Vision Port	Leutron Vision PicPort-Color-9512.6 Framegrabber Art. - No.:11000	10			
10.	Windows DVR	AVerMedia NSA6832R0 Rack Hybrid Windows DVR	10			
11.	Laser	Huanic Red Line Laser Modules	10			
12.	Filter	Various Cokin Color Filters	500			
13.	Filter	Two Cokin Polarized Filters	200			
14.	Filter	Seconic, L308 S Flashmate	50			
15.	Tripods	Two Tripods	50			
16.	Ethernet Switch	10/100/1000 16 port unmanaged Gigabit Ethernet switch	20			
17.	Ethernet Switch	Table Shelves	50			
18.	Connectors	RJ 45 connectors	500			
19.	Gateway	Serial Gateway (MIB510)	50			
20.	Mote	MICA2 Mote (MPR400)	50			
21.	Sensor	Basic sensor board (MTS300)	50			
22.	WSN	Crossbow WSN Starter Kit	20			
23.	WSN	Crossbow WS N Professional Kit	20			
24.	WSN	Crossbow WSN OEM Design Kit	20			
25.	Sensor	HygroTrac Moistur	10			

Sr.No	Equipment Name	Client Specifications	Qty	Vendor's Specification	Unit Price (PKR)	Total Price (PKR)
		e Sensors				
26.	Cable	UTP cable CAT-6 1000ft box	20			

Name of Authorized Person: _____

Signature of Authorized Person: _____

Date: _____

Official Stamp/Seal:

3.2.4. UNDERTAKING

I have read the terms and conditions thoroughly regarding "Tender dated_____, I hereby undertake to abide by these terms & conditions in letter and spirit.

Signature:_____

Name of Authorize Person: _____

Seal: