

## **TENDER PROPOSAL**



**Tender# G-17.11.01**

**IT Equipment**

National Textile University, Sheikhupura Road, Faisalabad-37610

[www.ntu.edu.pk](http://www.ntu.edu.pk)

**M/S.....**

## ADVERTISEMENTS OF THE TENDER # G-17.11.01

Last date: 11-12-2017.

|     |                    |               |
|-----|--------------------|---------------|
| i.  | PPRA website dated | Nov. 16, 2017 |
| ii. | Daily Jang         | Nov. 19, 2017 |
| iii | Dawn               | Nov. 19, 2017 |
| iv  | NTU website        | Nov. 16, 2017 |

Advertisement as it is:

# National Textile University, Faisalabad

Tender Notice # G-17/11-01

## IT Equipment

1. National Textile University, Faisalabad invites bids *under PPRA rule 36(b) & 36(d)* in sealed envelopes from the original Manufacturers, their Authorized Agents/Distributors/firms (GST & Income Tax registered) for the purchase of the following items. Detail is in the tender document.

| Sr. # | Item Name                                    | Qty. |
|-------|--|------|
| 1     | Computer {C & F basis, 36(d)}                | 44   |
| 2     | Laptop {FOR basis, 36(b)}                    | 03   |
| 3     | Computer Server Machine {C & F basis, 36(d)} | 02   |
| 4     | Multimedia {FOR basis, 36(b)}                | 10   |
| 5     | Access Point {FOR basis, 36(d)}              | 02   |

2. Tender Document may be downloaded from the official website of NTU ([www.ntu.edu.pk](http://www.ntu.edu.pk)) **or** may be obtained from the office of Convener Purchase. The fee of Tender Document is non-refundable **Rs. 1,000/-** (Rupees One Thousand only). The tender document fee will be accepted in shape of Pay order/Demand Draft drawn on Faisalabad in the name of “National Textile University, Faisalabad”.
3. Eligible firms should submit their bids along with **2%** earnest money of the total quoted price in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favors of National Textile University, Faisalabad, drawn on Faisalabad.
4. **Date, Time and Venue:** Sealed bids should reach in the office of Convener Purchase by or before **2:30 pm on 11-12-2017**. Bids received within the stipulated time and date **will be opened** by the Purchase Committee in the **Meeting Room of NTU Faisalabad** on the **same day** at **3:00 pm** in the presence of the bidders or their authorized representatives.
5. The names of contact persons for any technical queries are given in tender document.

**Prof. Dr. Zahid Rizwan**

Convener Purchase

041-9230081-85 (Ext. 159)

National Textile University, Sheikhupura Road, Faisalabad-37610

[www.ntu.edu.pk](http://www.ntu.edu.pk)

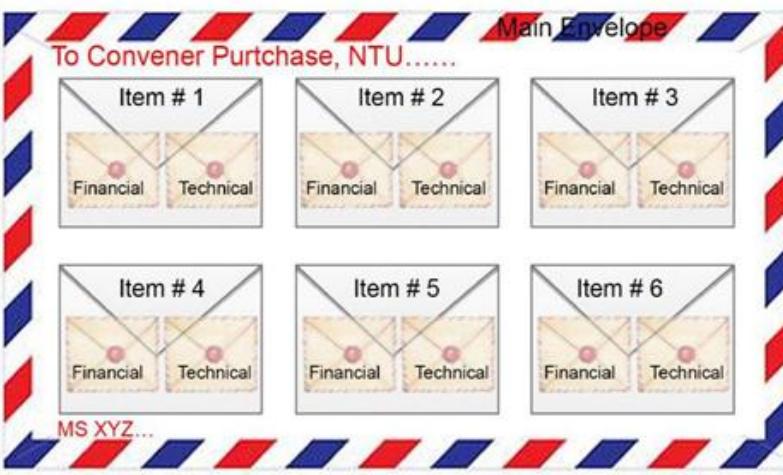
National Textile University, Sheikhupura Road, Faisalabad-37610

[www.ntu.edu.pk](http://www.ntu.edu.pk)

|  |  |
|--|--|
| i.   | National Textile University (NTU), Faisalabad invites sealed bids from original Manufacturers, their Authorized Agents/Distributors/Suppliers/Firms (registered with Income Tax & Sales Tax Department) for the supply of IT Equipment.  |
| ii.  | Tender Document may be downloaded from the official website of NTU ( <a href="http://www.ntu.edu.pk">www.ntu.edu.pk</a> ) or may be obtained from the office of Convener Purchase. The fee of tender document is non-refundable <b>Rs. 1,000/-</b> (Rupees One Thousand only). The tender document fee will be accepted in shape of Cash/Pay order/Demand Draft (can be submitted in a separate envelope) drawn on Faisalabad in the name of ‘National Textile University, Faisalabad’.              |
| <b>1. Deadline and Procedure for Bids:</b>       |  |
| i.   | Tender Proposals required under PPRA Rule 36(b) and PPRA Rule 36(d) as indicated in the tender advertisement.  |
| ii.  | <b>Date, Time and Venue:</b> Sealed bids should reach in the office of Convener Purchase by or before <b>2:30 pm on 11-12-2017</b> . Bids received within the stipulated time and date <b>will be opened</b> by the Purchase Committee in the <b>Meeting Room of NTU Faisalabad</b> on the <b>same day</b> at <b>3:00 pm</b> in the presence of the bidders or their authorized representatives.   |
| iii.   | <b>PPRA Rule 36(b): Single stage two envelope procedure.</b> Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.<br><b>NOTE:</b> 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> option(s) of any complete item or its any part will not be considered in any case. Only 1 <sup>st</sup> option will be considered for healthy competition under this rule.               |
| iv.  | <b>PPRA Rule 36(d): Two stage two envelope procedure.</b> 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , .... option(s) of any complete equipment or its any part will be considered in product presentation(s)/discussion(s).<br><b>Definition:</b> Revised specifications means more detailed and comprehensive specifications as per requirement of NTU.   |
| v.   | Revised specifications will be provided by the technical committee after the product presentation/discussion. A sufficient time will be given to the bidders to revise their technical & financial offers as per PPRA rule 36(d).<br>Then 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , .... option(s) will not be considered after the revised technical specifications. Only first quoted option will be considered for final financial comparative statement for the healthy competition. |
| <b>2. Bidder's Eligibility and Qualification</b> |  |
| i.   | Bidding firm must be registered with tax authorities (Sale Tax & Income Tax) and will submit the certificates of registration.   |
| ii.  | Original manufacturer's /authorized distributors/sole agents/Firms will provide certificate for participation in the tender from their principle manufacturer(s).  |
| iii.   | Bidders are required to submit the certificate along with their offer i.e. “Certified that the prices quoted in the tender are firm, final and are not in excess of printed price list of the manufacturer in country of origin and in case of any discrepancy is noticed subsequently bidder hereby undertakes to make goods any loss to the University.”   |
| iv.  | An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Black-listed from any Govt./Semi Govt. Department of the Pakistan.  |
| v.   | Bidder will provide address of nearest office to Faisalabad (mandatory) and Web page address (optional).   |
| vi.  | Users list of quoted items for the last two years.   |
| <b>3. Sealed “Technical &amp; Financial Bid”</b> |  |
| i.   | Technical & Financial Bids must be sealed carefully (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.   |
| <b>4. Conditional Tender:</b>                    |  |
| i.   | Any condition(s) imposed by the bidder will not be accepted.   |
| <b>5. Bid Security (PPRA Rule-25):</b>           |  |
| i.   | Bidders must be accompanied by a Bid Security @ 02% of the quoted bid price in the shape of Pay Order / CDR in favor of National Textile University, Faisalabad. Put separate CDR (in financial  |

|   |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
|---|---|--|----------------------|--|--------------------|---|--|-----------------|--------------------|--------------------|--------------------|
|   | offer envelope) for items/equipment. In case of failure tender document will not be entertained.  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| <b>6. Performance Guarantee (PPRA rule 39):</b>                         |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| i.  | <b>FOR basis:</b> An amount of 06% will be deducted as a performance Guarantee from the bill and shall be retained for the period <b>one year</b> from the date of commissioning/installation/supply.   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| ii  | <b>C &amp; F basis:</b> An amount of 06% will be deposited in the form of Demand Draft / Pay order by the bidder before opening L.C. as a performance Guarantee and shall be retained for the period of one year from the date of commissioning/installation. Bank Guarantee from the scheduled bank of Pakistan will also be acceptable but it should be valid for one year from the date of commissioning/installation (shipping time, transportation time and installation time etc. must be excluded to make one year from the date of installation. Also supplier/bidder will provide under taking on judicial paper to renew Bank Guaranty (for the specified period) from the date of installation to the last day of one year.  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| iii   | <b>Letter of Credit (L.C.):</b> will be arranged by the University. All necessary documents for opening LC will be provided by the bidder/supplier, very carefully to avoid any type of confusion / or delay in supply of items/equipment.  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| <b>7. Taxes/Duties:</b>   |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| i.  | <b>FOR basis:</b> All Govt. Taxes/Duties (where applicable) will be paid by the bidder.<br><i>NOTE: Permission/clearance from PTA is the responsibility of bidder for item # 5 (Access Point), however, University will provide the necessary documents only and will not pay any additional amount in this regard.</i>   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| ii  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>C &amp; F basis:</b></td> <td style="width: 15%; text-align: center;">a</td> <td>All Govt. Taxes/Duties will be paid by NTU and should not be included in the financial offer</td> </tr> <tr> <td></td> <td style="text-align: center;">b</td> <td>All clearing and insurance charges will be paid by NTU and should not be included in the financial offer</td> </tr> </table>  | <b>C &amp; F basis:</b>  | a                    | All Govt. Taxes/Duties will be paid by NTU and should not be included in the financial offer |                    | b   | All clearing and insurance charges will be paid by NTU and should not be included in the financial offer |                 |                    |                    |                    |
| <b>C &amp; F basis:</b>   | a   | All Govt. Taxes/Duties will be paid by NTU and should not be included in the financial offer             |                      |  |                    |   |  |                 |                    |                    |                    |
|   | b   | All clearing and insurance charges will be paid by NTU and should not be included in the financial offer |                      |  |                    |   |  |                 |                    |                    |                    |
| <b>8. Bid Validity Period:</b>  |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| i.  | All pricing shall be guaranteed not to increase, based on an order placed. The offer should be valid for 120 days from the date of opening of the tender.   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| <b>9. Installation/Training:</b>  |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| i.  | Loading/Unloading/Commissioning/Installation/Training (for operation, maintenance & troubleshooting etc.) and testing of equipment/item/machine <b>on site</b> will be provided by the bidder.  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| <b>10. Country of Origin and Packing:</b>                               |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| i.  | The items must be brand new and complete in all respects with original packing of manufacturer and strictly conforming to the given specifications. Country of origin and model must be mentioned in technical proposal.  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| <b>11. Prices:</b>  |   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| i   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Computer .....</td> <td style="width: 85%;">{C &amp; F basis, 36(d)}</td> </tr> <tr> <td>Laptop.....</td> <td>{FOR basis, 36(b)}</td> </tr> <tr> <td>Computer Server Machine.....</td> <td>{C &amp; F basis, 36(d)}</td> </tr> <tr> <td>Multimedia.....</td> <td>{FOR basis, 36(b)}</td> </tr> <tr> <td>Access Point .....</td> <td>{FOR basis, 36(d)}</td> </tr> </table>   | Computer .....   | {C & F basis, 36(d)} | Laptop.....  | {FOR basis, 36(b)} | Computer Server Machine.....  | {C & F basis, 36(d)}   | Multimedia..... | {FOR basis, 36(b)} | Access Point ..... | {FOR basis, 36(d)} |
| Computer .....  | {C & F basis, 36(d)}  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| Laptop.....   | {FOR basis, 36(b)}  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| Computer Server Machine.....  | {C & F basis, 36(d)}  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| Multimedia.....   | {FOR basis, 36(b)}  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| Access Point .....  | {FOR basis, 36(d)}  |  |                      |  |                    |   |  |                 |                    |                    |                    |
|   | <b>C&amp;F prices:</b> at Faisalabad Dry Port <i>or</i> Faisalabad Air Port.  |  |                      |  |                    |   |  |                 |                    |                    |                    |
|   | <b>FOR prices:</b> at National Textile University   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| ii  | <p>The bidder/supplier should quote unit price of each optional/compulsory accessory (as per technical specification of the tender), however all such prices will be incorporated in the price of main equipment/machine as named in the given equipment/item list (01 - 05) for the price comparative statement.</p> <p><b>Example: Serial # 1: Computer</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Suppose FOR/C&amp;F basis Price of Computer</td> <td style="width: 30%; text-align: right;">= 100 PKR/USD</td> </tr> <tr> <td>Suppose FOR/C&amp;F basis Price of accessory #1 (as per requirement of NTU)</td> <td style="text-align: right;">= 13 PKR</td> </tr> <tr> <td>Suppose FOR/C&amp;F basis Price of accessory #2 (as per requirement of NTU)</td> <td style="text-align: right;">= 8 PKR</td> </tr> </table> | Suppose FOR/C&F basis Price of Computer  | = 100 PKR/USD        | Suppose FOR/C&F basis Price of accessory #1 (as per requirement of NTU)                      | = 13 PKR           | Suppose FOR/C&F basis Price of accessory #2 (as per requirement of NTU) | = 8 PKR  |                 |                    |                    |                    |
| Suppose FOR/C&F basis Price of Computer                                 | = 100 PKR/USD   |  |                      |  |                    |   |  |                 |                    |                    |                    |
| Suppose FOR/C&F basis Price of accessory #1 (as per requirement of NTU) | = 13 PKR  |  |                      |  |                    |   |  |                 |                    |                    |                    |
| Suppose FOR/C&F basis Price of accessory #2 (as per requirement of NTU) | = 8 PKR   |  |                      |  |                    |   |  |                 |                    |                    |                    |

|            |  |                      |
|------------|--|----------------------|
|            | Suppose FOR/C&F basis Price of accessory #3 (as per requirement of NTU)<br>Total FOR/C&F basis price of computer (for financial competition)   | = 5 PKR<br>= 126 PKR |
| <b>12.</b> | <b>Payments:</b>   |                      |
| i          | The Payment will be made on the availability of funds (approvals from Government planning agencies etc, other relevant authorities and University management). If payment is delayed (from Government planning agencies, other relevant authorities and University management) due to any reason; no extra interest/mark-up will be paid to the supplier/bidder.   |                      |
| <b>13.</b> | <b>Warranty &amp; availability of Spare Parts:</b>   |                      |
| i.         | The items or any part must be BRANDED (originally manufactured & assembled) & complete in all respects with original manufacturer's packing and strictly conforming to given specifications. Any used part/component (inner or outer) will not be accepted.  |                      |
| ii.        | All expenditures {technical, personnel, any transportation (National/International) or any type of charges of repair/replacement of any part(s) of the item(s)/equipment during warrantee period will be borne by the supplier/bidder.   |                      |
| <b>14.</b> | <b>Conformity with given Specifications:</b>   |                      |
| i.         | Equipment/items will be inspected at National Textile University in the presence of the supplier/their representative. Equipment/item or any part will be rejected if not found according to the given specifications.   |                      |
| ii.        | In case any material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the short supplied wrongly supplied, faulty or defective part/material free of charges including transport charges etc. or pay the full cost of replacement.            |                      |
| iii.       | In case of failure on the part of supplier to supply the equipment's as per specifications / quantity within the stipulated time (without extension/approval from the competent authority i.e. Rector of National Textile University), a penalty at least 0.25% but not exceeding 10% per month will be imposed after the approval of competent authority. Tender with any cuttings, over writings and erasing shall not be entertained. |                      |
| <b>15.</b> | <b>Notification of Award:</b>  |                      |
| i.         | The university will award the contract to the technically successful bidder whose tender has been determined to be substantially responsive and has been determined as the lowest financial proposal.  |                      |
| ii.        | The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.  |                      |
| iii.       | In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money will be forfeited.  |                      |
| <b>16.</b> | <b>Mandatory Signature &amp; Stamp:</b>  |                      |
| i.         | Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial). Also bidder/supplier will provide the certificate that is provided in this document named as Certificate (Mandatory).  |                      |
| <b>17.</b> | <b>Rights of the University:</b>   |                      |
| i.         | If there is any conflict, it is a fundamental term of the Tender that the Bidders acknowledges and accepts that the terms and conditions of the University shall prevail.  |                      |
| ii.        | The University reserves the right to reject any or all bids with assigning reason(s).  |                      |
| iii.       | The University reserves the right to ignore or waive off minor irregularities or errors in any offer.  |                      |
| iv.        | The University reserves the right to award the contract to one bidder or divide it among several bidders. (if applicable)  |                      |
| v.         | The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out the contract in accordance with the terms and conditions of this Tender Documents.  |                      |
| vi.        | The University undertakes to use its best endeavors to hold confidential any information provided by you in your tender submission documents. If you wish not to disclose any of the information to  |                      |

|  |  |                       |
|--|--|-----------------------|
|  | other bidders/suppliers/manufacturers etc. because of its sensitivity. You should identify/specify (in black and white) reason(s) for its sensitivity. Your given reason(s) (for its sensitivity) will be approved the Technical committee of NTU.   |                       |
| <b>18. Breach of Contract:</b>   | i. In case of breach of warranty or Contract, the damages suffered by the University shall be recovered from the Contractor out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Performance Bond mentioned without notice to the Contractor.   |                       |
| <b>19. Force Majeure:</b>  | i. The Contractor shall not be liable for any additional cost or for liquidated damages for delay or any failure to perform the Contract arising out of force majeure or cause beyond his/her control including acts of God, or of the public enemy. The Contractor shall within ten (10) days from the beginning of such delay notify the University in writing of the causes of the delay. The University shall ascertain the facts and the extent of the delay and extend the time for completing the supplies as in its judgment the findings justify. |                       |
| <b>20. Legal proceedings:</b>  | i. The law of Pakistan shall govern the contract and the tender documents. Any dispute arising out shall be decided by Competent Authority of the University.  |                       |
| <b>21. How to participate in more than one item (equipment/item).</b>  | Put separate CDR (in financial offer envelope) for each quoted items/equipment/machine   |                       |
| <b>Example: You want to apply in 02 items:</b>   |  |                       |
| <b>Envelope-1:</b>   | “Offer for item#01(Computer)” for Tender # <b>G-17/11-01</b> .   |                       |
| <p>This envelope-1 will contain two envelops marked as</p> <p>(A) Technical offer for item# 01 (Computer)<br/> (B) Financial offer for item# 01 (Computer).</p>  |  |                       |
| <b>Envelope-2:</b>   | “Offer for item#02 (Laptop)” for Tender# <b>G-17/11-01</b> .   |                       |
| <p>This envelope-2 will contain two envelops marked as</p> <p>(A) Technical offer for item# 02 (Laptop).<br/> (B) Financial offer for item# 02 (Laptop).</p>   |  |                       |
| <p>All 02 sealed envelopes will be packed in a single envelop for delivery. Your this kind effort will speed up and facilitate the further procedure of procurement. Each envelop marked as <b>Item#1, Item#2</b> must contain all necessary documents related to the participation in the tender.</p> |  |                       |
|    |  |                       |
| <b>22. Contact Person(s)</b>   |  |                       |
| i.   | Dr. Nadeem Faisal (Director IT):   | 041-9230081, Ext. 136 |
| ii.  | Mr. Shahzad Arshad (Incharge IT):  | 041-9230081, Ext. 281 |

## CERTIFICATE (Mandatory)

I (authorized official)..... On behalf of (Company name) .....solemnly declare that I have read all the terms and conditions of this tender document (Tender# **G-17.11.01** for National Textile University Faisalabad), carefully. I also undertake the responsibility that all the given information in tender proposal against the above said tender are correct.

Signature

Date: \_\_\_\_\_

Company name address & stamp.