

Sr. No. _____

BIDDING DOCUMENT

Tender No: 14/09/2023/FAST-NRPU-
20/15351/01

Purchase of NRPU Project
Lab Equipment

For

**FAST-NATIONAL UNIVERSITY
OF COMPUTER & EMERGING
SCIENCES, ISLAMABAD**



National University
of computer and emerging sciences



TENDER NOTICE

FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD invites sealed bids from the original manufacturers / authorized distributors (With Valid Authorization/Distribution Certificate) / suppliers / well reputed firms/service providers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for the purchase of following three (03) Lab equipment in the for mentioned quantities for NRPU Project Ref No FAST-NRPU-20/15351/01.

Item No.	Name of Equipment	Qty
I.	Laptop	3
II.	Printer	1
III.	Advanced Qualitative Research Analysis Software	1
	Total	5

2. Bidding shall be carried out by “Single Stage Two Envelope” procedure. Bidding documents, containing detailed terms and conditions, etc. are available with Mr. Kashif Islam, Assistant Manager, EE-block, First Floor (Room # B123), FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD, H-11/4, Islamabad. Tender notice can also be downloaded from www.nu.edu.pk/events/details/551 or Public Procurement Regulatory Authority (PPRA) website www.ppra.org.pk.

3. The Bids having separate sealed envelopes clearly marked as **Technical** and **Financial** Bid, prepared in accordance with the instructions in the bidding documents, must reach on or before **29th November 2023 (Wednesday) up-till 12:00 am** to Mr. Kashif Islam, Assistant Manager, EE-block, First Floor (Room # B123), FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD, H-11/4, Islamabad. **Technical Bids** will be opened on the same day i.e., **29-11-2023 at 01:00 pm** in the presence of the bidders/their representatives who may like to attend the opening ceremony. Second Envelope containing “**Financial Bid**” of technically qualified bidder(s) will be opened later, the date of which will be communicated after evaluation of the Technical Bids.

4. FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules 2004.

Kashif Islam
Assistant Manager
EE block, first floor (Room #B123)
FAST-National University of Computer & Emerging Sciences
Kashif.islam@nu.edu.pk
Tel: 051-111 128128 Ext.223



FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES

Kashif Islam
Assistant Manager
EE block, first floor (Room #B123)
FAST-National University of Computer & Emerging Sciences
Kashif.islam@nu.edu.pk

Sub: **TENDER DOCUMENT FOR PURCHASE OF LAB EQUIPMENT (ITEMS)**

"TERMS AND CONDITIONS"

[All pages (BOQs & Terms & Conditions) are mandatory to be signed / stamped. failing which the bid may be rejected.]

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of FAST-National University of Computer & Emerging Sciences, Islamabad by any vendor will not be acceptable and may lead to rejection of the bid.
2. Original Manufacturer / Authorized Distributors (with valid authorization / distribution certificate)/ Suppliers /well-reputed Firms / Service Providers registered with Income Tax, Sales Tax Department and who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in the tender.
3. Part / Advance payments are not allowed.
4. The exact completion/delivery time from the date of the purchase / work order will be a **maximum** of **60** days. The handing over / completion / installation time is of critical importance.
5. The bid proposal(s) should be inclusive of all the taxes and must be quoted on "FOR Basis" as per BOQs Format [Items deliverable (free of cost)] to Kashif Islam, Assistant Manager at FAST-National University of Computer & Emerging Sciences, Islamabad.
6. The Payment Terms will be for the FOR quoted items; 100% payment will be made after supply and successful inspection of the ordered equipment(s).
7. After the opening of bids FAST-National University of Computer & Emerging Sciences, Islamabad will examine the bids for completeness as per tender document's Terms & Conditions and Technical Specifications (As per BOQ).
8. Purchase order(s) will be awarded to the lowest evaluated bidder according to the nature of BOQs/Compatibility requirements that meet the technical specifications compliance matrix (Annexure B)
9. FAST-National University of Computer & Emerging Sciences, Islamabad, will follow the PPRA rule of **Single Stage Two Envelope procedure**.



- a. The Bid shall comprise two envelopes submitted simultaneously, one called the **Technical Bid** and the other the **Financial Bid**. Both envelopes to be enclosed together in an outer single envelope called the Bid.
 - b. The Bidder shall prepare **one (1) original** of the Technical Bid and one original of the Financial Bid comprising the Bid and clearly mark it "ORIGINAL - TECHNICAL BID" and "ORIGINAL - FINANCIAL BID". In addition, the Bidder shall submit **one (1) copy** of the Technical and Financial Bid and clearly mark each of them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
10. Bidders cannot challenge the findings of the evaluation or ask for the reason of disqualification.
11. The bid should be submitted in a sealed envelope up to **29th November, 2023 (Wednesday)** on or before **12:00 a.m.** and will be opened on the same date at **01:00 p.m.** in the presence of available bidders.
12. The envelope should be marked as under;
- Assistant Manager: Kashif Islam
EE Block, First Floor (Room # B123)
FAST National University of Computer & Emerging Sciences, H-11/4,
Islamabad.
13. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation for "**Purchase of Lab Equipment item(s) for NRPU Project # FAST-NRPU-20/15351/01, FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD** "
14. The bid form (BOQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods FAST-National University of Computer & Emerging Sciences, Islamabad in time then the penalty will be charged as under:**
- c. 02% per month of the total Purchase Order value.
 - d. If the vendor fails to deliver the goods / services during the extended period (if granted) then the purchase / work order may be cancelled and bid security may be forfeited.
16. If the delivered goods are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The bidder/vendor would be required to REPLACE as per requirements mentioned in our BOQs at no cost to the FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD, otherwise the purchase / work order will be cancelled after the due date with



confiscation of bid security AND bidder will bear all cost and expenses **thereof.**

17. All prices should be quoted on **FOR Basis (inclusive of all applicable taxes)**

18. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD to forfeit the earnest money in favor of the FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD and / or put a ban on such vendor participation in FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD tenders / works.

19. It is the sole responsibility of the bidder / agent / supplier / manufacturer to comply with the applicable laws, be national or international.

20. In case of any dispute, the decision of the Rector, FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD will be final and binding upon the parties.

21. The FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES, ISLAMABAD reserves the right to modify the quantities of goods / services at any time before the award of purchase/ work order.

22. The bidder is required to furnish in form of "Pay Order/Demand Draft/Call Deposit" **02% (Refundable)** of the total value of the bid as Bid Security in favor of "**NUCES - AUTOMATED OPTICAL INSPECTION**". Any bid not accompanied by Bid Security shall be rejected without any right of appeal.

23. The bid security of 02% should be placed in the Technical Bid Envelope.

24. An amount equal to 02% (in PKR) of the total value of the Purchase Order/Contract Price shall be retained by the FAST-National University of Computer & Emerging Sciences, Islamabad from the payment of successful bidders, on FOR supplied items, for the Warranty Period (if any).

25. The bidder is required to furnish Company Profile, Client List and Detail of similar Projects/Works along with the proposal.

26. Bidder(s) complying with all conditions mentioned in the Tender "**Terms & Conditions**" **Compliance checklist (Annexure-A)** shall be selected for technical and financial evaluation. Bidder(s) not fulfilling any condition of Tender "Terms & Conditions" Compliance checklist shall be disqualified and their bids shall be declared non-responsive and shall not be considered for technical & financial evaluation.



27. FAST-National University of Computer & Emerging Sciences, Islamabad reserves the rights to accept or reject the bid if;

- i. Received later than the date and time fixed for tender submission
- ii. The tender is unsigned/ unstamped
- iii. The offer is ambiguous
- iv. The offer is conditional
- v. Offer is made by the unauthorized agent/supplier of the original equipment manufacturer.
- vi. The offer is from a firm, which is blacklisted by any Govt. Office.
- vii. The offer is received by telephone/telex/fax/telegram.
- viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- ix. The Company Profile, client list and detail of similar projects/works is not attached.
- x. Without Guarantee/Warrantee of the quoted equipment(s).

28. The bidder should furnish a **CERTIFICATE** (duly attested) on **judicial STAMP PAPER** worth **Rs. 100** as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.

I / We

- **Company / Vendor Name:** _____
- **Postal Address:** _____
- **Tel. No:** _____
- **Mob No.** _____
- **NTN#:** _____
- **GST#:** _____

The undersigned certifies that our above-named Firm/Company is not blacklisted by any Govt. Office and the terms and conditions as contained in this document, viz **"Terms and Conditions"** are accepted unconditionally.

Sign & Stamp



Note:

1. Please quote the rates on our BOQs and clearly mention the quoted item(s) Make / Model / Country of Origin and Guarantee/Warranty, otherwise your bid / items may lead to rejection.
2. The quoted item(s) should be of the same specs, make/model or their equivalent.
3. In Addition to the filling of the attached BOQs, supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the bid evaluation committee. In case of any clash found between the quoted model, and the literature model, the item/bid may be rejected.
4. Please also attach the Certificate supporting being Active Taxpayer as per the requirement of FBR



ANNEXURES

Annexure A

TENDER “TERMS & CONDITIONS” COMPLIANCE CHECKLIST

Sr. No.	Tender “Terms & Conditions” Compliance	Yes	No	Remarks
1.	Any Addition/Deletion/Modification in Terms & Conditions			
2.	Original Manufacturer / Authorized Distributions / Suppliers (<i>with valid authorization / distribution certificate</i>) /well reputed firm/service provider			
3.	Registered with Income Tax / Sales Tax Department			
4.	Active Tax Payer on ATL of FBR / Certificate is attached			
5.	Is the submitted Tender Document signed?			
6.	Is the installation/delivery time of max 60 Days defined?			
7.	Are Freight & Packing Charges Included?			
8.	Are prices inclusive of All Taxes (FOR Price)?			
9.	Bid/BoQ is filled, stamped & signed by an authorized representative			
10.	Are prices quoted on FOR Basis?			
11.	Is only a Single Price quoted?			
12.	Is the Bid Validity for 60 Days?			
13.	2% Earnest Money is attached			
14.	Company Profile, Client List and Detail of similar Projects/Works are attached.			
15.	The firm is not Black Listed. Attested Certificate / Affidavit Attached			
16.	Any cutting/overwriting or unsigned / ambiguous erasing is not made			
17.	Is the CERTIFICATE/AFFIDAVIT on Judicial Stamp Paper worth Rs. 100 provided			
18.	Are the rates written on the provided BoQ?			
19.	Supporting Brochures / Technical Literature / Specifications of the items are attached			
20.	Guarantee/Warranty of the quoted equipment is specified (if any)			



Annexure B

BOQ FOR LAPTOP (ITEM # I)

Sr#	Unit	Specification/Detail	Qty
I	Laptop	<ul style="list-style-type: none">• Type of Processor: 11th Generation or higher• Intel Core i7-1165G7 Tiger Lake (12 MB L3 Cache) or higher• Memory (RAM): Up to 8GB DDR4 or higher• Type of Hard drive: MINIMUM 512 GB M.2 PCIe NVMe Solid State Drive• Graphics Memory: NVIDIA GeForce MX330 2GB GDDR5• Camera: 720p at 30 fps HD camera, single-array microphone	03

BOQ FOR PRINTER (ITEM # II)

Sr#	Unit	Specification/Detail	Qty
II	Network Printer	<ul style="list-style-type: none">• Auto-duplex 40 ppm• Connectivity, Standard: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n	01



**BOQ FOR Advanced Qualitative Research Analysis
Software (ITEM # III)**

Sr#	Unit	Specification/Detail	Qty
III	Advanced Qualitative Research Analysis Software	<ul style="list-style-type: none">• Latest Version• Able to perform thematic analysis on it• Features to generate word clouds and decision trees• Thematic analysis incorporates source attributes for cross-participant findings comparison• For Windows Software• License for one year• Single user license	01

Note: Required items/services must be of the same specs as mentioned above or Equivalent.

For any further query, please contact **Kashif Islam, Assistant Manager**

Kashif Islam
Assistant Manager
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FAST-National University of Computer & Emerging Sciences
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