

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 (3) Lab equipment in the for mentioned quantities for NRPU Project Ref No FAST-NRPU-20/15351/01.

S No.	Name of Equipment	Qty
I.	Laptop (Dell Inspiron 3501)	3
II.	Printer HP LaserJet M402DW	1
III.	NVivo 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, EE-Block, First Floor (Room # B123), National University-FAST, H-11/4, Islamabad. Tender notice and binding document 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 **30th October 2023 (Monday) up-till 12:00 am** to Mr Kashif Islam, EE-Block, First Floor (Room # B123), National University-FAST, H-11/4, Islamabad. **Technical Bids** will be opened on the same day i.e., **30-10-2023 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.

Focal Person: Mr Kashif Islam (kashif.islam@nu.edu.pk)
Assistant Manager

FAST-National University of Computer & Emerging Sciences
A.K. Brohi Road, H-11/4, Islamabad



FAST-NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES

**Mr Kashif Islam (kashif.islam@nu.edu.pk)
Assistant Manager
EE-Block, First Floor (Room # B123
FAST-National University of Computer & Emerging Sciences**

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

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 Mr Kashif Islam, EE-Block, First Floor (Room # B123), National University-FAST, H-11/4, 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). 5 t
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 **30th October, 2023 (Monday)** 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;

Mr Kashif Islam
Assistant Manager
EE-Block, First Floor (Room # B123)
National University-FAST, 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 NRPB Project # FAST-NRPB-20/15351/01, FAST-NUCES** "

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-NUCES, 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-NUCES to forfeit the earnest money in favor of the FAST-NUCES and / or put a ban on such vendor participation in FAST-NUCES 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-NUCES will be final and binding upon the parties.
21. The FAST-NUCES 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



5.

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)			
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Annexure B
BOQ for Items I to III



BOQ FOR LAPTOP (DELL INSPRION 3501) (ITEM # I)

Sr#	Unit	Specification/Detail	Qty	Unit Price Including Applicable Taxes (Rs.)	Total Amount (Rs.)
I	Laptop (Dell Inspiron 3501)	<p>Core i7, 11th Generation</p> <ul style="list-style-type: none"> • Type of Processor: 11th Generation Intel Core i7-1165G7 Tiger Lake (12 MB L3 Cache) • Memory (RAM): Up to 8GB DDR4 • Processor Speed: 2.8 Ghz Turbo Boost Up to 4.7 GHz (4 Cores - 8 Threads) • Type of Memory: DDR4 • Type of Hard drive: 512 GB M.2 PCIe NVMe Solid State Drive • Graphics Memory: NVIDIA GeForce MX330 2GB GDDR5 • Screen Size: 15.6-inch FHD (1920 x 1080) Anti-glare LED Backlight Non-Touch Narrow Border WVA Display • Screen Surface: 15.6-inch FHD (1920 x 1080) Anti-glare LED Backlight Non-Touch Narrow Border WVA 	03	170000 PKR	510,000 PKR



Sr#	Unit	Specification/Detail	Qty	Unit Price Including Applicable Taxes (Rs.)	Total Amount (Rs.)
		Display <ul style="list-style-type: none"> Type: 802.11ac 1x1 WiFi USB: 2 USB 3.2 Gen 1 Type-A ports 1 USB 2.0 Gen 1 Type-A port, 1 USB 3.2 Gen 1 Type-C with Data Transfer HDMI: 1 HDMI 1.4 port Camera: 720p at 30 fps HD camera, single-array microphone Operating System (Primary): DOS Country of Origin: USA 			
		Accessories: <ul style="list-style-type: none"> Charger/Power adapter to charge the laptop. Warranty Information: Documentation regarding the laptops warranty and support. 	03	Included in the above-mentioned price	Included in the above-mentioned price

BOQ FOR PRINTER HP LASTJET M402DW (ITEM # II)

Sr #	Unit	Specification/Detail	Qty	Unit Price Including Applicable Taxes (Rs.)	Total Amount (Rs.)
II	Printer HP LaserJet	Auto-duplex 40 ppm <ul style="list-style-type: none"> Print Speed 	01	85,000 PKR	85,000 PKR



	M402DW	<p>(Black, normal): Up to 40 ppm</p> <ul style="list-style-type: none"> • First Page Out (ready black): As fast as 6.4 sec • Resolution (Black): HP FastRes 1200 • Resolution Technology: HP FastRes 1200, HP ProRes 1200, 600 dpi • Monthly Duty Cycle: Up to 80,000 pages • Recommended Monthly Page Volume: 750 to 4000 • Print Technology: Laser • Display: 2-line backlit LCD graphic display • Processor Speed: 1200 MHz • Replacement Cartridges: HP 26A Black LaserJet Toner Cartridge (~3100 pages), CF226A; HP 26X Black LaserJet Toner Cartridge (~9000 pages), CF226X • Print Languages: HP PCL 5, HP PCL 6, HP postscript level 3 emulation, direct PDF (v 1.7) printing, URF, PCLM, PWG 			
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		<ul style="list-style-type: none"> • Connectivity, Standard: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n • Ports: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n • Memory, Standard: 128MB DRAM • Warranty: One-year warranty, return to HP Authorized Service Provider • Dimensions: 15 x 14.06 x 8.5 in • Weight: 18.92 lb • Country of Origin:USA 			
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BOQ FOR NVivo Software (ITEM # III)

Sr #	Unit	Specification/Detail	Qty	Unit Price Including Applicable Taxes (Rs.)	Total Amount (Rs.)
III	NVivo Software	<ul style="list-style-type: none"> • NVivo Academic (One time) • For Windows Software 	14 (One time) 01	155000 PKR	155000 PKR



		<ul style="list-style-type: none">• Perpetual License• A Perpetual license allows you to install NVivo on a maximum of two devices and use it indefinitely.• Each Perpetual license provides a single license key for each individual user.			
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Annexure c



National Research Program for Universities (NRPU)										
Budget Element	Year - 1				Year - 2				Justification	Proposed Total Budget PKR
	% time spent	per month salary	Duration in Months	Year - 1 Total Budget	% time spent	per month salary	Duration in Months	Year - 2 Total Budget		
Personnel Costs										
Faculty member / PI Name										
PI: Dr. Sadia Nadeem, Professor, NUCES	10%	371000	12	200,000	10%		12	200,000		400,000.00
Total Faculty Costs				200,000				200,000		400,000
Other Faculty										
Co-PI: Ms. Ayesha Bano, Assistant Professor, NUCES	15%	140292	12	75,000	15%		12	75,000		150,000.00
Total Other Faculty Costs				75,000				75,000		150,000
Students										
Ms/Mphil Student (1 in Year 1, 2 in Year 2)	20%	80000	12	192,000	20%	80000	11.5	368,000		560,000.00
	20%	60000	7	336,000	20%	60000	5.5	264,000		600,000.00
Total Student Costs				528,000				632,000		1,160,000
Other Personnel										
Research Assistants: (BS/ MS/MPhil) equivalent to lecturer	100%	70000	12	840,000	100%	71666	12	859,992		1,700,000
Short-term Consultant				200,000				100,000		300,000
Total Other Costs				1,040,000				959,992		2,000,000
Total Personnel Costs				1,843,000				1,866,992		3,710,000
Equipment, Consumables, and Service Costs										
Equipment										
	Specification	No/ Qty	Unit Cost	Year - 1 Total Budget	Specification	No/ Qty	Unit Cost	Year - 2 Total Budget	Justification	Total Budget PKR
Laptop (Dell Inspiron 3501)	Core i7, 11th Gen	3	170000	510,000				-		510,000
Printer HP Laserjet M402DW	Auto-duplex 40 ppm	1	85,000	85,000				-		85,000
Software Nvivo 12 Annual Fee (USD 950)	Nvivo 12	1	155000	155000				-		155000
Total Equipment Cost				750,000				-		750,000
Consumable/supplies										
Stationary, Rim, Toner, USBs, HDs etc.				-				-		-
Total Consumable Supplies				-				-		-
Services Cost										
	Description	No/ Qty	Unit Cost	Year - 1 Total Budget	Description	No/ Qty	Unit Cost	Year - 2 Total Budget	Justification	Total Budget PKR
Repair/maintenance of equipment								10,000		10,000
Outsourced collection of survey data	Survey (400x4)			290,000						290,000
Professional formatting (Toolkit and Industry report) (NA)										-
Printing (50 Toolkit and 50 Industry report) (NA - pdf only)										-
National level workshops/seminars for dissemination	Industry Seminar	1	60,000	60,000						60,000
Proofreading charges (NA)										-
Open access or publication fee (NA)										-
Total Services Cost				350,000				10,000		360,000
Total Consumable Supplies				1,100,000				10,000		1,110,000
Travel Cost										
	Per visit cost	No. of visits	Year - 1 Total Budget	Year - 2 Total Budget	Per visit cost	No. of visits	Year - 2 Total Budget	Justification	Total Budget PKR	
Travel cost for fieldwork	420	103	43,260		420.00	37	15,540			58,800
Local conferences (1 in Year 1, 2 in Year 2) or registration of international conference (if online)	60000	1	60,000		70000	2	140,000			200,000
International Conferences (NA)										-
Total Travel Cost			103,260				155,540			258,800
Total Budget (Direct Cost) - A			3,046,260				2,032,532			5,078,800
Overhead (Indirect Cost)										
			Year - 1 Total Budget	Year - 2 Total Budget			Year - 2 Total Budget	Justification	Total Budget PKR	
Basic Overhead (5% Overheads)			152,313				101,627			253,940
Additional overheads (10% Overheads approx.) for support staff, campus expenses, utility costs, cost of access to digital resources, maintenance of scientific equipment, and/or access to laboratories.			304,626				202,295			506,921
Performance Overhead (15% Overheads) relates to performance of the ORIC			152,313				101,627			253,940
Total Overhead cost - B			609,252				405,548			1,014,800
Total Budget - C=A+B			3,655,512				2,438,080			6,093,600
Institutional Collaboration/Subawards										
			Year - 1 Total Budget	Year - 2 Total Budget			Year - 2 Total Budget	Justification	Total Budget PKR	
Inst. Collaboration/Subaward - 1										-
Inst. Collaboration/Subaward - 2										-
Total Subaward Cost - D										-
G. Total Budget E=C+D			3,655,512				2,438,080			6,093,600



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

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

Email: kashif.islam@nu.edu.pk during office hours (09:00 AM-05:00 PM).

