

# UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE



## REQUEST FOR PROPOSALS

For

# Desktop Computer

Last Date for Submission:  
Bid Opening Date:

18 July 2022 at 10:00 AM  
18 July 2022 at 10:30 AM

# UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE

## **TENDER DOCUMENT**

Desktop Computer.

### **TERMS AND CONDITIONS**

For Procurement of “Desktop Computer” for University of Engineering & Technology Lahore.

COMPUTER CELL, RESEARCH CENTER  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.  
PHONE: **(042) - 99029101**

## REQUEST FOR PROPOSAL-2022

**TENDER PRICE:**

**Rs. 2,000/-**

**Issue date:**

**29/ 06/ 2022**

**Last date of submission:**

**18 / 07 / 2022 till 10:00 AM**

**FOR OFFICE USE ONLY**

**Serial No.** \_\_\_\_\_

**Sold to: - M/S** \_\_\_\_\_

**Date of Sale** \_\_\_\_\_ **Bank Challan No.** \_\_\_\_\_ **Date** \_\_\_\_\_

COMPUTER CELL, RESEARCH CENTER  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.  
PHONE: **(042) - 99029101**

## OVERVIEW

University of Engineering and Technology (UET), Lahore intends to purchase the specified “Desktop Computer”. The **Firms/suppliers** will be responsible for delivery and installation of the equipment.

### 1. Proposal Instructions (for BOQs on FOR Basis)

- 1.1 Single stage/two envelope bidding procedure shall be applied in response to the RFP (Request for proposal). The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPSAL” separately plus “legible documents”. The financial proposal of bids found technically nonresponsive shall be returned unopened to the respective bidder. Technically responsive bidders shall be informed, and their financial bids shall be opened in the next Central Procurement Committee (CPC) meeting after informing the technically responsive bidders.
- 1.2 Responding organizations shall deliver sealed proposal of the “FINANCIAL & TECHNICAL PROPOSALS” before or on **18 July 2022 at 10:00 AM**.
- 1.3 The Proposals will not be accepted after the due date & time, proposal shall be delivered at the address given below before time. The TECHNICAL PROPOSALS shall be opened on the same day 18 July 2022 at 10:30 AM in the presence of bidders or the representatives of the responding organizations.
- 1.4 Bidders are advised not to quote different options for each item (only one option is to be quoted).
- 1.5 Price should be mentioned on FOR basis and in Pak Rupee.
- 1.6 All BOQs submitted by the bidder must use the numbers and labels used in this Request for proposal.
- 1.7 The original Request for Proposal documents duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary, or revised offer after the opening of tender shall not be entertained.
- 1.8 Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the tender. All pages of the tender must be properly signed & stamped. Offer with any overwriting/use of Blanco shall not be accepted in any circumstances.
- 1.9 Warranty for Desktop Computer as approved by the manufacturers/suppliers, but not less than one-year replacement of Parts, Labor & Service on site must be covered for after sales and services (labor and parts) for a period of one year from the date of delivery.
- 1.10 A call at deposit equal to 2% (Rs. 0.105 M) of estimated cost (Rs. 5.25 M) should accompany the Tender as **Earnest Money** drawn in favor of **The Treasurer, UET**,

**Lahore.** Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted.

- 1.11 10% of the contract amount shall be deducted as security at the time of bill process. The deducted amount as security will be returned after successful completion of Defect Liability / Warranty Period, after repairing the defects in the equipment / replacement found during the warranty period.
- 1.12 The Successful Bidder will deposit blank stamp papers of value of 0.25% of the total offer / contract amount, purchased in the name of **Treasurer University of Engineering & Technology (UET), Lahore.**
- 1.13 The quantity of an order may vary depending on the quoted price and the allocated funds.
- 1.14 The decision of the committee will be a binding on all concerned and will in no case be challenged on any forum.
- 1.15 The **TECHNICAL COMMITTEE** reserves the rights to modify the conditions / specifications of the Tender Document with written intimation to all the participants those who have purchased the Tender Documents.
- 1.16 Delivery period for import items will be **8 – 10 weeks** from the date of issuance of purchase/supply order.
- 1.17 Delivery & Installation (wherever mentioned) be completed according to the agreed upon schedule of works and time.
- 1.18 In case the tenderer fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Security Deposit shall be forfeited.
- 1.19 The **TECHNICAL COMMITTEE** will get the equipments inspected at UET Lahore and will have the right to reject the equipment if not found according to the stated specifications.
- 1.20 UET Lahore reserves the right to claim compensation for the losses so caused by delay in the delivery of equipment by deducting 1% of the total amount payable to the supplier/contractor as penalty.
- 1.21 It is the sole responsibility of the vendor to comply with local, national, and international laws.
- 1.22 In case any supply / 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 shall replace the same free of charges.
- 1.23 All the proposals submitted will become the property of the University.

## **2. Evaluation Criteria**

All bids shall be evaluated on technical and financial merit as per **clause 1.1.**

Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- 2.1 Technical specifications of proposed equipment's
- 2.2 The Company Should not be Blacklisted/ De Registered/in Litigation/debarred by any Government Department /Public Sector / Private Sector or any other Agency.
- 2.3 Company profile
  - i. Age of the company
  - ii. Financial strength of the vendor
  - iii. Technical support/after sale service facilities
  - iv. Vendor is not allowed to bid in partial
  - v. Vendor will be responsible to supply, install and commissioning on Turnkey Basis.
  - vi. Contact information of the firm.

Financial Evaluation process may include, but not limited to the consideration of the following:

- i. Quoted price

### **3. Required Information**

Bidders are required to include the following documents/information in their technical proposals:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Pervious/Current customer of related equipments, with contact person and telephone/fax#
- iv. Detailed product information/brochures
- v. Detailed product warranty/guarantee information
- vi. Attested copy of National Tax Registration Certificate
- vii. Attested copy of Sales Tax Registration Certificate
- viii. Copy of the valid professional tax certificate
- ix. Detailed backup support plan
- x. Bank letter of financial standing duly signed by the relevant officer of the bank clearly mentioning name and designation.
- xi. An Affidavit on Rs.100/- Stamp paper that currently they are not blacklisted or debarred by any Government/Semi Government department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- xii. Any additional information the bidder may like to furnish e.g. repair/maintenance workshop owned by supplier and other concerned facility

In addition to the above, the proposal must include the following in the order given below:

- i. Detailed equipment specifications, proposed quantities duly filled on the BOQ attached with this document
- ii. Detailed information which includes the delivery of equipment mentioned in the RFP in accordance with the **clause 1.16** of the tender.
- iii. Terms and Conditions
- iv. Validity period of the quoted price, i.e. 60 days
- v. Educational discounts if available/applied to the quoted price

#### **4. Terms and Conditions (FOR Basis)**

- 4.1 All prices should be in PAK Rupees inclusive of all applied Govt. taxes.
- 4.2 All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the University to forfeit the earnest money in favour of the University and/or putting a ban/blacklisting on the future inquires or taking any other suitable action against the bidder.
- 4.3 Delivery of the items shall be free of charge at UET Main during the office hours with a copy of delivery challan.
- 4.4 Items being ordered should be brand new and according to the order specifications from the current production and covered under normal warranty/guarantee etc. as mentioned in the proposal. Brochures mentioned and product details must be attached.
- 4.5 All equipment should have lifetime license, UET will not pay any license fees after installation for all equipment, components, and software, where mentioned otherwise
- 4.6 The bidder is fully responsible for design, assembly, installation, networking, and testing of the hardware
- 4.7 All switches should preferably be from same brand to avoid interoperability issues.

Any query regarding this proposal should be directed to the contact no's. Listed below.

**COMPUTER CELL, RESEARCH CENTER  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.**

- **042-99029101, 99250226**

# SUPPLIERS DATA FORM

1. Name of company \_\_\_\_\_

Address (Local Office) \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Head Office \_\_\_\_\_

2. Number of years in relevant business (in Pakistan) \_\_\_\_\_

3. Major clients: (May attach a separate sheet, if necessary) \_\_\_\_\_

4. Is repair facility available at local office,                      YES                       NO

If yes, please provide the level of repair, maintenance and back-up facilities available at local office:

\_\_\_\_\_

(Attach separate sheet, if necessary)

5. Biodata of the technical staff available in the local office to provide after-sale service: (Attach details on separate sheet) if necessary

6. Contact person for after-sale and service.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



**Bid Form**

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

Tender Ref: \_\_\_\_\_

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form" will remain with the Purchaser according to Clause 1.18 of Instructions to Bidders.

We also agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 4.2 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.

Until a 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.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[Signature]      [In the capacity of]

Duly authorized to sign Bid for and on behalf of

## Contract Form

THIS AGREEMENT made the [ ]<sup>th</sup> day of [ ] 2021 between **Computer Cell, Research Center UET Lahore Pakistan** (here in after called “the Purchaser”) of the one part and [ ] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain Goods viz., Desktop computers. has accepted a bid by the Supplier for the supply of those Goods and services in the sum of **Rupees [ ]** (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) The Bid Form and the Price Schedule submitted by the Bidder;
  - (b) The Schedule of Requirements;
  - (c) The Technical Specification with Drawings (if any);
  - (d) The General Conditions of Contract;
  - (e) The Special Conditions of Contract;
  - (f) The Purchaser’s Notification of Award; and
  - (g) Bid Security (provided with the Bid Form)
3. In consideration of the payments to be made by the Purchaser to the Supplier as here in after mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS: whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, to whom delivered            the            (for the Purchaser)

Signed, sealed, delivered by            the            (for the Supplier)

**Technical Specifications (Supply, Installation, Integration and Commissioning on turnkey basis.**

The minimum requirements of **Desktop Computers** are given below. The quoted system specifications should be equal or higher.

S. No.	Specifications		Qty.
01	<b>Desktop Computers:</b>		25
	<b>Processor</b>	7th generation, intel core i7 processor (minimum 3.6 GHz), 8 MB cache or equivalent, high performance Q270 express intel chipset supporting with PCIe slots	
	<b>RAM</b>	16 GB 2400 MHz DDR4 SDRAM (motherboard should support up to 64 GB)	
	<b>Drive</b>	1 x 512 SSD	
		1 x 1TB 7200rpm HDD	
	<b>Graphic Card</b>	integrated graphics intel HD graphics 630	
	<b>Network Card</b>	integrated 100/1000 Mbps integrated Gigabit LAN & Wireless LAN card	
	<b>Keyboard &amp; Mouse</b>	wireless keyboard & Mouse	
	<b>Speaker</b>	Internal Speaker	
	<b>LED</b>	FHD 21.5-inch LED display monitor	
	<b>Operating System</b>	64 Bit, DOS/Open source supportive	
	<b>Casing</b>	Tower casing as per manufacturer	
	<b>Interface</b>	Interface as per manufacturer standards default	
<b>Warranty</b>	1 Year onsite warranty including parts supply and service		