

ISSUED ON: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

BD S# : \_\_\_\_\_

QUAID-E-AWAM UNIVERSITY OF  
ENGINEERING, SCIENCE & TECHNOLOGY  
NAWABSHAH



**TENDER DOCUMENTS**

**Branded computer Supply for Electronic  
Engineering Department at QUEST  
Nawabshah.**

# **TERMS AND CONDITIONS**

## **1. GENERAL Terms & Condition**

Companies/importer are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. They are also requested to submit the bid/bids complete in all respect. Tender without 2% earnest money will be outrightly rejected.

1. The bid documents should be submitted in single stage single envelop basis
2. Company should quote their rates against each item sequence wise on the official format of tender document based on Invoice/Quotation.
3. Bidder has to provide prices as per BOQ & total with all applicable taxes.
4. Company should produce call deposit / Bid Security 2% of the offered bid in the shape of Pay Order /Bank Draft in the name of QUEST Nawabshah, if failure the tender document will not be entertained.
5. Details of Bid Security Submitted:  
Value: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Bank: \_\_\_\_\_
6. Company must be Registered with Income Tax Department (Valid NTN Certificate)
7. Conditional / incomplete tenders will not be accepted.
8. Telephonic / telexed / faxed / telegraphic quotation will not be entertained.
9. In case of non-conformity with the desired specification, the item shall be replaced by the Supplier free of cost.
10. The bid prices must be valid for at least 90 days from the date of Tender opening.
11. All Government Taxes are applicable on bills.
12. Any bids received after the prescribed date & time for submission of bids shall be returned unopened to the Company.

13. QUEST (Tender Committee) reserves the right to reduce or increase the quantity and accept or reject all or any bid and to stop the bidding process and reject all bids under Sindh Public Procurement Rules 2010 (Amended 2013).
14. No cutting/corrections or interpolation will be allowed in the BOQ's.
15. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited
16. For this tender all updates/changes shall be communicated through email and also be posted on QUEST website
17. In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Vice chancellor whose decision shall be final and binding on both parties.
18. Number of equipment and its parts may be increased or decreased as per University requirement based on technical Committee recommendation

## **2. Document required for ELIGIBILITY:**

1. Undertaking of Affidavit that the Firm is not involved in any Litigation or Abandoned any Work in any Department
2. Latest Income Tax Certificate (NTN)
3. The Firm/Contractor should be registered with Sindh Revenue Board
4. Integrity pact need to be furnished on legal stamp paper along with bid.
5. Bidders are required to quote the unit prices of each item and total i.e inclusive of all the taxes applicable by the federal / provincial government

## **3. SCOPE OF WORK**

Following requirements define the scope of work of this tender:

1. The Selected Bidder will be responsible for the supply, installation and commissioning of supplied equipment mentioned in BoQ at Quaid-e-Awam University Nawabshah

2. Selected Bidder must ensure that the supplied equipment is operational, new, perform properly, and meet RFP's Technical Specification.

#### **4. SELECTION PROCEDURE**

1. A Single stage two envelop process will be used for the selection of a bidder for the award of this tender.
2. The bidder has to quote prices on C&F and FOR basis.
3. The committee of QUEST will decide to adopt either C&F or FOR basis prices offered by bidder.
4. Quaid-e-Awam University intent in issuing this Tender Document is to award a contract/Firm to the best evaluated and best responsive bidder

#### **5 MEET OR EXCEED SPECIFICATIONS**

The specifications provided in this RFP are the minimum requirements of QUEST. The vendors must meet or may exceed these specifications to meet the actual requirements of this Project and its successful practical implementation. But in such a case additionally proposed or altered specifications should clearly be highlighted to enable QUEST to clearly identify modified specifications.

Supplier Initial Signature\_\_\_\_\_

**BILL OF QUANTITIES**

**OPTION 1: (on FOR basis)**

S.#	Item Description (computer Accessories)	Qty	UNIT Price	TOTAL Price
01.	Branded DELL/HP/IBM or Equivalent Tower PC with Intel Core i7, 3.6GHz (7 <sup>th</sup> Generation) Processor, Intel Chipset, 4GB RAM, 1TB SATA HDD, Intel HD Graphics, gigabit LAN, DVD-RW, USB Keyboard & Mouse with 3-year standard warranty with Free DOS, and LED Display 21” widescreen.	25		
<b>TOTAL COST</b>			<b>(RS)</b>	.....

**OPTION 2: (on C&F basis)**

S.#	Item Description (computer Accessories)	Qty	UNIT Price	TOTAL Price
01.	Branded DELL/HP/IBM Tower PC with Intel Core i7, 3.6GHz (7 <sup>th</sup> Generation) Processor, Intel Chipset, 4GB RAM, 1TB SATA HDD, Intel HD Graphics, gigabit LAN, DVD-RW, USB Keyboard & Mouse with 3-year standard warranty with Free DOS and LED Display 21” widescreen.	25		
<b>TOTAL COST</b>			<b>(RS)</b>	.....

**Signature** .....

**Designation** .....

**Company Name** .....

**Address /cell No** .....

## Technical Evaluation Criteria

Sr. #	Description	Supporting Doc
1	Authorized Distributor/Retailer of OEM can participate.	
2	100% Technical Compliance Quoted Solution as per BOQ.	
3	Annual Turn Over should be at least 5 Million or above in last three years.	
4	The company must be registered with Sales Tax, Income Tax & Sindh Revenue Board departments and should be active tax payer. GST, SRB and NTN must be registered with the name of the firm not with individuals.	
5	Tax returns of last 3years.	