



# University of Science & Technology Bannu

Main Campus, Bannu Township Ph. No. 0928-633817-18, Fax No. 0928-633821, URL: <http://www.ustb.edu.pk>

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Dated: September 02, 2019

## University of Science & Technology, Bannu

Tender Notice No: 03/2019-20

(Computer System)

(Single Stage - Two Envelope Procedure)

University of Science & Technology Bannu invites sealed quotations under Single Stage-Two Envelopes Procedure from reputable firms/suppliers registered with Sales Tax and Income Tax Department for supply of Computer System.

Tender document along with detailed specification, terms and conditions can be obtained from the office of Store Officer on submission of a Bank Draft of Rs.2000/- (Non-refundable) in favor of Treasurer University of Science & Technology, Bannu from September 05, 2019 to September 24, 2019 during the office hours (Saturday and Sunday holidays).

Quotation duly filled must reach along with the earnest money @ 2% of bid cost in shape of Call Deposit from any scheduled bank in favor of Treasurer University of Science & Technology, Bannu latest by September 24, 2019 (1:00 PM).

Technical Bids will be opened on the same day at 2:00 PM in Conference Room, University of Science & Technology, Bannu.

The complete Tender documents can also be seen/downloaded from the official website of the University i.e. [www.ustb.edu.pk](http://www.ustb.edu.pk)

**Registrar**

**University of Science & Technology, Bannu**

# **TENDER DOCUMENT**

For Supply of Branded Computer Systems



Issued by

**Store Section / Secretary Purchase Committee**

**Administration Block, main Campus Township**

**University of Science & Technology, Bannu**

**Khyber Pakhtunkhwa, Pakistan**

**Ph # 0928 - 633817-18, Fax # 0928-633821, <http://www.ustb.edu.pk>**

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Registrar

University of Science & Technology, Bannu

Bidder Signature with Date: \_\_\_\_\_

**Tender Application Form**  
**Tender Notice No.03/2019-20**



**University of Science & Technology, Bannu**

**Office of the Store Officer/Secretary CPC**  
Administration Block, main Campus Township  
[www.ustb.edu.pk](http://www.ustb.edu.pk)

1. Registered Name of the Firm (Block Letters) _____														
2. Name of CEO (Block Letters) _____														
3. CNIC Number							-						-	
4. Contact Information: _____														
i. Head Office: _____														
ii. Franchise/Outlet: _____														
iii. Postal Address: _____ _____														
iv. Office No: _____ Cell No: _____ Email: _____														
5. Registration with sale Tax (Copy to be attached) _____														
6. National Tax No. (NTN): _____														
7. Aggregate of the total quoted price _____														
8. Amount of CDR (@2% of the total Amount _____														

I/We certify that I/We have carefully read all the schedule of specification, terms and condition of the tender and will abide by the terms and condition laid down in the bid document.

\_\_\_\_\_  
**Signature of CEO/Bidder**

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Tender Specification

### University of Science & Technology, Bannu

S NO.	ITEMS	SPECIFICATIONS	QTY (Nos)	Unit Price Including all taxes (Rs)	Total Price Including all taxes (Rs)
1	Computer System (Branded) Dell/IBM/HP or equivalent	<b>Branded</b> <b>Computer 8th Generation::</b> Intel Core i7-8700 Processor: (3.2GHz Turbo up to 4.6 GHz with intel Turbo, 12 MB cache, 6 core Chipset : Intel ® B360 Memory: 8GB (1x 8GB) DDR4-2666 MHz HDD:1TB 7200rpm 3.5-inch SATA or more Power supply: 180 Watt or higher Display: 19.5" or Higher LED Monitor Media Card Reader: 1 NVIDIA GeForce graphics card with 2 GB Memory, 1 Display Port, 4 USB 3.1 Ports & 4 USB 2.0 Ports USB Wired Keyboard & Optical Mouse, Wireless Network Card, DVD Room with complete configuration and installation. Warranty period must be mentioned.	166		

#### Note:

1. The unit rate for the item/equipment will be considered.
2. The rate of item/equipment must include all charges of transportation/Installation and delivery to the University of Science & Technology, Bannu.
3. The rate shall be inclusive of all taxes.
4. For tax exemption, proper tax exemption certificate/evidence shall be provided from the quarter concerned.

Bidder Signature with Date: \_\_\_\_\_

\_\_\_\_\_  
(Convener )  
Central Purchase Committee

## Terms & Conditions

1. Rates should be quoted in Pak Rupees against each item desired for bid.
2. Income Tax and Sale Tax shall be deducted at source as per rules.
3. In case of non-supply of required item(s) mentioned in the Tender documents, CDR will be forfeited in favor of the University.
4. The number of items can be increased or decreased with the approval of the Competent Authority.
5. No tender or bid shall be entertained without deposition of Tender fee @ Rs.2000/- in favor of Treasurer University of Science & Technology, Bannu.
6. No alternate rate shall be entertained for the items/equipment.
7. No tender/bid shall be accepted without tender application form duly signed by the firm.
8. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per KPPRA Rules).
9. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
10. The bidders must submit Non-Black List Certificate (confirming that bidder has never been blacklisted by any Government/Semi Government Organization) along with their offer, failing which their offer will be rejected.
11. Conditional / incomplete tenders will not be accepted.
12. For the sake of **GENUINENESS** of the quoted equipment, bidders must produce Manufacturer's Authorization Letter/Sole Distributor certificate or Authorize Dealer certificate along with Tender Documents
13. **Warranty:** The warranty period of at least 01 (one) year is mandatory to be mentioned in the quotations. The security will be withheld till completion of warranty period. Furthermore, the firm will be responsible within the warranty period for repair/maintenance of items in the light of rule No.13 of KP Procurement of Goods Works and Services rules 2014.
14. **Bid Validity:** The bid prices must be valid for at least **90 days** from the date of Tender opening. Bid extension if needed will be given as per rules.
15. **Delivery Schedule:** The successful bidder will be bound to complete supply of items in stipulated time as given in the supply order otherwise penalty at the rate of 1.5% per day late supply for the first 10 days and 4% for the subsequent period will be imposed accordingly.
16. **Payment Schedule:** Payment to the supplier will be released subject to satisfactory inspection report from end user/Head of department/expert for the item/equipment.
17. **Earnest Money:** 2% earnest money in shape of CDR shall be deposited in the name of Treasurer, University of Science & Technology, Bannu failing which the bid document will not be entertained. The bid security of unsuccessful bidder(s) will be returned after award of supply order to the successful bidder(s), while CDR to the successful bidder(s) will be released after execution of the order/contract/payment.

18. **Late submission of Bid(s):** Any bid received after the prescribed date and time for submission of bids shall be returned unopened to the bidders.
19. **Disqualification of Supplier and Contractors:** University of Science & Technology, Bannu shall disqualify a supplier/contractor if it finds at any time that the information submitted by him concerning his qualification as supplier/contractor was false and materially inaccurate or incomplete.
20. **Rejection of Bid(s):** According to rule No.47 of KP Procurement of Goods Works and Services rules 2014, University of Science & Technology, Bannu may reject all bids or proposal at any time prior to the acceptance of bid/proposal.
21. **Acceptance of Bid(s):** The bidder with lowest evaluated bid if not in conflict with any other law, rules, regulation or policy of the Government of Pakistan shall be awarded the procurement contract.



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(Convener )  
Central Purchase Committee

**Bidder Signature with Date:** \_\_\_\_\_



## Instructions to Bidders

1. Bid security shall be kept sealed in the Financial Proposal, in addition, keep on affidavit in the Technical Proposal stating that the bid security amounting to 2% without indicating the figure in the letter has been placed in the Financial Proposal, otherwise the technical proposal will be considered non-responsive and will be returned to the bidder after being examined by the procurement committee.
2. The Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and technical Proposal,.
3. The envelopes shall be marked as "FINANCIAL PROPOSAL AND TECHNICAL PROPOSAL" in Bold letters.
4. All communications and documentation related to procurements shall either be in Urdu or English or both as per rule No.4 of KP Procurement of Goods Works and Services rules 2014.
5. The rates/prices/offer in the tender document should be in Pakistani Currency (PKR). The rate for each items shall be inclusive of all taxes. (if any).
6. Relevant brochure/written literature of the item/equipment must be enclosed with the bid document duly signed by the bidder.
7. All the tender document/quotation/brochure (if any), must be signed by the bidder.
8. Optional item / equipment will be considered as per rules.
9. The firms must write on the corner of envelop the name of the items/equipment applied for.
10. The bidder(s) shall bear all cost associated with the preparation and delivery of their bids, and the Purchaser will in no case be responsible or liable for those costs.
11. In case of any doubt as to the meaning of any portion of the Specifications or other Terms and Conditions, bidder(s) may seek clarification of the same in writing, before submission of bid(s)prescribed by the Purchaser.
12. The purchaser will neither take any responsibility for collecting the bids from any agency nor late submission of bids through courier services will be entertained.
13. The Purchaser reserves the right to increase or decrease the quantities or may cancel any or all items shown in the Schedule of Requirement without assigning any reason thereof.
14. The Purchaser reserves the right to have the items inspected by its own representative, or by 3rd party at its own cost (if required).
15. The Purchaser reserves the right to accept or reject any bid prior to award of Purchase Order without any reason. However, UST-Bannu shall upon request communicate to any bidder(s) who submitted a bid, the grounds for its rejection, but it is not required to justify those grounds.
16. Unsolicited advice/clarifications and personal approaches by the bidder(s) at any stage of evaluation are strictly prohibited and shall lead to disqualification.
17. The bidder(s) are expected to examine all instructions, terms & conditions, forms, specifications in the Bidding Documents and abide by thereof.
18. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.
19. Black listing of the firm/company will be made on various grounds i.e., provision of fake documents, non-compliance to terms and conditions, withdrawal of bid during validity period, refusal /failure of signing contract, repeated non-performance, indulge in fraud and corruption, unethical behavior with University officials.
20. Provision of sample is obligatory for the bidder in due course of time, if mentioned in supply order, and if the firm fails to provide the sample, then the firm will be excluded from the tender and CDR will be forfeited in favour of UST-Baanu.
21. The training/installation/calibration (if any) for the equipment at the University will be arranged free of cost by the firm/supplier.

**Bidder Signature with Date:** \_\_\_\_\_

## Method of Procurement

The method of procurement adopted by University of Science & Technology, Bannu will be Single Stage - Two Envelope Procedure for selection of the firm. The bidder should submit two separate sealed envelopes. One envelope should contain the Technical Proposal and the other envelope should contain the Financial Proposal. Both envelopes should be clearly marked **"Technical Proposal"** and **"Financial Proposal"**. Initially only the envelope marked Technical Proposal shall be opened, while the Financial Proposal shall be retained in the custody of Procurement Committee for Goods without being opened. The Purchase Committee shall evaluate the Technical Proposal against the evaluation criteria set for the equipment/item. The Financial Proposal of the technically successful bidder(s) shall be opened at a time, date and venue announced/communicated to the bidders in advance. The bid found to be the lowest evaluated shall be accepted, while the financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.

Bidder Signature with Date: \_\_\_\_\_

## Technical Evaluation Criteria of the Bid

### BID Evaluation Criteria

S.No.	PARAMETERS	MARKS
1	Financial Soundness Corporate Business Transactions per year up to Rs.5 millions 5 marks and greater 10 marks (Anneix-A)	10
2	Relevant Experience in years, minimum 5-years 5-Marks above 10 marks(Aneix-B)	10
3	After Sale Service Availability in KP/Islamabad/Rawalpindi 10 Marks; in other cities 5 Marks(Aneix-C)	10
4	Number of Projects of same nature completed or in process during last 3 years; 2 Marks per project(Aneix-D)	10
5	Firm Profile Number of Human Resources i.e Technical and non-technical 2 Marks per Technical and 1 Mark per Non-Technical(Aneix-E)	10
6	Manufacturer Authorization letter/Sole Distributer's Certificate(Aneix-F)	10
7	Affidavit on judicial stamp paper that the firm is not black listed and rendered ineligible for corrupt and fraudulent practices by any Federal/Provincial Govt or Public Sector Organization(Aneix-G)	10
8	Guarantee/Warrantee at least one year both with spare parts and services from the date of successful installation(Aneix-H)	10
9	(a) Literature/Voucher of quoted brand (attached ) (Aneix-I)	5
	(b) List of clients where such equipment/item delivered 1 Mark per client(Aneix-J)	5
10	Satisfactory letter from the previous client in favor of quoted items 2 Marks per letter(Aneix-K)	10
11	Sale Tax Registration Certificate, NTN Registration Certificate, On Active Tax Payers List of FBR, Most recent Sales Tax Return from FBR, Professional Tax Certificate(Aneix-L)	Mandatory

Note:-

- i. Qualification Marks for financial bid opening are 70 out of 100 marks.
- ii. Contract shall be awarded to the bidder whose bid is responsive and is determined as the best evaluated bid.
- iii. 70:30 (Technical: Financial) ratio shall be applied for the subject procurement.

**Financial Evaluation:**

The bid with the lowest price will be given a score of 100 while the other proposals will be given scores that are inversely proportional to the lowest cost bid using the formula as under;

$$\text{Lowest Bid Price} \div \text{Bid Price} \times 30 = \text{Financial Score}$$

**Combined Technical and Financial Score**

A total score for each bid will be obtained by adding technical score weightage and financial score weightage. Technical Score shall be given 70% Weightage and Financial Score shall be given 30% weightage. Tender will be awarded to highest ranked firm whose bid is responsive in terms of technical and financial as best evaluated bid.



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(Convener )  
Central Purchase Committee

**Bidder Signature with Date:** \_\_\_\_\_

## **Fair Price Certificate**

(TO BE ENCLOSED WITH BID DOCUMENT)

I/We,

M/S \_\_\_\_\_

hereby certify that prices quoted by us against University of Science & Technology, Bannu for the tender No. \_\_\_\_\_ are the lowest and most competitive as generally applicable to all other buyers and or sold through our agents as per prevailing international market as on the date of quote and if it is established at any stage that these were higher we shall be held responsible and agree to pay immediately the differential to University of Science & Technology, Bannu.

**SIGNATURE AND SEAL OF THE**

**BIDDER/MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER**

# Warranty/Guarantee Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

Firm's Name \_\_\_\_\_

Contract No. \_\_\_\_\_

1. I/We hereby guarantee that the items supplied against the above contract are in accordance with the relevant specifications and terms of the contract and that material used (whether or not of our manufacture) are in accordance with the latest approved standard specifications are of good quality throughout, and that we shall replace free of cost, every article or part thereof which before use or in use, shall be defective or not within the limits and tolerance of specifications requirements, or in any way not in accordance within the terms of the contract.
2. In case of our failure to replace the defective goods free of cost within the period specified by the purchaser, we will refund the cost involved.
3. The Warranty/Guarantee will remain valid for 12 months or any other agreed term after receipt of goods by the consignee/installation of items.

Signature: \_\_\_\_\_

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

Status in the firm: \_\_\_\_\_

Dated: \_\_\_\_\_

## Non-Black Listing Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

I, \_\_\_\_\_ S/o \_\_\_\_\_ working as Proprietor/Managing Partner/Director of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s \_\_\_\_\_
2. That M/s \_\_\_\_\_ is a proprietorship/partnership firm/company is participating in tender process conducted by Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s \_\_\_\_\_ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed by any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the University of Science & Technology, Bannu.

**(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT**

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

**(Signature of the Proprietor/ Managing Partner/ Director with Seal)**

DEPONENT

**(Signature & Seal of Notary)**