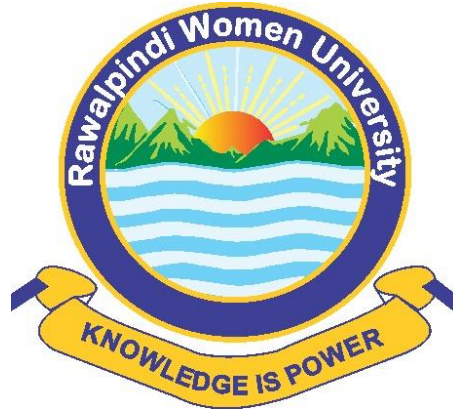


RAWALPINDI WOMEN UNIVERSITY



TENDER DOCUMENT

FOR

“SUPPLY OF SERVER MACHINE, PHOTOCOPIER,
COPY PRINTER AND LAPTOPS”

IFB No. RWU/P&S/2022-23/M&E/04

Tender Opening Date: April 05, 2023

Issue To:- _____



RAWALPINDI WOMEN UNIVERSITY (RWU)

INVITATION FOR BIDS

Sealed proposals are invited from reputed firms, registered with Sales Tax & Income Tax departments with active taxpayer profile and having adequate experience for supply/installation of followings.

Sr.	Tender	Bidding Procedure	Total Estimated Cost		2% Bid Security	Tender Fee Rs.
1	Supply & Installation of I.T. Equipment (Wi-Fi Expansion) and CCTV Cameras	Single Stage Two Envelope	Lot-I (Wi-Fi Campus)	12,951,100	259,022	2,000
			Lot-II (Wi-Fi Hostels)	5,395,560	107,911	
			Lot-III (CCTV Cameras)	6,000,000	120,000	
2	Supply of Server Machine, Photocopier, Copy Printer and Laptops		6,400,000	128,000	2,000	
3	Supply of Answer Books and Envelops for Examination Dept.	Single Stage One Envelope	8,700,000	174,000	2,000	

For participation in bidding process, documents can be obtained from the date of publication, on submission of a written request on company's letter head, from the office of Additional Director Purchase & Store, Rawalpindi Women University (RWU). Said request must contain **tender document fee** (as mentioned above) in the form of Pay Order/Demand Draft/CDR in favor of **Rawalpindi Women University**. For information only, bidding documents can be **downloaded from PPRA's website**.

Proposal (technical proposal in case of Single Stage Two Envelops) must contain **bid security** in the form of CDR/Demand Draft/Pay Order of **2% of estimated cost, as mentioned in the tender documents**, in favor of **Rawalpindi Women University**. Sealed bids in conformity with bidding documents should reach the office of the Additional Director Purchase & Store, no later than **11:00AM on 05-APR-2023**. Proposals shall be opened on same day **at 11:30AM** in the presence of bidders or their representatives having valid authority letter from their respective organization.

Pre-bid meeting shall be held on 28-Mar-2023. Bids which are incomplete, unsigned & unstamped on bid form, unsealed, without bid security and late by specified time shall not be considered. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding documents/proposals etc.

The University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules 2014.

Additional Director Purchase & Store
Room No. 204, BS Block,
Rawalpindi Women University
6TH Road, Satellite Town, Rawalpindi
Email: purchase@rwu.edu.pk



GENERAL INSTRUCTIONS FOR BIDDERS

1. Bidders are requested to read each & every clause of bidding documents carefully including instructions for bidder part.
2. Organization must be registered with Federal Board of Revenue for Income & Sales Tax Purposes with active taxpayer profile.
3. Bidding documents can be obtained from the date of publication on submission of a written request on company's letter head from the office of Additional Director Purchase & Store, Rawalpindi Women University. Request must be accompanied by **Bid Document Fee**, as prescribed in tender notice, in the form of Pay Order/Demand Draft/CDR in favor of **Rawalpindi Women University**.
4. **Technical Proposal** must contain **Bid Security** (2% of Estimated Cost as given in tender documents) in the form of **CDR/Demand Draft/Pay Order** in favor of **Rawalpindi Women University**.
5. Bidding procedure of **Single Stage Two Envelope** shall be applicable under Punjab Procurement Rule 38 (1) which implies; -
 - i. The bid shall be submitted in a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.
 - ii. The envelopes shall be marked as, "Financial Proposal" and "Technical Proposal".
 - iii. In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of University.
 - iv. University shall evaluate the technical proposal and shall have right to reject proposals which does not conform to specified requirements.
 - v. After the evaluation and approval of technical proposals University shall open the financial proposals of technically acceptable bids for which time, date and venue shall be communicated to bidders in advance.
 - vi. The financial bids found technically not acceptable shall be returned un-opened to the respective bidders and.
 - vii. The lowest evaluated bidder shall be awarded contract within the original or extended bid validity period.
6. **Sealed bids** in conformity with bidding documents should reach at the address and not later than date & time, as prescribed in tender notice. Proposals shall be opened on the same **day & time as prescribed in tender notice** in the presence of bidders or their authorized representatives.
7. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/ proposals.
8. **In case of holiday** or unforeseen situation resulting closure of University on the date of opening, bids shall be submitted/opened on next working day at the same time & venue.
9. **Bids which are incomplete**, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
10. Bids proposing substandard, low quality or refurbished items shall be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached, if required.
11. **Flags** may be applied putting in order all necessary documents and particulars to these instructions. Page numbers should be written on entire proposal with sign & stamp of authorized officials.
12. Bidding organization is expected to quote **proposal in accordance to bid form**. In case it intends to use its own pattern of bid form then every component offered by bidding organization must be clearly identified about its matching/reference component number given in University's prescribed bid form.
13. Bidding organization should submit an **affidavit about its status about present blacklisting** by Govt. and its subsidiary organizations/ departments/ autonomous bodies.



14. Rates must be quoted in Pak Rupees including all relevant Taxes and “**FOR RAWALPINDI WOMEN UNIVERSITY**” basis.
15. **One person may submit one bid** and if one person submits more than one bids, the procuring agency shall reject all such bids, as provided under Rule-36a of Punjab Procurement Rules, 2014.
16. Successful bidder shall have to enter into **contract agreement** on stamp paper, of **0.25% of order value/contract amount**, as per prevailing rules, on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects, warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
17. **Performance guarantee** in shape of CDR/Bank Draft/unconditional bank guarantee shall be submitted by successful bidder/contractor equivalent to **5% of contract amount**. Insurance guarantees/cheques or third-party undertakings shall not be acceptable.
18. **Quantity** of items may vary (increase/decrease) at the time of supply order, as per PPRA rules.
19. Proposals shall remain valid for at **least 90 days**, initially, w.e.f. opening date.
20. University Management may reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.
21. "Under rule 21(1) of Punjab Procurement Rules 2014, University management may, for a specified period, debar a bidder or contractor from participating in any public procurement process, if the bidder or contractor has:
 - I. Acted in a manner detrimental to the public interest or good practices.
 - II. Consistently failed to perform his obligation under the contract.
 - III. Not performed the contract up to the mark.
 - IV. Indulged in any corrupt practice."
22. **Dispute Resolution:** Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, Rawalpindi Women University shall be the Competent to resolve dispute(s) related to this contract and her decision shall be final.

SPECIFIC INSTRUCTIONS FOR BIDDERS

23. Conditional bids, if submitted, shall be rejected at any stage of procurement process by the Rawalpindi Women University.
24. **5% Performance guarantee** will be retained by the University for the period of warranty of products supplied as offered by the manufacturer or minimum one year.
25. **Pre-bid meeting** shall be held on **28-Mar-2023 at 10:30am**. Decisions/minutes of the pre-bid meeting shall be considered as part of tender documents and minutes shall be uploaded on the University's website (www.rwu.edu.pk).
26. Bidder can quote against any item mentioned in tender documents. The bidders shall be awarded supply order on item basis.
27. The successful bidder shall be **bound to deliver**/supply ordered items to the University **within 4-6 weeks** w.e.f. the date of issuance of supply order/award letter. However, bidder/firm may attach expected delivery schedule/plan with her technical bid.
28. **Force Majeure**
 - a. The Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - b. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring



Agency in its sovereign capacity, wars or revolutions, fires, floods and freight embargoes.

c. If a Force Majeure situation arises, the Supplier shall promptly (within one week) notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Any difference of opinion concerning “Force Majeure” may be decided through the Central Purchase Committee of Rawalpindi Women University.



1. **Evaluation criteria:**

The proposals will be evaluated based on the submitted documents as per following criteria.

a. Technical Evaluation Criteria

- I. Technical Specifications of quoted items must meet technical requirements mentioned in technical details of tender documents (Mandatory condition)
- II. **Qualifying marks** are **65** for following criteria.

Sr.	Criteria	Total Marks
1	<u>Specific Experience</u> of undertaking 3 Similar Assignments with Government Agencies in last 3 years supply order equal to 33% of estimated cost of tender = 15 Points supply order equal to 66% of estimated cost of tender = 30 Points supply order equal to 100% of estimated cost of tender = 45 Points	45
2	Financial Position (Copy of annual Income Tax Returns for last 3 years i.e. 2022, 2021, 2020)	30
3	Authorization/ dealership/ distributor certificates	10
4	MAL letter must be attached for quoted products	5
4	Product warranty (1 year = 5 marks, 2 years or more = 10 marks)	10
	Total	100

- b. Financial bids of those bidders will be open whose technical bids are considered as qualified by the respective committee/office.**



Bidder's Profile

Firm Name			
Entity of Firm	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other		
Nature of Business			
Addresses / Branches			
Telephone / Fax			
Email			
Date & Place of Registration			
Company's NTN / Sales Tax Reg. No.	NTN _____ S.T.N. _____		
Owner's Detail	Name: _____ CNIC _____ Address _____		
No. of Employees			
Year of Establishment			
Annual Sales	2019-20	2020-21	2021-22
Five Major Clients	i) _____ ii) _____ iii) _____ iv) _____ v) _____		
Bank Details	Bank: _____ A/c # _____		



Check List for Required Documents

Name of Organization: _____

Sr.	Document	Attached Yes / No	Flag/ Page No.
1	Copy of CNIC of owner and/or authorized representative of the company along with authority letter.		
2	In case of authorized person, copy of his CNIC along with authority letter		
3	2% Bid Security amounting Rs. 128,000/- (Original to be attach with technical bid)		
4	Certificate(s) of Registration with FBR (having NTN & GST numbers/detail) with active taxpayer profile		
5	Certificate of Professional Tax payment for current year		
6	Affidavit of Non-Black Listing (on stamp paper not less than Rs. 100)		
7	Authorization/Dealership/Distributor certificate (If required)		



TECHNICAL SPECIFICATIONS
(As mentioned below or equivalent)

Sr.	Name of Equipment & Specifications	Qty.	Unit Cost	Total Cost
1	<p>Photocopier: (Canon/Konica Minolta/Panasonic or Equivalent)</p> <p>Copy Speed 25PPM (A4) 15ppm (A3) Resolution 600x600 Printing: up to 1,200x1,200 Multiple copies up to 9,999 copies Standard Paper Capacity Cassettes 2x550 Sheets (1100 Sheets) +100 Sheets bypass tray (80G/M) 2GB or Higher Built in Wi-Fi 7inch Color Display Standard Scan Send Feature Warm up time 10 second or less Toner life 30,000 copies or above (OEM) Warranted) Copy Size A3, Duplexing Built in Encrypted Secure Printing Supported Paper 52 to 300gsm Zoom Range 25-400%</p>	2	500,000	1,000,000
2	<p>Copy Printer/Digital Duplicator (RISO/Gestetner or equivalent)</p> <p>Master-making/Printing Methods High-speed digital master-making/fully automatic printing Original Type Sheet Original Size (max.) 310 mm x 435 mm Printing Paper Size (max.) 297 mm x 420 mm Paper Supply Capacity Approx. 1000 sheets (64 gsm to 80 gsm) Printing Paper Weight 50 gsm to 157 gsm Image Processing Mode Line, Photo, Duo, Pencil Printing Image Resolution 300 dpi x 600 dpi (600 dpi x 600 dpi: Perforation density on the master) Print Speed 60 to 130 sheets per minute Ink Supply Fully automatic (800 ml per cartridge) Master Supply/Disposal Fully automatic (200 sheets per roll) User Interface LCD panel Computer Connection USB PC Interface Optional Accessories Job Separator Functions Image Processing Mode (Line/Photo/Duo), Pencil, Enlargement/Reduction, Scanning Level, 2up, Auto Process, Proof, Print Position, Speed, Program (A/B), Confidential, Custom Setting Mode, Direct Printing from USB, Energy Saving Mode (Auto Sleep/Auto Power-OFF) etc.</p>	1	1,000,000	1,000,000
3	<p>Laptops for ORIC: (HP/Dell or Equivalent)</p> <ul style="list-style-type: none"> • Processor Intel Core™ i5-1235U (4.4 GHz, 12 MB L3 Cache, 10 Cores, 12 Threads). • Memory 8 GB DDR4-3200 MHz RAM (2 x 4 GB). • Internal Storage 512 GB PCIe NVMe M.2 SSD. • Display Intel Iris X^e Graphics 39.6 cm (15.6") diagonal, HD (1366 x 768), micro-edge, anti-glare, 250 nits, 45% NTSC. • Battery type 3-cell, 41 Wh Li-ion. • Wifi 802.11a/b/g/n/ac. • Bluetooth® 4.2 combo. 	2	200,000	400,000



	<ul style="list-style-type: none"> • Keyboard Full-size, jet black keyboard with numeric keypad. • Camera 720p HD camera. • Audio Dual speakers • Expansion slots 1 multi-format SD card reader. • Ports 1 USB Type-C, 2 USB Type-A; 1 AC smart pin; 1 HDMI 1.4b; 1 headphone/microphone combo • Power supply type 45 W Smart AC power adapter • Warranty 1-year limited warranty. 			
4	<p>Server Machine/Rack Server (HP/Dell or Eqv.)</p> <ul style="list-style-type: none"> • 1U or 2 U Rack Server Machine • 2 x Intel® Xeon® Platinum 8268 2.9G, 24C/48T, 10.4GT/s, 35.75M Cache, Turbo, HT (205W) DDR4-2933, • 128GB Ram, • 2 x 480 GB M.2 SSDs Nvme • 8 x 2TB 10k HDD, • 4 x Broadcom 57416 Dual Port 10GbE BASE-T Adapter, PCIe Full Height • 4 x Broadcom 57416 Dual Port 1GbE BASE-T Adapter, PCIe Full Height • 4 x Broadcom 57416 Dual Port 1GbE BASE-T Adapter, PCIe Full Height • 32GB Raid-1 Card for Hypervisor Installation, Integrated Remote Access with Enterprise License, • Network Adapter: 2 x Dual port 10Gb Network Card/iscsi Base-T, • With 10 Meters Ethernet patch cord=Qty 25 • RAID controller: 2Gb Supporting RAID Level 0,1,5,6,10,50, 60. • Power Supply: 800watts Dual, Hot-plug, Redundant Power Supply (1+1) • Open Manage Integration for VMware vCenter - 1 host increment, 3-year license digitally fulfilled. • Remote Server Management • 3 Years Warranty & Pro Support • Vendor must be Tier 1 and Authorized Service delivery partner from last 3 years. (Documentary proofed from Principal required) • MAL from OEM is mandatory. • Hands on training of all active equipment during Deployment • Supply & complete installation of server 	1	4,000,000	4,000,000
	Total estimated cost			6,400,000



TECHNICAL BID FORM

(To be filled, signed, and stamped by the bidder)

Sr.	Brand Name/Model of Offered Item with Detailed Specifications	Qty.	Remarks
1	Photocopier	2	
2	Copy Printer/Digital Duplicator	1	
3	Laptops for ORIC	2	
4	Server Machine/Rack Server	1	

Authorized Person

Name: _____ CNIC No: _____
Phone No. _____ Company Name: _____
Signature: _____ Date & Stamp: _____

Signature of Bidder with Date & Stamp: _____ (Page 11 of 12)



FINANCIAL BID FORM

(To be filled, signed, and stamped by the bidder)

Sr.	Brand Name/Model of Offered Item	Qty.	Unit Rate with GST	Total with GST
1	Photocopier	2		
2	Copy Printer/Digital Duplicator	1		
3	Laptops for ORIC	2		
4	Server Machine/Rack Server	1		
Total Amount with GST				
Amount in Words:-				

Authorized Person

Name: _____ CNIC No: _____
Phone No. _____ Company Name: _____
Signature: _____ Date & Stamp: _____

Signature of Bidder with Date & Stamp: _____ (Page 12 of 12)