



Women University of Azad Jammu and Kashmir Bagh (WUAJ&K)

TENDER DOCUMENT

FOR

Procurement IT Equipment, Furniture & Fixture

**Tender Document Fee Rs. 1,500/-**

Tender Submission Date 27-12-2022(Tuesday) up to 02:00 pm

Tender Opening Date 27-12-2022 (Tuesday) at 02:30 pm for LOT-1  
and 02:45 pm for LOT-2

Prepared and Issued By:  
Secretary Central Purchase Committee  
Websites: [www.wuajk.edu.pk](http://www.wuajk.edu.pk)  
Tel no. 05823-960038, Cell no. 0300-8354903  
Email: [naem2007iui@gmail.com](mailto:naem2007iui@gmail.com)

## NOTICE INVITING TENDERS

### *“DEFINITIONS”*

1. WUAJ&K: Women University of Azad Jammu and Kashmir Bagh.
2. SLA: Service Level Agreement. The level of service which WUAJ&K purchases from vendor in respect of the service
3. RFP: Request for Proposals.
4. BOQ: Bill of Quantities.
5. Warranty/Services of items/parts: On Site Warranty. All hardware, support, repair, replacement, backups, preventive maintenance, onsite service monthly , quarterly, batteries, power boards , Keypads , mouse , chargers , Lenses , electrification etc. and services of all software including its installation, configuration, updates, upgrades & principal online support. All patches upgrades, updates and OS images and its deployment as and when announced.
6. Total Bid Value: Cost of Equipment (including optional equipment) Cost of Extended Warranty and Cost of services as per tender document including all AJK Govt. Taxes.
7. Total Contract Value: Cost of Equipment, Warranty and Services as per the supply order by WUAJ&K at the time of Contract / Agreement / supply order.
8. Prospective bidder: Bidder who intend to participate in the tender process
9. Bidder: Bidder who submit the proposal.

### **1. INTRODUCTION:**

Women University of Azad Jammu and Kashmir Bagh (WUAJ&K) is chartered with Government of Azad Jammu and Kashmir. WUAJ&K is committed to the development of human resource by imparting quality education to masses as well as inculcating in them human values of the highest level to promote a peaceful and harmonious society for a global fraternity capable of facing the future challenges. WUAJ&K aims at producing human resource capable of transforming the society into an advanced nation.

- To nurture talent and create the environment conducive to higher learning.
- To produce hardworking, committed, dedicated and national professionals.
- To develop collaboration with other renowned local and foreign institutions/ research organizations.

## **2. Documents Required with bids :**

- i. Income Tax and GST Registration certificates,
- ii. Active tax payer certifications (Sales Tax & Income Tax).
- iii. Company Registration certificate if claim as company
- iv. Detail of skilled staff (for furniture).
- v. Any other document mentioned clause 7 of bid document.

## **3. PRICE / RATE:**

Please quote unit price for each item on F.O.R basis WUAJK Bagh with all taxes and other cost if involved.

## **4. DELIVERY PERIOD:**

Successful bidder must provide all items within 15 days after issuance of supply order.

## **5. EXTENSION IN DELIVERY PERIOD:**

*WUAJK shall not provide extension in delivery period in any case, unless any emergency occurs. Suppliers are advised to provide delivery period considering time required for custom clearance or any other factors. We may only provide extension on deduction of 2% of Purchase order as fine, on Applying well in time*

## **6. WARRANTY:**

Please indicate the warranty period, terms & conditions of the warranty for each item clearly. We only accept onsite warranty.

- Bidders are required to **fill and sign all pages of submitted proposal**, and submit it as Financial Proposal.
- Rates quoted in the Bid should be containing all the applicable taxes.
- University reserves the right to reject any or all tenders with recorded reason.

- University also reserves the right not to accept the lowest rates quoted by the tenders, university will evaluate and award contract or place purchase order at “whole life cost” and quantity basis.

**7. Bid Evaluation Criteria:**

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

<b>Mandatory Requirements</b>	<b>Documents Required</b>	<b>Mandatory</b>
Sales Tax Registration with Filer Status	Online Filer Status (Printout)	Yes
Income Tax Registration with Filer Status	Online Filer Status (Printout)	Yes
Conformance to the required specification of items	Detailed Specifications with Brand and Model if any	Yes
Company Firm is not black Listed	Affidavit /Bidder’s Undertaking on stamp paper	Yes
The Bidder is manufacturer (for Furniture only)	Documentary or Picture Evidence of Workshop	Yes
At least one relevant project completed for public sector organization	Copies of Supply Orders/Contracts received by the Bidder from public sector organizations	Yes
One sample of classroom/theater chair	Bidder must provide one sample of classroom chair/theater chair with bid.	Yes

- Only technically quailed bidders will be considered for further process.

**8. Bid Acceptance:**

- Bidders shall submit a signed letter with Official stamp affixed on it as per the format given in Form I as a cover letter to the Bid/Proposal. Bids/Proposals submitted without this cover letter may not be accepted and bids will likely to be rejected straightaway.

**9. Bids Rejection:**

**Bids shall be rejected;**

- If any bid not accompanied by an acceptable Bid Security as non-responsive firm.

- If any bid not accompanied by an acceptable tender document fee of Rs. 1500/- as non-responsive firm.
- If bids are conditional & quoted optional items.
- If firm isn't registered with Sales and Income Tax Department with filer status.
- If bids are not conforming the terms, conditions and specifications stipulated in this Tender Document.
- If bidder does not provide mandatory documents.

#### **10. Bid Validity:**

Bid shall remain valid for acceptance for a period of 120 days from the last date of submission of the bid / revised bid if required. The bidder shall not be entitled to modify, vary, and revoke his bid during said period; the validity of the bid shall be extended as and when required for the period as requested by the University in writing and agreed to by the bidder under rules.

#### **11. Cost of Bidding:**

The bidder shall bear all direct and indirect cost associated with the preparation or delivery/ submission of their bid, participating in discussion etc. including costs and expenses related with visits to the site and university offices. University will in no case be responsible or liable for reimbursement of those costs and expenses regardless of the outcome of the bidding process.

#### **12. Repeat Purchase Order:**

The Rates will be valid for the period up bid validity and the selected suppliers are bound to supply each repeated purchase order of required items on approved rates during that period.

#### **13. TERMS OF PAYMENTS**

- No payment shall be made in advance to selected bidder/vendor as mobilization advance.
- Cost of items shall be payable to the Contractor within one month upon successful installation and inspection of supplied items,.

- Taxes will be deducted at source as per government rules at the time of payment irrespective of the date of invoicing.
- All payments in Pak Rupees (through crossed cheque); after delivery / installation and checking/inspection and satisfactory report of the relevant Committee within four weeks after fulfillment of all codal formalities.

**14. Documents Required Along with Bill**

1. Delivery Challan, 2. Claim Bill, 3. GST Invoice,

**LIQUITDATED DAMAGES**

- In case of delay, the Central Purchase Committee, of WUAJ&K reserves the right to suggest to Competent Authorities for imposing a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week (cumulative) of delay.
- If the work is not executed according to the satisfaction of the Competent Authority; He / She reserves the right to reject it altogether or impose a penalty not exceeding 50% of the contract amount.
- In case of services delay or unsatisfactory service delivery /non-complying the terms & conditions CDR will be confiscated.

**15. Right to Vary Quantities**

University reserves the right at the time of award of Contract/Purchase Order to increase/decrease the quantity of goods and services specified in the Schedule of Prices without any change in the unit price or other terms and conditions. University may delete any item while issuance of supply order.

**16. BIDS SUBMISSION REQUIREMENTS**

- **Single stage, one envelop procurement process shall be opted.**

**17. IMPORTANT INSTRUCTIONS:**

- **Financial/Commercial Offer:** Bidders are directed to construct financial offer as per following Performa:

Serial # as per Tender Document/ BOQ	Item Name	Specs	Country of Origin	Model	F.O.R. Rates (with GST)
1					
2					

- **Optional Rates:** We shall not allow bidder to quote optional Rates for any Item.
- **Accessories or Optional Items:** If Bidder found anything or part which is important and missing in specification settled in BOQ, in such case bidders are directed to add price of that part in final price. We shall not allow quoting optional accessories price separately. If anything is less important and its addition may enhance performance of equipment, such items may be quoted in technical offer with price only.

**LOT-1 Furniture & Fixture**

S.No	Items	Specification	Qty
01	Theater / Class Room Chairs	Fixing and providing of seating arrangement with folding class room bench comprising of work top, seat and desk, wood top, made in ¾" lamination with PVC edging, seat made of PLY back and legs made of PV duly painted, covered in fabric. The folding seat is made out of 18mm ply board in high machine pressure laminate of size 530*450mm, the 6mm seat plate of size 130*95mm is welded on the pole having double 16mm DIA solid rotating pins and a locking pin to hold the folding arm of size 260*706mm. table top should be made out of 18mm PLY board in high machine pressure laminate of 450mm depth curvilinear. Modesty panel made out of 1mm CRCA sheet. Total height of the pole is 1050mm. 18mm PLY laminated shelf of size 300mm wide top to be fix under the table top for books and study material. As per sample approved and provided by the University, which may be examine during the working hours at the	80 to 90 As per actual requirement of the room

		WUAJ&K site. (The University has already constructed the hall. The interested vendors may visit the hall and may quote as per size of the hall) <b>Note. Biddre must provide sample of the chair with bid.</b>	
02	White Board	Size. 8x4ft, writing board made from 18mm thick chipboard pressed with color formica. Edge covered with 'U' shaped aluminum Channel with hooks.	01
03	Stage Table	Size L:06', W:02', H: 2.5' Structure made of sheesham veneer AA+ butterfly or Equivalent. On front side there should be panels of leatherite with culding With high quality lacquer siller polish. 8 mm Brown Tinted Glass fixed at the top of table	01
04	Stage Chairs	Size: L 500 mm, W 560 mm, H 910 mm Structure made of solid sheesham wood. Seat and back with 1st quality foam covered with excellent quality leatherite. Wooden parts finished with N.C. lacquer. Or higher specification	02

#### LOT-02 IT Equipment and other Equipment

S.No	Items	Specification	Qty
01	Multimedia Projector + display screen	Projector 1080p HDTV 16:10 1920x1200 WUXGA 5000:1 6500 lm DisplayPort/HDMI/VGA In Speaker Fast Ethernet (PT-EZ770ZLU). display screen 6'x8' motorized	01
02	Wifi Router	Wireless router 300MBPS	01
03	Network cable	Cat-6	01 Roll (305 meter) Or as per requirement
04	Electric Cable	Pakistan or equivalent Cable 3/29	01 Coil Or as per requirement
05	HDMI Cable	HDMI Cable 15 meter	01 Cable of 15 Meter
06	Podium +wireless mic	Specifications are mentioned below	01
07	Installation/commissioning	Complete installation/ commissioning of all items of LOT-02	Complete installation/ commissioning



<b>Podium +wireless mic specifications</b>	
<b>Monitor</b>	22" Wide(16:9) Tablet & Touch Monitor
<b>Integrated Controller</b>	Laptop Interface(HDMI)
<b>Microphone</b>	Gooseneck
<b>PC</b>	Intel i3 + SSD 128GB + 8G Memory
<b>Speaker</b>	60W (30W x 2EA)
<b>Actuator</b>	Up and Down Auto control adjustment
<b>Drawing S / W (PK Chalk Box)</b>	Writing & Drawing & Recording & Capture
<b>WHDMI (PK-WDR1)</b>	Wireless HDMI Tool (Transmitter + Receiver)

01 Wireless mic must be compatible with podium

**Form 1.**

PROPOSAL SUBMISSION FORM

Secretary Central Purchase Committee

Women University of Azad Jammu and Kashmir Bagh,

Sir,

\_\_\_\_\_ We, the undersigned, offer to provide the Services for "Purchase of Items for WUAJ&K and in accordance with your Request for Proposal (Tender Document) dated \_\_\_\_\_ and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:

**FORM 2:**

To be filled by the bidders

1. Name of bidders: -----

2. Address: -----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NIC Tax No. ----- Sales Tax No.: -----

6. Branches (if any): i. -----

ii. -----

iii. -----

7. Type of Business: i. -----

ii. -----

iii. -----

8. Facilities: i. List of technical staff with qualification and experience

ii. Authorization of distribution / dealership -----

iii. Any other: -----

9. Monthly Turn Over: -----

10. Previous Experience (name of organization where said or like equipment  
supplied/installed/  
Commissioned)

i. ----- ii. -----

iii. ----- iv. -----

v. ----- vi. -----

vii. ----- viii. -----

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Please enclose any supporting document

Total Bid Value (Rs): \_\_\_\_\_ Amount of CDR (Rs): \_\_\_\_\_

Name and signature: - ----- Date: -----