

WOMEN UNIVERSITY OF AZAD JAMMU & KASHMIR
BAGH



Bidding Document

*Supply of Lab Equipment and Laptop for Computational
and Applied Mathematics Laboratory Under NRP*

Project 14410

Tender # 2023-24(03)

Bid Submission Deadline (date/time): 10-01-2024 at 02:00 PM

Bid Opening (date/time): 10-01-2024 at 02:30 PM

*Bid Venue: Treasurer's Office Women University of
AJ&K Bagh*

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CHECKLIST OF DOCUMENTS FOR SPECIFIC ITEMS

for the supply of Permanent Equipment (Desktop Computers, Color Printer, UPS, and Laptop, etc.) in NRPU Project No. 14410

<i>Description</i>	<i>Attached with Bid (YES/ NO)</i>
<i>1 Copy of the Bid document with sign and stamp</i>	
<i>2 Compulsory Bid acceptance form (Provided on Section IV)</i>	
<i>3 Bid Validity Period mentioned in Bid (120 days required)</i>	
<i>4 Bid Security in shape of pay order or demand draft</i>	
<i>5 NTN & GST Registration with ATL status (copy of certificate required)</i>	
<i>6 Bidder's experience (Copy of Purchase Orders attached)</i>	
<i>7 Bidder capacity to deliver services & spare parts</i>	
<i>8 No Litigation and black-listing Certificate on Stamp Paper</i>	
<i>9 Technical Specifications compliance Sheet attached</i>	

Signature & Stamp

Section-I: INVITATION OF BIDS

WOMEN UNIVERSITY OF AZAD JAMMU & KASHMIR

BAGH

INVITATION OF BIDS

Women University of Azad Jammu and Kashmir Bagh, a public sector University, invites sealed bids from the original Suppliers, authorized dealers and sub-dealers who are registered with Income Tax and Sales Tax Departments and are listed as active taxpayers for the supply of Permanent Equipment (Desktop Computers, Color Printer, UPS, and Laptop, etc.) in NRPU Project No. 14410.

2. Bidding document, which contains detailed terms and conditions, is available on the University's website www.wuajk.edu.pk. Additionally, the bid document can be obtained from the Office of the Assistant Treasurer Purchase Women University of AJ&K, Bagh.

3. The price of the bidding document is Rs. 2,000/-, payable in the form of a pay order or demand draft in favor of the Treasurer, Women University of Azad Jammu and Kashmir Bagh, which should be enclosed with the bid.

4. According to AJKPPRA Rule No. 36(a), a single-stage one-envelope procedure shall be followed.

5. Bidders are required to submit Rs. 25,000/- as bid security in the form of a pay order or demand draft in favor of the Treasurer, Women University of Azad Jammu and Kashmir Bagh.

6. "Blacklisted suppliers, authorized dealers, and bidders are prohibited from participating." All bidders must provide an affidavit or certificate confirming that they are neither blacklisted nor in conflict with the government anywhere in the territory of the AJK, Federally Administrated Areas, or the Islamic Republic of Pakistan.

7. Bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the Assistant Treasurer Purchase Women University of AJ&K, Bagh, on or before **January 10, 2024 (Wednesday), at 02:00 P.M.** Bids will be opened on the same day at **02:30 P.M.** at the Treasurer's Office, Admin Block, Women University of AJ&K Bagh, in the presence of the bidders or their representatives who choose to be present.

8. Evaluation Report/ Award of Contract will also be displayed on AJK PPRA's website.
9. This advertisement is also available on University's website on www.wuajk.edu.pk and on the AJK PPRA's website on <http://ppra.ajk.gov.pk>.

(Naeem Asghar)

Secretary Central Purchase Committee,

Women University of AJ&K Bagh

Mobile# 0313-8354903, e-mail: naeem@wuajk.edu.pk

Section II: TERMS & CONDITIONS / INSTRUCTIONS

Bid procedure to be used: Single stage – One envelope

Technical and financial proposals will be received / opened on the same day.

1) PROCEDURES OF OPEN COMPETITIVE BIDDING

Save as otherwise provided in these rules, the following procedures shall be permissible for open competitive bidding, namely:

- a) The Bid shall comprise a single package containing one envelop.;
- b) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal which does not conform to the specified requirements;
- c) During the technical evaluation, no amendments in the technical proposal shall be permitted;

2) EVALUATION CRITERIA

Bidder Qualification and Bid Evaluation Criteria for Lowest Evaluated Responsive Bid:

A) Financial Evaluation

- a) Lowest Evaluated responsive bid price of the bidder declared by the Procurement Committee.
- b) Financial Proposal evaluation will be conducted under the AJ&K PPRA Rules 2017. The price evaluation will include all duties, taxes, and expenses, etc. In case of any exemption of duties and taxes made by the Government in favor of the Procuring Agency, the contractor shall be bound to adjust the same in the Financial Proposal.
- c) The lower of the two will be considered in cases of discrepancy between the cost/ price quoted in words and figures.
- d) In evaluating the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties, etc.
- e) In the evaluation of the price of articles/ goods which are subject to excise duty, sales tax, income tax, or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

- f) The Procuring Agency will not be responsible for any erroneous calculation of taxes, and all differences arising out as above shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Govt. at any time during the execution/ evaluation period will be dealt with mutual consent.
- g) Work award for specific will be given to the lowest evaluated responsive bidder on Item-wise lowest quoted bid price/ offer instead of a turnkey solution (lump sum cost) based on Technical and Financial Evaluation most conforming to our required technical specifications and bidder qualification and financial criteria. Bidders can participate in the bid process to supply one or more items of Invitation for Bids. Work award (BER) shall be published item-wise in whole or parts to PPRA. The Purchase and Procurement Committee reserves the right to accept or reject all bids as per AJ&K PPRA Rules 2017.

B) Technical Evaluation

The technical proposals shall be evaluated by the purchase committee in the light of the following evaluation criteria:

- a) Valid Income Tax Registration
- b) Valid General Sales Tax Registration
- c) (Status= Active with FBR / AJ&K CBR)
- d) Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body, or Private Sector Organization anywhere in Pakistan & AJ&K.
- e) In full compliance with the Execution Schedule and Delivery Period mentioned in Standard Bidding Document.
- f) Provision of sales and after-sales service
- g) Compliance with given specifications according to the SBD
- h) One year warranty or as per manufacturer policy whichever is higher

Section III: TECHNICAL SPECIFICATIONS

Supply of Lab Equipment for Computational and Applied Mathematics Laboratory, Department of Mathematics under National Research Programs for Universities (NRPU), Reference No. 20-14410/NRPU/R&D/HEC/2021, the project entitled "Meshless collocation solver for computational modelling of the behavior of reaction-diffusion coupled systems"

No.	Item	Specification or Equivalent	Quantity
1	Desktop PC	i) HP Intel Core i7-3770 3.2GHz 8GB 500GB DVDRW Windows 10 Professional (9010 PC Tower) or Equivalent ii) HP V214B 20.7" or Equivalent iii) HP USB Mouse or Equivalent iv) HP USB Keyboard or Equivalent	03
2	Color Printer	HP LaserJet ENT M507DN or Equivalent	01
3	UPS	APC 600VA UPS Battery Backup & Surge Protector, BE600M1 or Equivalent	02
4	Laptop	HP Spectre x360 14 EA0047NR 11th Gen Core i7 QuadCore 16GB 512GB SSD Window 10 Home or Equivalent	01

Details of Call Deposit Receipt (CDR)

Signature: _____

No.: _____

Amount: _____

Name of Bidder: _____

Bank: _____

Branch: _____

City: _____

CNIC No.: _____

Name of the Firm & Address: _____

Contact: _____

NTN: _____

Sales Tax: _____



Section-IV: BID SUBMISSION FORMS

Form I: Bid Acceptance Form

To: Secretary Purchase Committee, NRPU, WUAJK Bagh

Dear Sir/ Madam

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [**Supply of Lab Equipment and Laptop for Experimental Plasma Physics Laboratory, Department of Physics under National Research Programs for Universities (NRPU)**] 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 following the Schedule of Prices attached herewith and made part of this Bid.

If our Bid is accepted, we undertake to deliver the goods per the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain a pay order/ demand draft in favor the Treasurer WUAJK Bagh equivalent to **10%** (percent) of the Contract Price for the due performance of the Contract in the form prescribed by the Purchaser. The performance guarantee will be released after the expiry of warranty period and subject to the satisfactory report of the P.I.

We agree to abide by this Bid for [**120**] days from the date fixed for Bid opening, 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, with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

[signature]

[in the capacity of]

Form II: Bid Form

No.	Item	Specification or Equivalent	Quantity	Unit Price (PKR)	Total Price (PKR)	Total price, including all taxes
LOT NUMBER 1						
1	<i>Desktop PC</i>	v) <i>HP Intel Core i7-3770 3.2GHz 8GB 500GB DVDRW Windows 10 Professional (9010 PC Tower) or Equivalent</i> vi) <i>HP V214B 20.7" or Equivalent</i> vii) <i>HP USB Mouse or Equivalent</i> viii) <i>HP USB Keyboard or Equivalent</i>	03			
5	<i>Color Printer</i>	<i>HP LaserJet ENT M507DN or Equivalent</i>	01			
6	<i>UPS</i>	<i>APC 600VA UPS Battery Backup & Surge Protector, BE600M1 or Equivalent</i>	02			
7	<i>Laptop</i>	<i>HP Spectre x360 14 EA0047NR 11th Gen Core i7 QuadCore 16GB 512GB SSD Window 10 Home or Equivalent</i>	01			

[signature]

[in the capacity of]

Section-V: FORM OF CONTRACT AGREEMENT

This agreement made on this day _____ of _____ 2024 between the Women University of Azad Jammu and Kashmir Bagh (WUAJ&K) (hereinafter called the Purchaser) of the one part and _____ (hereinafter called the Supplier) of the other part. Whereas the Purchaser invited bids for the purchase of _____ and has accepted a Bid by the Supplier for the supply of those equipment's in the sum of Rupees _____ (hereinafter called the Contract Price. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read as construed as part of this agreement viz:
 - a. The Purchaser's Notification to the Supplier of Award of Contract (Supply Order)
 - b. The form of Bid and the price schedule submitted by the Supplier;
 - c. APPENDICES to BID.
2. The successful Supplier shall be bound to supply the required items at approved rates within 30 days for Local Items and 90 days for Imported Items of receiving the supply order. In case of a delay in supply within the stipulated time, the penalty @ 0.1 % per day of delay up to a maximum of 10% of the total price will be charged.
3. The item, if found sub-standard or if not according to specification, shall be replaced free of cost by the Supplier.
4. The Supplier shall be bound to deliver and install the approved equipment at the Site of installation at their own cost. However, the pre-requisite for the installation will be provided by the University.
5. Strict action will be taken against the Supplier in case of any fraudulent practice by the Supplier.
6. The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the equipment delivered upon full fill recent of all the obligations stipulated in the Contract. The payment to the Supplier will be made by the Purchaser after installation and inspection by a technical committee and a satisfactory report by end-users.

7. The Supplier is responsible for all taxes according to the laws of the Islamic Republic of Pakistan and Azad Jammu and Kashmir.
8. Warranty:
 - a) The Supplier warrants that all the goods are new, unused, and of the most recent or current models and that they incorporate all recent improvements in design and materials.
 - b) The Supplier further warrants that the goods shall be free from defects arising from any act or omission of the Supplier.
 - c) The warranty shall remain valid for twelve (12) months after the goods have been delivered to and accepted by the Purchaser.
 - d) The WUAJ&K shall give notice to the Supplier stating the nature of any such defects and all available evidence promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunities for the Supplier to inspect such defects.
 - e) Upon receipt of such notice, the Supplier shall, within fifteen (15) days, replace the defective goods or parts thereof at no cost to the Purchaser.
 - f) If having been notified the Supplier fails to remedy the defects within the stipulated period, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the suppliers' risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
10. The WUAJ&K NRPU purchase Committee of the University shall have the right to inspect/ test the goods to confirm their conformity to the contract specification. The inspection and test may be conducted on the premises of WUAJ&K.
11. The Purchaser may reject any equipment/ machinery that fails to pass any test and/ or inspection on does not conform to the specifications. The Supplier shall replace the rejected equipment at no cost to the Purchaser and repeat the test or inspection.

Termination: Termination for default:

The Purchaser, without prejudice to any other remedy for breach of Contract by notice of default sent to the Supplier, may terminate the Contract in whole or in part.

- I. If the Supplier fails to deliver any or all of the goods within the period specified in the Contract
- II. If the Supplier fails to perform any other obligation under the Contract

III. If the Supplier, in the judgment of the Purchaser, has engaged in corrupt and fraudulent practices in competing for or executing the Contract.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or related services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser to any additional costs for such similar goods.

Assignment: The Supplier shall not assign its obligation under the Contract in whole or in part.

Party – 1

Party – 2 (The Supplier)

Name of Supplier:

Address of Supplier:

Phone Number of Supplier:

Name of the authorized person:

Signature:

Designation of authorized person:

Stamp of the Firm:

Dated:

Witness No. 1

Name:

Signature:

CNIC No:

Witness No. 2

Name:

Signature:

CNIC No:

Section-VI: DELIVERY TIME

The successful supplier/ firm will be bound to supply the required items within 30 days of receiving the supply order for local items and 90 days for imported items. In case of delay in supply within the stipulated time, a penalty @ 0.1 % per day of delay up to a maximum of 10% of the total price will be imposed.

Section-VII: BIDS VALIDITY

The price bid will remain valid for up to 04 months.