

# **REQUEST FOR PROPOSAL**

**Tender No. 01/2024**

**UNIVERSITY OF CHAKWAL, CHAKWAL**



**TENDER DOCUMENT**

**For**

**PROCUREMENT OF CAMPUS MANAGEMENT  
SYSTEM AND CLOUD HOSTING ETC.**

Issued To: \_\_\_\_\_

**Deputy Director P&S  
Ph. No.: 0543-552511**

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## THE UNIVERSITY OF CHAKWAL

Procurement Cell

Main Campus, Talagang Road, Chakwal.

Tel:0543-552511

### Tender Notice

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Tender No.	Tender Name	Budgetary Amount	QTY	Closing Time and Date	Opening Time and Date
01/2024	Procurement of Campus Management System and Cloud Hosting etc.	PKR 9.660 Million	Detail in Tender Document	03-01-2024 till 11:30 AM	03-01-2024 at 12:00 PM

- Tender Document will be immediately available after publishing of this Tender Notice under Rule No. 25(1).
- Tender / Bid Document can be obtained from the Office of Deputy Director (P&S), University of Chakwal between 08:00 am to 4:00 pm from Monday to Friday by depositing the **Tender Fee of Rs.2,000/-** through Deposit Slip of BOP in **A/C No. 6010211599100036, Main Recurring Account of UOC** in the Bank of Punjab. In case the Tender / Bid Documents are downloaded from [www.uoc.edu.pk](http://www.uoc.edu.pk) or [www.eproc.punjab.gov.pk](http://www.eproc.punjab.gov.pk) , **Original Deposit Slip of BOP** must be attached with the **Technical Bid**.
- The Bid Security, of **Rs.483,000/-** which is equal to 5% of estimated price, in the form of “CDR, Bank Draft, Pay Order.” in favor of, University of Chakwal required to be submitted with the Financial Bid (Original), without which the offer shall be rejected being non-responsive.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Technical Bids. Bids received after due date and time or bids without Bid Security in shape of CDR, Bank Draft, Pay Order or less than required amount or Bid Security in shape of Cheque/ Cross Cheque shall be summarily rejected.
- The University reserve the right to modify/withdraw/cancel the bids/tender at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- For obtaining any further information or clarifications, please contact the officer named below:

**SULTAN MAHMOOD**  
Deputy Director (P&S)

## 1. Invitation To the Bid

- 1.1. Bids/Tenders are invited for **Procurement of Campus Management System and Cloud Hosting etc.** from GST/PST and Income Tax Registered firms.

## 2. Instructions to the Bidders

- 2.1. Procurement will be made under Punjab Procurement Rules 2014.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bidding Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due date and time, and bids without Bid Security in shape of Demand Draft, Pay Order, CDR or less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. No supporting document will be accepted, at all, after opening of the Technical Bids.
- 2.6. The bidder must quote rates of each item in a lot/package, partial bidding is not allowed due to specific technical nature of procurement. However, the final contract will be awarded as per complete LOT to the lowest bidder.
- 2.7. **Mode of Advertisement:**

As per Rule 12(2) the advertisement is published through DGPR and this advertisement is being placed on [www.uoc.edu.pk](http://www.uoc.edu.pk) and on the website of PPRA Punjab [www.eproc.punjab.gov.pk](http://www.eproc.punjab.gov.pk)

### 2.8. **Type of Open Competitive Bidding**

As per Rule No. 38(2) a, single stage two envelope procedure shall be followed with details given below:

- 2.8.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- 2.8.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- 2.8.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;
- 2.8.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 2.8.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 2.8.6. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found

technically non-responsive shall be returned un-opened to the respective bidders.

**2.9. Bid Data Sheet (Information for the Bidders)**

1	Procuring Agency	University of Chakwal
2	Tender Number	01/2024
3	Name of Tender	Procurement of Campus Management System and Cloud Hosting etc.
4	Tender Document available place	<b>Office of the Deputy Director (P&amp;S),</b> University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
5	Cost of Tender Document	<b>Rs.2000/-</b> payable at BOP through <b>Deposit Slip</b> in <b>A/C No. 6010211599100019, Main Recurring</b> <b>Account</b> of University of Chakwal.
6	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of CDR, Pay Order, Bank Draft etc., in favor of, University of Chakwal, Chakwal”
7	Performance Guarantee	10% of Contract Value after acceptance of Intimation Letter
8	Tender Addressed to	University of Chakwal.
9	Contact Number	Ph. 0543-552511
10	Due date, time and place of submission of Tender Document	<b>03-01-2024 till 11:30 AM</b> Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
11	Date, time and place of Technical Bid Opening	<b>03-01-2024 at 12:00 PM</b> at <b>Seminar Hall</b> , Ground Floor, Engineering Building, University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
12	Date, time and place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

## **Terms and Conditions of the Tender**

### **3. Definitions**

- 3.1. "Purchaser" means the procuring agency i.e. University of Chakwal.
- 3.2. "UOC" means University of Chakwal.
- 3.3. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.7. "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9. "PPRA" means Punjab Procurement Regulatory Authority.

### **4. Tax and Duties**

Eligible Bidder/Tenderer is responsible for all types of Government Taxes and other Duties etc.

### **5. Examination of the Tender Document**

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

### **6. Amendment of the Tender Document**

- 6.1. The Purchase Committee of University of Chakwal at any stage prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## 7. **Bid Currency**

Bidder should quote price in **Pak Rupees only** and payments shall also be made in Pakistan Rupees only.

## 8. **Validity Period of the Bid**

- 8.1. Validity period of the bids shall be **180 days**.
- 8.2. In exceptional circumstances, University of Chakwal may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

## 9. **Bid Security**

- 9.1. Bidder will submit Bid Security drawn in the name of **Treasurer, University of Chakwal** detail given below:

Item Name	Budgetary Amount	Amount of Bid Security
Procurement of Campus Management System and Cloud Hosting etc.	PKR 9.660 Million	PKR 483,000/-

- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 9.5. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, Pay Order shall be returned to successful bidder against submission of Performance Guarantee
- 9.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 9.7. The Bid Security may be forfeited if a Bidder:
  - a) Refuses to accept Letter of Acceptance of the Bid; or
  - b) Fails to furnish Performance Security.

## 10. **Bid Preparation and Submission**

- 10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 10.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.
- 10.3. **Technical Proposal**

The Technical Proposal will enable the Purchase/Technical Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents.



Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

- 10.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.
- 10.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 10.6. The Bidder should quote only one brand/model/make of each item.
- 10.7. **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

- 10.7.1. Covering letter (*Annexure-A*) duly signed and stamped by authorized representative.
- 10.7.2. Copy of Income Tax Registration Certificate (*Annexure-B*).
- 10.7.3. Copy of Sales Tax Registration Certificate and Professional Tax Certificate (*Annexure-C*).
- 10.7.4. Detailed Scope of Work, Plan, Drawing and specification of items (*Annexure-D*).
- 10.7.5. Affidavit/Undertaking on Stamp Paper (*Annexure-E*).

## **11. Financial Proposal**

- 11.1. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 11.2. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- 11.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- 11.4. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 11.5. **Details to be furnished with Financial proposal (Envelope B)**
  - 11.5.1. Financial Proposal Covering Letter (*Annexure G*).
  - 11.5.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (*Annexure H*).
  - 11.5.3. Bid Security of **PKR 483,000/-**

### **11.6. Sealing the Bid**

- 11.6.1. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as **“Technical Proposal for Procurement of Campus Management System and Cloud Hosting etc.”** – Bid Ref.: due on: \_The “FROM” address and “TO” address shall be written without fail.

**11.6.2.** The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as “**Financial Proposal for Procurement of Campus Management System and Cloud Hosting etc.**” – Bid Ref.: due on: \_\_\_\_The “FROM” address and “TO” address shall be written without fail.

**11.6.3. Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as “**Bid for Procurement of Campus Management System and Cloud Hosting etc.**” –Bid Ref.: due on \_\_\_\_ . The “FROM” address and “TO” address shall be written without fail.

### **11.7. Mode of Submission of Bids**

**11.7.1.** The Bid should be addressed to “Convener, Evaluation Committee, University of Chakwal”.

**11.7.2.** The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

## **12. Modification/Withdrawal of the Tender**

**12.1.** The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

**12.2.** The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

## **13. Bid Opening**

### **13.1. Technical Proposal Opening**

The bid’s outer cover and Technical Proposal cover will be opened by the Central Purchase Committee of University of Chakwal on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

### **13.2. Suppression of facts and misleading information**

**13.2.1.** During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Central Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Central Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

**13.2.2.** It is the Bidder’s responsibility to prove the Bidder’s requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Central Purchase Committee failing which the Bid may be rejected.

## **14. Preliminary Examination**

- 14.1.** The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.
- 14.2.** In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

## **15. Determination of Responsiveness of the Bid**

- 15.1.** The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:
  - 15.1.1.** meets eligibility criteria for the Bidder / the Goods / the Services;
  - 15.1.2.** meets all the mandatory requirements of the evaluation criteria;
  - 15.1.3.** meets the Technical Specifications for the Goods / the Services;
  - 15.1.4.** meets the delivery period / point for the Goods / the Services;
  - 15.1.5.** is accompanied by the required Bid Security;
  - 15.1.6.** is otherwise complete and generally in order;
  - 15.1.7.** Conforms to all terms and conditions of the Tender Document, without material deviation or reservation;
  - 15.1.8.** which offers one Brand/Model/Make for each item (which does not contain any option);
- 15.2.** A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 15.3.** The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

## 16. Technical Evaluation Criteria

Under PPRA Rules # 31 & 32, Technical Bids will be evaluated on the basis of following criteria:

<b>Qualification Criteria</b>			<b>Requirement</b>
Income Tax Registration Certificate			<b>Mandatory</b>
Registration certificate of Punjab Revenue Authority (PRA)			<b>Mandatory</b>
Sales Tax Registration Certificate			<b>Mandatory</b>
Professional Tax Certificate			<b>Mandatory</b>
Successful Implementation and Maintenance Certificates of CMS/LMS/Cloud Hosting, at three (03) recognized institutions at medium or large scale.			<b>Mandatory</b>
Affidavit /Bidder's Undertaking on stamp paper as per given format			<b>Mandatory</b>
<b>Bid Evaluation Criteria</b>			
<b>S. No.</b>	<b>Descriptions/Parameters</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b>1</b>	<b>Past Performance/Experience in similar nature projects</b>	--	<b>10</b>
1.1	1 - 3 year experience	2	--
1.2	4 - 8 year experience	6	--
1.3	9 - 15 year experience	8	--
1.4	Above 15	10	--
<b>2</b>	<b>Experience in implementation / deployment of CMS/LMS in the HEC recognized Degree Awarding Institutions</b>	--	<b>10</b>
2.1	3 – 5 projects	3	--
2.2	Above 5 projects	10	--
<b>3</b>	<b>Age of Company/Firm/Corporation</b>	--	<b>10</b>
3.1	Minimum 05 years	5	--
3.2	More than 05 years	10	--
<b>4</b>	<b>Financial Position/ Status</b>	--	<b>10</b>
4.1	Statement Worth of last one year (Minimum 10 million)	5	--
4.2	Statement Worth of last one year (Above 10 million)	10	--
<b>5</b>	<b>Technical Evaluation of quoted items and Capacity</b>	--	<b>60</b>
5.1	Scope/Specifications conformity/compatibility as per Schedule Requirements	10	
5.2	Demonstration /Presentation of Proposal and Drawing etc.	20	
5.3	Valid letter of authorization for licensing	10	
5.4	Software Development Team and maintenance after Sales Service (Attach list & CVs): More than 5 but less than 11 people with 3 years' experience = 2 More than 11 but less than 15 people with 3 years' experience = 5 More than 15 but less than 20 people with 3 years' experience = 7 More than 20 but less than 25 people with 3 years' experience = 10	10	
5.5	Project Execution Plan with complete schedule of work for modules completion.	10	
<b>TOTAL</b>		--	<b>100</b>

Bids shall be evaluated on both Eligibility and Technical Qualification Criteria. Bidders

meeting the Eligibility Criteria and able to secure **70 percent score** in Technical qualification shall be declared as Technically Qualified Bidders for the next step, i.e. Opening of Financial Bid.

## **17. Financial Proposal Evaluation**

- 17.1.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against shall be allowed to take part in the Financial Proposal(s) opening.
- 17.2.** Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. 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 Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 17.3.** Financial proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). The bidder will quote lot wise rate with GST/PST/Levy/Duty. The bidder will follow the bidding documents in letter and spirit.
- 17.4.** Detailed analysis of the price schedule based on requirements listed in the Tender document and quoted for by the bidders in Form F.
- 17.5.** Price comparison shall be based on the total cost of solution of CMS, including software license cost, solution installation and configuration cost, Cloud services costs, mandatory and optional Integration costs, and training costs.

Weightage of the financial scoring is 30% and the score of a bidder will be calculated using the following formula.

$$\text{Bidder's Financial Score} = \frac{\text{Value of the lowest Bid}}{\text{Value of the Bid in Consideration}} \times 30$$

### **Award Criteria**

Tender will be awarded to the Bidder having secured highest score as per following formula;

$$\text{Total Score} = \text{Bidder's Technical Score} + \text{Bidder's Financial Score}$$

## **18. Rejection and Acceptance of the Tender/Bid**

- 18.1.** The Purchaser shall have the right, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 18.2. The Tender / bid shall be rejected if:**
  - 18.2.1.** It is substantially non-responsive; or
  - 18.2.2.** The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
  - 18.2.3.** It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or

- 18.2.4. The bid is incomplete, conditional, alternative, late; or**
- 18.2.5.** the bidder does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
- 18.2.6.** the bid security is not attached or it is less than the required amount; or
- 18.2.7.** the Bidder submits more than one Bids against one Tender; or
- 18.2.8.** the Bidder tries to influence the Purchase Committee / Contract award; or
- 18.2.9.** the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
- 18.2.10.** there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
- 18.2.11.** the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

## **19. Contacting the Procuring Agency**

- 19.1.** No Bidder shall contact the Central Purchase Committee or Evaluation Committee of UOC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 19.2.** Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

## **20. Announcement of Evaluation Report**

- 19.1** The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

## **21. Award of Contract**

Tender will be awarded to the Bidder having secured highest score in total of Technical Proposal and Financial Proposal as per above given formula in clause 17.5.

## **22. Letter Of Acceptance (LOA)**

After acceptance of the Bids by the EC, Letter of Acceptance (LOA) will be issued only to the Successful Bidder(s).

## **23. Payment of Performance Guarantee (PG)**

- 23.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 10% of the value of the contract price. The PG should be paid by way of Cash Deposit Receipt (CDR), Pay Order, Demand Draft, Bank Guarantee with at least one year validity in terms of PPRA Rules in favor of “ University of Chakwal, Chakwal” as unconditional Guarantee. The Performance Guarantee withheld will be released after 3 years or completion of contract or warranty/guarantees or clearance of source codes/data etc.
- 23.2. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

## **24. Refund of Bid Security (BS)**

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR), Bank Draft or Bank Guarantee or Pay Order the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of Cash Deposit Receipt (CDR), or Bank Guarantee, Bank Draft or Pay Order.

## **25. Issuance of Supply Order or Signing the Contract**

- 25.1. The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.
- 25.2. The Successful Bidder will provide the **stamp paper of 0.25% of total order value** for issuance of Supply Order or Signing the Contract.
- 25.3. The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head in terms of PPRA Rules.

## **26. Redressal of grievances by the procuring agency**

- 26.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 26.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 26.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 26.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

## **General Conditions of Contract / Supply Order**

## **27. Delivery of Items, Implementation and Deployment**

- 27.1. The Supplier will be responsible for **delivery of Items, Implementation & Deployment** for Procurement of Campus Management System and Cloud Hosting etc. and in case of

items which requires installation; the Bidder will be responsible for installation of items at UOC, Main Campus, Talagang Road, Chakwal.

- 27.2. Delivery/implementation/deployment Period will be **one twenty (120) days** counted ***after issuance of intimation letter*** extendable under the special circumstances subject to approval of competent authority if satisfy on facts/grounds.
- 27.3. After delivery/implementation/deployment of items, the Bidder must get the items inspected at UOC, Main Campus, Talagang Road, Chakwal.
- 27.4. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.
- 27.5. The procuring agency may increase or decrease quantity in supply order subject to provision of budget in the relevant head.

## **28. Liquidated Damages**

- 28.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.25% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
- 28.2. The Successful Bidder will be responsible to provide the delivery, Delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.



## **29. Inspection and Tests**

- 29.1. The Inspection Committee of UOC shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 29.2. Inspection will be done at University of Chakwal.
- 29.3. Inspection Committee may verify the authenticity of items.
- 29.4. After the inspection or test if the Inspection Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University of Chakwal.

## **30. Release of Performance Guarantee (PG)**

The Performance Guarantee will be refunded to the Successful Bidder(s) after three years of completion of delivery, implementation, installation of Goods (Inspection), Deployment, Services, or contract completion, or completion of all procurement along with warranty/guaranty and clearance of source codes / data to NARC of UOC etc.

## **31. Contract Amendment**

- 31.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 31.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

## **32. Termination for Default**

The Purchase Committee of UOC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 32.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 32.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
- 32.3. the successful bidder fails to perform any other obligation(s) under the Contract.
- 32.4. the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## **33. Blacklisting**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either

indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

### **34. Force Majeure**

Majeure means an act of nature or a situation or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions, bans and freight embargoes. If a Force Majeure situation arises, the Suppliers hall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the Evaluation Committee of UOC, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue toper form its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

### **35. Termination for Insolvency**

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

### **36. Forfeiture of Performance Security**

- 36.1.** If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Letter of Acceptance, the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 36.2.** Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

### **37. Payment**

- 37.1.** Bidders are required to define the assignment milestones and milestone based magnitude of work involved in the total work. "Twenty-five percent (25%) of the total awarded price will be paid upon the completion of the deployment of the CMS. Another 25% of the total awarded price will be paid upon the successful testing and implementation of the CMS. An additional 25% of the total awarded price will be paid in the second year, subject to the performance of the complete solution. The remaining 25% of the total awarded price will be paid in lieu of maintenance on a quarterly basis, with equal installments, subject to the satisfactory maintenance report from the NARC and relevant

department of the UOC." after withholding applicable levy/duties/taxes by UOC to the Successful Bidder. The following documents will be required for invoice processing:

- I. Triplicate Original Delivery Challan/Implementation/Deployment Report.
- II. Triplicate Original Bill/Invoice.
- III. Triplicate General Sales Tax Invoice
- IV. Inspection and physical verification report
- V. Work completion/progress and Satisfactory report by end user/NARC of UOC.

### **38. Warranty**

- 38.1.** Warranty of Equipment, Apparatus and instrument shall be one year.
- 38.2.** The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.
- 38.3.** The Purchase Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **15 days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

### **39. Non-Disclosure**

The firm/Bidder (Second Party) and their personnel shall not, either during the term of the contract or after expiry of this contract, disclose any proprietary or confidential information relating to the services, contract, terms, prices or the client's business or operations details without the prior written consent of the UOC (First Party).

### **40. Confidential Information**

The UOC shall be the First Party and the Service Provider shall be the Second Party. The Firm/Bidder (Second Party) shall have to acknowledge and agree to maintain the confidentiality of Confidential Information provided by the UOC (the "First Party"). The Second Party shall not disclose or disseminate the First Party's Confidential Information to any person without proper permission of the First Party. In addition, the Second Party-

- Shall take all necessary steps to prevent unauthorized access to the First Party's Confidential Information.
- Shall not use the First Party's Confidential Information or authorize other persons or entities to use the First Party's Confidential Information, for any purposes other than in connection with performing its obligations.
- Shall require all persons and entities that are provided access to the First Party's Confidential Information, to execute confidentiality or non-disclosure agreements.

### **41. Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this agreement or the interpretation thereof.

## **42. SCOPE, SPECIFICATIONS, TORs AND SCHEDULE OF REQUIREMENT**

### **Scope of Work**

#### **A- Campus Management System (CMS)**

The scope of **Campus Management System (CMS)** comprises on the following major components:

- a) Subscription of a web-based CMS, that fulfills the requirements outlined in this document,
- b) Software implementation, configuration, and customization according to the University requirements.
- c) Technical consultancy, advisory, training of the staff and necessary troubleshooting to ensure smooth transition from manual to completely CMS assisted operations.

To explain the requirements further, the above main components are further divided into various modules and sub-modules. The broader overviews of the required functionalities in the CMS are following:

- Complete CMS solution.
- Process automation and Monitoring.
- Multi-dimensional Reporting
- Excel integration.
- User friendly interface.
- Mobile Capabilities.
- Training and knowledge transfer.
- Train the trainers.
- Training Manuals (End User as well as administrative roles)

#### **General Technical Requirements**

- Development/testing/deployment duration (Maximum 1 Year from date of signing the contract).
- The executional services of the system after successful deployment will last for 3 Years (a)
- The system must be web-enabled.
- The software can be centrally maintained and administered.
- Built-in excel reporter and document tracking.
- Data import and export facility.
- Must have an access control module built-in to control input screens individually/group wise.
- Must have a complete audit trail system for each entry.
- Must have automated backup and recovery system.
  
- Must have built-in **Dashboards & Business Intelligence**.

The purpose of these details is to lay down the requirements of university in as much detail as possible and to clear any ambiguities; however, in some instances the automation may require creation of new processes or reengineering of the existing ones to facilitate the transition. The central objective would be to facilitate the University to automate its operations and business processes to increase efficiency, productivity, transparency, ease of reporting and facilitation to the stakeholders that include University administration, campuses, faculty, staff, students, and society at large. These services must be capable of providing uninterrupted access to a large number of users especially during the admissions and results announcement. In this section some basic requirements are enlisted, detailed Scope of Work is available at annexure-VI.

## **Deliverables**

In addition to the actual development/deployment/implementation of the desired solution following deliverables are expected from this project:

- a) Detailed plan for the project execution
- b) Requirements Specification Document(s) and their Design Document(s) based on Requirements Specification.
- c) Installation, configuration, customization, and integration covering the scope of project System's documentation in the form of installation and configuration guides, user and administration manuals etc.

## **Online Admissions**

- Dashboard
- Online Registrations
- Processing Fee Challans
- Admission Challans

## **Academics**

- Dashboard
- Academic Calendar
- Academic Calendar
- Courses
- Programs
- Faculties
- Departments
- Grading System
- Timetable
- Current Studying Students
- Course work/ Thesis
- Student Promotion
- Reports

## **Examination**

### **OBE Based**

- Dashboard
- Student Registration
- Course Allocation
- Datesheet
- Roll # Slip
- Award lists
- Degree / Transcript
- Summer
- Repeat

### **QEC**

- Dashboard
- Teacher Evolutions
- Course Evolutions
- Graduating Survey
- Ph.D. Survey
- Alumni Survey
- Faculty Survey

## **ORIC**

Details related to research publication incentive module

a. Faculty profile

b. Article Detail

Annual research progress detail of Trainings / Workshops / Seminars / Conferences /Exhibitions / Showcasing

Events /Industry Linkages Fair / Seminars / Industry or IP & Licensing Stimulus

**HR & Payroll**

- New Hiring
- Online Applicant
- Employees
- Designations
- Departments
- Leaves
- Attendance
- Monthly Salary
- Notifications
- Taxation
- Finance
- Double Entry Accrual-based Accounting
- Assets and Equities
- Charts of Accounts
- Visiting Faculty Bills
- Vouchers
- Vendors
- Vendor Payments

**Scholarship and Financial Aid to Students Fees**

- Dashboard
- All Fee Challan
- Admission Fee Challan
- Tuition Fee Challans
- Hostel Fee Challans
- Monthly Fee Installments
- Manage Concessions
- Fee Heads
- Fee Structures
- Bulk Fee Challans
- Bank MIS Records
- Reports
- Payment Gateway

**Library**

- Dashboard
- Manage Cataloging
- Manage Shelves
- Manage Acquisitions
- Manage Circulations
- Reports
- Institutional Repository
- Print Spine Labels
- Advance Search
- Activities Log
- Deleted Books

**Hostel**

- Dashboard
- Room Allocation / Registration
- Suspended List

- Hostel Fee Defaulter
- Manage Room
- Manage Floors
- Manage Hostels / Building

#### **Tasks**

- Dashboard
- Category
- Tasks
- Reports
- Students Experience
- Dashboard
- Daily Logs
- Transcripts
- Degrees
- NOC
- Degrees Verification
- Transcripts Verification
- Application Type
- Students Cards Issuance

#### **Advancement Cell**

- Dashboard
- Internship Letter
- Notice board.

#### **Budget**

- Dashboard
- Income
- Expense
- Financial years
- Reports
- Conferences
- Dashboard
- Registrations
- Schedules
- Guidance & Help
- Complaints / Suggestions

#### **Transports Management**

#### **Estate Management**

#### **Notifications**

#### **Download**

#### **Setting**

#### **File Tracking System**

#### **Facilitation Center/ Complaint Management System**

#### **Diary dispatch management**

#### **Procurement Management System**

#### **Inventory Management System**

- Dashboards
- Inventory Management (Consumable / Non Consumable)
- Inventory Tracking
- Transfer Management
- Purchasing
- Reports

- Fixed Assets Management System

## **Integrated Learning Management System**

### **Students Portal**

- Dashboard (My Courses)
- Lecture Schedule
- Account Book
- Grade Book
- My Scheme of Study
- Academic Calendar
- My Date Sheet
- Roll No Slip
- Guidance & Help
- Personal Diary
- Todo List
- Notice Board
- Student Services
- My profile

### **Teacher Portal**

- Dashboard (Courses)
- Course Information
- Weekly Lesson Plan
- Weekly Discussion Board
- Assignment
- Workload Calculator
- Student Assignments
- Quizzes
- Announcements
- Course Resources
- FAQs
- Glossary
- Course Books
- Enrolled Students
- Course Attendance
- Award List
- Academic Calendar
- Lecture Schedule
- Advisees List
- Student Appointments
- Date Sheet
- Guidance & Help
- Personal Diary
- Todo List
- Notice Board
- My Profile

### **Alumni Portal**

- Online Registration
- Profile Management
- Academic History
- Awards and Achievements

### **CV Building**



**Job Posting, Job Apply**  
**Success Stories**  
**Reunion Registration**  
**Notifications, News and Events**  
**Event Enrollments**  
**Announcements, Personal Diary**  
**To-do List**  
**Internal Office Communication System / E-Office**  
**Any other essential module as per requirement of the University**

## **B- Cloud Hosting Services for three years to operate the complete CMS (500 GB HDD, 16 GB RAM, 08 Cores SSD/NVME)**

### **C- Service Level**

The Supplier shall provide full support, backed by Principal, including the technical support with reporting time and resolution time. Service level maintenance will be for three years and it will be included in the lot. The Supplier has to adhere, should be categorized to incidents as follows:

- a) Level 1 (Severe) — Operations are "down" due to a very severe issue(s) encountered in system's operations or the Cloud has an impact of complete or major outage or halt to the operations.
- b) Level 2 (Critical) — Operations of any of the modules are down, degraded, or significant aspects of operations are negatively affected by software failure or inadequate performance of the products or Cloud services.
- c) Level 3 (Moderate) — Operational performance of the supplied system(s) is compromised while most business operations remain functional. Information or assistance is required from the supplier relating to product capabilities, installation, and/ or configuration. There is little or no effect on business operations.

Level	Scenario	Response Time	Resolution Time	Liquidated Damages
		During working hours		
1	<ul style="list-style-type: none"> <li>- Outage of complete or major portion of system due to software application or Cloud services.</li> <li>- 12-hour a day local support from supplier from expert resource(s) via internet or phone/fax till the problem is completely resolved and system is fully restored.</li> <li>- Technical assistance via Principal website or on telephone if supplier is unable to resolve the issue within stipulated time.</li> </ul>	30 minutes	6 hours	0.15% of implementation cost per violation
2	<ul style="list-style-type: none"> <li>- Degraded or slow performance of Cloud services</li> <li>- Partial outage of system or any of the systems module.</li> <li>- Halt of any of the processes within a module and/ or in the integrated services.</li> </ul>	1 hours	24 hours	0.25% of corresponding implementation cost(s) per violation

3	<ul style="list-style-type: none"> <li>- Performance issue(s) not affecting the overall working of the system.</li> <li>- Halt of any integrated services not affecting the critical operations of the system.</li> <li>- Software updates and upgrades as when released by the Principal.</li> </ul>	2 hours	72 hours	0.5% of corresponding implementation cost(s) per violation
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### **Terms & Conditions**

The bidders shall submit the financial proposal in accordance with the following terms & conditions:

1. All the bidders shall provide complete plan of work, drawing and deployment plan.
2. All the bidders shall give a presentation to the Evaluation Committee on the technical proposal of Campus Management System (CMS) for evaluation.
3. The successful bidder shall deploy all the required components of Campus Management System (CMS) along with source code at University of Chakwal and Cloud hosting within 90 Days of the issuance of work order.
4. The successful bidder shall provide the aftersales services that is cloud hosting, configuration, modifications, debugging, changes, training and troubleshooting etc. as per requirement of the University of Chakwal for three (03) years starting from the date of Delivery Challan.
5. During the crucial days, that is, during the admissions or any other emergency, the successful company shall respond immediately when contacted.
6. Bidders are required to define the assignment milestones and milestone based magnitude of work involved in the total work. This will form the basis for milestone based payment schedule, to be decided with mutual agreement.
7. Bidder will be responsible for complete implementation, deployment and installation of CMS. The bidder will also be responsible for providing service level maintenance for three years. The bidder will also provide the complete mechanism and plan for maintenance. The cloud hosting services will also be provided by the successful bidder for three years.

Note: This is a complete lot and rate/price will be quoted including GST/PST/any other duty as a complete lot. Financial Proposal and Technical Proposal will be evaluated on the basis of One person One Bid in terms of Rule 36A (PPRA Rules 2014). Final contract will be awarded as per lot wise to the lowest bidder after completion of codal formalities. The bidder will follow the bidding documents in letter and spirit.

Annexure- A      Technical Proposal Covering Letter

To

**The Deputy Director (P&S),**  
Purchase and Store Section,  
University of Chakwal,  
Chakwal.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address



## Annexure- B Check List

The bidder must attach this list along with the Bid

### 1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in <b>Two Envelopes</b>	
2	<b>Technical Proposal</b>	<i>Envelope A</i>
3	<b>Financial Proposal</b>	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another <b>Outer Envelope.</b>	

### 1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

<b>Envelope A: Enclosures of Technical Proposal</b>		<b>Attached YES/NO</b>	<b>Page#</b>
1	<b>Covering Letter</b>		
2	Copy of <b>Income Tax Registration Certificate</b>		
3	Copy of <b>Sales Tax Registration Certificate</b>		
4	<b>Affidavit/Undertaking</b> on the Stamp Paper		
5	Specifications of quoted items on the Letter Head of the bidder		
6	Two Supply Orders for supply of relevant items received in the past		
7	The specified <b>catalogues / brochures</b> of items quoted by the bidder		
<b>Note:</b> All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
<b>Total Number of pages attached with the Technical Bid</b>		_____ <b>Pages</b>	
8	<b>Tender Document</b> duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

<b>Envelope B :Enclosures of Financial Proposal</b>		<b>Attached YES/No</b>	<b>Page #</b>
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

## **Annexure- C Bid Form**

### A) Profile of the Bidder:

<b>S#</b>	<b>Particulars</b>	<b>BIDDER</b>
1	Name of the Company	
<u>2</u>	Year of Incorporation	
<u>3</u>	<b>Registered Office</b>	
	Address	
	Office Telephone Number	
	Fax Number	
<u>4</u>	<b>Contact Person</b>	
	Name of Authorized Representative	
	Personal Telephone Number	
	Email Address	
<u>5</u>	<b>Registration Detail</b>	
	NTN Registration Number	
	GST Registration Number	

### B) Bid Security (Please do not mention amount of CDR)

<b>S#</b>	<b>Particulars</b>	<b>Please Furnish Details</b>
1	Name of the Bank	
2	Instrument Number and Date	

## **Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER**

Ref: **Tender No. 01/2024 (Procurement of Campus Management System and Cloud Hosting etc.)**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of University of Chakwal is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

*[Name and Signatures of authorized Person along with stamp]*

**Annexure- E**

**Financial Proposal Form**

**(to be attached with Financial Proposal)**

To

**The Deputy Director,**  
Purchase and Store Section  
University of Chakwal,  
Chakwal.

Dear Sir,

With Reference to your Tender No.01/2024 OF **Procurement of Campus Management System and Cloud Hosting**; Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures)\_. This amount is inclusive of all taxes.

We have attached the Bid Security of amount Rs. 483,000/- (Rupees four hundred eighty three thousand Only) having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature



**Annexure- F      Price Schedule**

*(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)*

**Procurement of Campus Management System and Cloud Hosting etc.**

<b>Part</b>	<b>Descriptions</b>	<b>Total Quoted Rate/Price with GSTs/PST/Levy etc.</b>
A	Deployment and Implementation of Campus Management System as per given scope	
B	Cloud Hosting for three years	
C	Service Level / Maintenance for three years	
<b>Total of complete Lot</b>		

**Note:- "No partial bidding is allowed, and the complete lot will be awarded to the lowest bidder after the completion of all codal and legal formalities in accordance with PPRA 2014." and taxes/duties/levies will be applicable as per Government Rules.**

## **Annexure- G Contract Agreement Form**

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between *[University of Chakwal]* (hereinafter called “the University”) of the one part and *[name and address of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tender for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier (Supply of Applied Geology Laboratory Equipment) for the supply of those goods and related services in the sum of Rs. *[Contract Price in figures and in words]* (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
  - i- Tender/Bid Document
  - ii- Letter of Acceptance
  - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR, Demand Draft or Pay Order.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in the light of the Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

**For University of Chakwal**

**For the Supplier:**

Signature

Print Name

Title