

**Tender No. 09(B)/2024**

# **UNIVERSITY OF CHAKWAL**



## **TENDER DOCUMENT**

**For**

**PURCHASE OF MISCELLANEOUS ITEMS FOR PMU OFFICE**

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

**Project Manager (PMU)  
Ph. No.: 0543-553736**

## Table of Contents

S.No	Page #
Tender Notice	3
1. Invitation To the Bid	4
2. Instructions to the Bidders	4
Terms and Conditions of the Tender	6
3. Definitions	6
4. Tender Eligibility	6
5. Examination of the Tender Document	6
6. Amendment of the Tender Document	6
7. Bid Currency	7
8. Validity Period of the Bid	7
9. Bid Security	7
10. Bid Preparation and Submission	7
11. Financial Proposal	8
12. Modification/Withdrawal of the Tender	9
13. Bid Opening	9
14. Preliminary Examination	10
15. Determination of Responsiveness of the Bid	10
16. Technical Evaluation Criteria	10
17. Financial Proposal Evaluation	12
18. Rejection and Acceptance of the Tender/Bid	12
19. Contacting the Procuring Agency	12
20. Announcement of Evaluation Report	13
21. Award of Contract	13
22. Letter Of Acceptance (LOA)	13
23. Payment of Performance Guarantee (PG)	13
24. Refund of Bid Security (BS)	13
25. Issuance of Supply Order or Signing the Contract	13
26. Redressal of grievances by the procuring agency	14
General Conditions of Contract / Supply Order	14
27. Delivery of Items	14
28. Liquidated Damages	14
29. Inspection and Tests	15
30. Release of Performance Guarantee (PG)	15

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

31.	Contract Amendment	15
32.	Termination for Default	15
33.	Blacklisting	15
34.	Force Majeure	16
35.	Termination for Insolvency	16
36.	Forfeiture of Performance Security	16
37.	Payment	16
38.	Warranty	17
39.	Specification and Schedule of Requirement	18
Annexure- A	Technical Proposal Covering Letter	23
Annexure- B	Check List	24
Annexure- C	Bid Form	25
Annexure- D	AFFIDAVIT/BIDDER’S UNDERTAKING ON THE STAMP PAPER	26
Annexure- E	Financial Proposal Form	27
	(to be attached with Financial Proposal)	27
Annexure- F	Price Schedule	28
Annexure- G	Contract Agreement Form	31

## **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).

<b>Tender No.</b>	<b>Tender Name</b>	<b>Budgetary Amount</b>	<b>QTY</b>	<b>Closing Time and Date</b>	<b>Opening Time and Date</b>
<b>06(B)/2024</b>	<b>Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled “Establishment of University of Chakwal</b>	1.626 Million	Detail in Tender Document	21-03-2025 till 11:00AM	21-03-2025 at 11:30AM

- Tender Document will be immediately available after publishing of this Tender Notice under Rule No. 25(1).
- The Tender/Bid Document can be downloaded **free of cost** from PPRA website (<https://ppra.punjab.gov.pk/>), University website ([www.uoc.edu.pk](http://www.uoc.edu.pk)) or [www.eproc.punjab.gov.pk](http://www.eproc.punjab.gov.pk) or E-PADS (e-Pak Acquisition & Disposal System)
- The Bid Security of Rs. **32,529/-** which is equal to **2%** of Budgeted Cost, in the form of “Bank Guarantee / CDR / Bank Draft / Pay Order” in favor of “Treasurer, University of Chakwal shall be provided by the bidders. A scanned copy of the Bid Security must be uploaded in PDF format 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.
- Bids should be submitted thorough E-PADS (e-Pak Acquisition & Disposal System), and the same should be opened online. Late bid shall not be accepted by the online system.
- For obtaining any further information or clarifications, please contact the officer named below:

**Project Manager (PMU)**  
**University of Chakwal**  
**Ph#0543-553736**

## 1. Invitation To the Bid

- 1.1. Bids/Tenders are invited **Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled “Establishment of University of Chakwal”** from Sales Tax and Income Tax Registered firms.

## 2. Instructions to the Bidders

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA), 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 in a lot is allowed.
- 2.7. **Mode of Advertisement:**

As per Rule 12(2) of PPRA 2014 amended up to date, the tender has been published on [www.uoc.edu.pk](http://www.uoc.edu.pk), on the website of PPRA Punjab [www.eproc.punjab.gov.pk](http://www.eproc.punjab.gov.pk) and E-PADS (e-Pak Acquisition & Disposal System) <https://punjab.eprocure.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. Proposals from interested bidders must be submitted through EPADS in accordance with the current prescribed policy / procedure set by PPRA 2014 (amended till date) fulfilling all codal formalities / terms & conditions as required in the bidding documents
- 2.8.2. 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;
- 2.8.3. The financial proposals of technically qualified bidders shall be opened publicly online at a time, and venue announced and communicated to the bidders through e-PADS or by other way etc
- 2.8.4. The proposals shall be opened through E-PADS at a time, and venue announced and mentioned in below BID DATA SHEET.
- 2.8.5. Work order will be issued to bidders as per the availability of funds.

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

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

1	Procuring Agency	University of Chakwal
2	Tender Number	09(B)/2024
3	Name of Tender	<b>Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled “Establishment of University of Chakwal”</b>
4	Tender Document available place	The Tender/Bid Document can be downloaded free of cost from PPRA website ( <a href="https://ppra.punjab.gov.pk/">https://ppra.punjab.gov.pk/</a> ), University website ( <a href="http://www.uoc.edu.pk">www.uoc.edu.pk</a> ) or <a href="http://www.eproc.punjab.gov.pk">www.eproc.punjab.gov.pk</a> or E-PADS (e-Pak Acquisition & Disposal System)
5	Cost of Tender Document	Can be downloaded free of cost from <a href="https://ppra.punjab.gov.pk/">https://ppra.punjab.gov.pk/</a> or <a href="http://www.uoc.edu.pk">www.uoc.edu.pk</a> or <a href="http://www.eproc.punjab.gov.pk">www.eproc.punjab.gov.pk</a>
6	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of Bank Guarantee, CDR, Pay Order, Bank Draft etc., in favor of “Treasurer, University of Chakwal, Chakwal”
7	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
8	Tender Addressed to	Convener, Purchase Committee, University of Chakwal.
9	Contact Number	Ph. 0543-553736
10	Due date and time for submission of Tender Document (Via E-Pads)	<b>21-03-2025 till 11:00 AM</b> Through E-PADS (e-Pak Acquisition & Disposal System) <a href="https://punjab.eprocure.gov.pk">https://punjab.eprocure.gov.pk</a> .
11	Date, time and place of Technical Bid Opening (Via E-Pads)	<b>21-03-2025 till 11:30 AM</b> at <b>Seminar Hall</b> , Ground Floor, Engineering Building, University of Chakwal (Main Campus), Main Talagang Road, Chakwal. Through E-PADS (e-Pak Acquisition & Disposal System) <a href="https://punjab.eprocure.gov.pk">https://punjab.eprocure.gov.pk</a> .
12	Date, time and place of Financial Bid Opening (Via E-Pads)	Shall be intimated subsequently to Technically Qualified firms through e-PADS or by other way etc

## **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 apportionable to the Goods or Services in question.
- 3.7. "Goods" means equipment, IT 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.
- 3.10. The quantity of items to be procure can increased /decreased depending upon the availability of budget.

### **4. Tender Eligibility**

Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer;
- 4.3. has got the experience in supply of relevant items;
- 4.4. conforms to the clause of “Responsiveness of Bid” given in this tender document;
- 4.5. Has not been blacklisted.

### **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** after the opening of Financial Proposals.
- 8.2. In exceptional circumstances, the Purchase Committee of 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
Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled “Establishment of University of Chakwal”	Rs.1.626 Million	Rs.32,529/-

- 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:
- Refuses to accept Letter of Acceptance of the Bid; or
  - Fails to furnish Performance Security.

## 10. Bid Preparation and Submission

An e-bid or proposal shall be submitted on the e-PADS in the manner or method as specified in the advertisement before, closing date for submission, such e-bid or proposal.

The bidder shall be allowed to alter or modify his e-bid or proposal before the closing date for submission of the e-bid or proposal.



The bidder shall complete and authenticate his e-bid or, proposal and submit It within time.

In case e-bid or proposal including entries and record submitted on the e-PADS found corrupt, un-readable or contains virus the e-bid or proposal shall be rejected.

The bidder shall submit hard copy of the financial Instrument in addition to the soft copy uploaded on the e PADS as bid security in pdf format. The bid security shall only be released' upon the' hard copy.

**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 through e-PADS

## **11. Technical Proposal**

**11.1.** 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 through automated system of e-PADS 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.

**11.2.** The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

**11.3.** The Bidder should quote only one brand/model/make of each item.

**11.4.** **Detail and Order of Documents to be furnished with the Technical proposal**  
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:

**11.4.1.** Covering letter (*Annexure-A*) duly signed and stamped by authorized representative along with copy of Bid Security.

**11.4.2.** Copy of Income Tax Registration Certificate (*Annexure-B*).

**11.4.3.** Copy of Sales Tax Registration Certificate (*Annexure-C*).

**11.4.4.** Copy of Professional Tax (*Annexure-D*)

**11.4.5.** Detailed specification of items (*Annexure-E*).

**11.4.6.** At least three relevant Supply Orders/Contracts of same nature received in the last five years (*Annexure-F*).

**11.4.7.** Affidavit/Undertaking on Stamp Paper (*Annexure-G*).

## **12. Financial Proposal**

**12.1.** 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.

**12.2.** 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.

12.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.

12.4. The Bid is liable for rejection if Financial Proposal contains conditional offer.

12.5. **Details to be furnished with Financial proposal**

12.5.1. Financial Proposal Covering Letter (**Annexure H**).

12.5.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure I**).

12.5.3. Bid Security of **Rs. 32,529/-**

12.6. **Mode of Submission of Bids**

The Technical Proposal and Financial Proposal in each respect as per PRRA 2014 amended up to date shall be completed in step wise as per requirement of the e-PADS system and the procuring agency will not be responsible for the mistake of the bidders if any. The Bids must be submitted through the mode of E-PADS (e-Pak Acquisition & Disposal System) <https://punjab.eprocure.gov.pk>

13. **Modification/Withdrawal of the Tender**

13.1. 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.

13.2. 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.

14. **Bid Opening**

14.1. **Technical Proposal Opening**

The Technical Proposals will be opened by the Purchase/Evaluation Committee of University of Chakwal on the date and time as specified in the Tender Notice /Bid Data Sheet through online system of e-PADS. 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.

14.2. **Suppression of facts and misleading information**

14.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the 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.

14.2.2. 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 Purchase Committee failing which the Bid may be rejected.

## **15. Preliminary Examination**

- 15.1.** 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.
- 15.2.** 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

## **Determination of Responsiveness of the Bid**

- 15.3.** 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:
- 15.3.1.** meets eligibility criteria for the Bidder / the Goods / the Services;
  - 15.3.2.** meets all the mandatory requirements of the evaluation criteria;
  - 15.3.3.** meets the Technical Specifications for the Goods / the Services;
  - 15.3.4.** meets the delivery period / point for the Goods / the Services;
  - 15.3.5.** is accompanied by the required Bid Security;
  - 15.3.6.** is otherwise complete and generally in order;
  - 15.3.7.** Conforms to all terms and conditions of the Tender Document, without material deviation or reservation;
  - 15.3.8.** which offers one Brand/Model/Make for each item (which does not contain any option);
- 15.4.** 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.
- 15.5.** 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**

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing. 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. Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Financial Bids of only those bidders will be opened who have fulfilled the following criteria:

<b>Evaluation Criteria</b>	<b>Requirement</b>
Sales Tax Registration	<b>Mandatory</b>
Income Tax Registration	<b>Mandatory</b>
Professional Tax Registration	<b>Mandatory</b>
Conformance to the required specification of items given in Schedule of Requirement	<b>Mandatory</b>

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

At least three relevant Supply Orders/Contracts of same nature received in the last five years			<b>Mandatory</b>
Affidavit /Bidder’s Undertaking on stamp paper			<b>Mandatory</b>
<b>S. No.</b>	<b>Item Name and Description</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b>1</b>	<b>Past Performance/ Experience of the Bidder (Reg. with GST/NTN)</b>	--	<b>10</b>
1.1	1 - 3 year experience	2	--
1.2	4 - 8 year experience	4	--
1.3	9 - 15 year experience	6	--
1.4	Above 15	10	--
<b>2</b>	<b>Relevant Experience (Purchase orders, supply orders, completion certificates must be attached, otherwise no marks shall be awarded.</b>	--	<b>20</b>
2.1	1 - 5 year experience	5	--
2.2	6 - 10 year experience	10	--
2.3	11 & above year experience	20	--
<b>3</b>	<b>Letter of Satisfaction</b> after sale service by the client who has purchased minimum worth equipment <b>Please attach satisfaction /appreciation letter. (In case of missing information, no marks may be awarded</b> 02 marks for each satisfaction certificate	10	<b>10</b>
<b>4</b>	<b>Financial Position/ Status</b>	--	<b>10</b>
4.1	Last sales tax paid Form	4	--
4.2	Bank Certificate (satisfactory)	2	--
4.3	Statement Worth (Min 20 M)	4	--
<b>5</b>	<b>Technical Evaluation of quoted items</b>	--	<b>50</b>
5.1	Specifications as per schedule of requirements	40	
5.2	Delivery schedule as per need	2.5	
5.3	List of clients / where such items delivered	2.5	
5.3	Guarantee / Warranty (as the case may be)	05	
<b>TOTAL</b>		--	<b>100</b>

**Note:** - Bidders complying with all mandatory requirements and obtaining **65% marks** shall be declared as technically qualified. Financial bid of only technically qualified bidders shall be considered.

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Technical Evaluation Committee.

The Purchase Committee and Technical Evaluation Committee may ask for physical Demonstration of any item given in the Tender Document for confirmation of specifications.

## **17. Financial Proposal Evaluation**

- 17.1. The financial bids of technically qualified/successful bidder(s)/Tenderer(s) will be opened through E-Pads.
- 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.

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

- 18.1. The Purchaser shall have the right, at his exclusive discretion, 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 Purchase 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**

- 20.1 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 EPADS (e-Pak Acquisition & Disposal System) and all the bidders shall be informed of this.

## **21. Award of Contract**

- 21.1. The Tender will be awarded to the Lowest Evaluated Bidder(s) item wise and Lot wise who have been declared Technically Qualified.

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

After acceptance of the Bids by the CPC, 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 issued from scheduled bank of Pakistan in favor of “Treasurer University of Chakwal, Chakwal” as unconditional Guarantee.
- 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 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), 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.

## **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**

The Supplier will be responsible for **delivery of Items** of Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled “Establishment of University of Chakwal”

- 27.1. and in case of items which requires installation, the Bidder will be responsible for installation of items at UOC, Main Campus, Talagang Road, and Chakwal.
- 27.2. Delivery Period will be **Twenty (20) days** counted *after issuance of Purchase Order*.
- 27.3. After delivery of items, the Bidder must get the items inspected at UOC, Main Campus, Talagang Road, and 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.

### **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 one year of completion of delivery and installation of Goods (Inspection).**

## **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 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 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 cause there of the Committee constituted for Redressal of grievances, 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 30days’ 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.** 100% payment will be made after withholding applicable taxes by UOC to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:
  - i. Triplicate Original Delivery Challan.
  - ii. Triplicate Original Bill/Invoice.
  - iii. Triplicate General Sales Tax Invoice
  - iv. Inspection/Completion report

### **38. Warranty**

- 38.1.** Warranty of delivered items 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 **15days**, 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. Specification and Schedule of Requirement

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
 “Establishment of University of Chakwal”

<b>Lot-I</b>					
<b>Serial #</b>	<b>Item Description</b>	<b>Specification</b>	<b>Quantity</b>	<b>Required Brand</b>	<b>Quoted Items</b>
1	<b>Laptop</b>	Generation:12th Generation Processor Type:12th Gen Core i7 /Snapdragon elite x1 Processor Speed:1.7 GHz Boost up to 5.0 GHz RAM:16 GB SSD:512 GB SSD Screen size:15.6" Full HD 1080p Numeric keyboard:Yes Bluetooth:Yes Wireless/Wifi:Yes USB:1 USB 3.2 Gen 2 Type-C® port with DisplayPort HDMI:1 HDMI 1.4 port Camera:Yes Operating system (Primary)Windows Warranty: 1 Year Standard Warranty including bag of laptop size of best quality Equivalent or Better	1	HP/Dell/Lenovo Equivalent or better	
2	<b>Desktop Computer</b>	Processor: Intel® 11th Intel® Core™ i5 Processor (18M Cache, up to 4.40 GHz Max Turbo frequency) RAM: 16GB or Better Hard Disk Drive: 512 GB NVME Video/Display Card: Integrated intel graphics Sound Card: Integrated Network Adapter: Built-in Gigabit Ethernet card. LED Display: 24"or higher with 1x HDMI and 1x VGA Port Integrated I/O Interfaces: nine USB Ports (USB 2.0/3.0/3.1), PCI/PCIe slot etc. 1 x HDMI port, 1 x VGA port, 1 x Display port, 1 x headphone Wireless LAN: Wireless 2x2 802.11 ax, Bluetooth yes Mouse & Key Board (same brand): Original USB Wired Keyboard, Original 2-Button USB 2.0 Optical Mouse with Scroll. Warranty: 1 Year Standard Warranty Equivalent or Better	1	HP/Dell/Lenovo Equivalent or better	

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
 "Establishment of University of Chakwal"

3	<b>All in One Printer</b>	Function" Print, copy, scan, fax Print Technology Laser Jet Printer: Black & White Print Speed Up to 35 ppm (A4) or higher Print Resolution 1200 x 1200 dpi Duty Cycle Up to 50,000 pages (Monthly) Print Cartridges 01 Black Print Language PCL5c, PCL6, PS, PDF, URF, PWG, ADF. flatbed Scan Resolution Up to 1200 x 1200 dpi Scan File Format JPG, TIFF, XPS, PDF, PDF/A Scan Size A4 Scan Speed Up to 20 ppm (b & w), up to 9 ppm (color) Connectivity 01 x USB & Ethernet OS Compatibility Microsoft® Windows® 11, 10. Paper Handling 250 sheets Input Tray, Duplex printing Automatic (standard) Media Size A4, A5, A5-R, A6. Warranty: 1 Year Standard Warranty	1	HP/EPSON/Samsung Equivalent or Better	
4	<b>USB</b>	USB 128Gb 3.2 Gen 1 speeds	1	SanDis/,Kingston/Sony Equivalent or Better	
5	<b>Printer</b>	Print Speed - Up to 40 ppm (default); Up to 42 ppm (HP high speed mode), Display 2.658" diagonal Color TFT-LCD back-lit (960 (H) x 240 (V)) Processor speed 800 MHzFirst page out (ready) black As fast as 6.3 sec,Resolution Up to 1,200 x 1,200 dpi,Resolution technology 300 dpi, 600 dpi, HP FastRes 1200, HP ProRes 1200,Recommended monthly page volume 900 to 4,800 pages,Paper trays, standard 2 and maximum 3 and Energy Efficient	1	HP/EPSON/Samsung Equivalent or Better	
6	<b>Water Dispenser</b>	Water Dispenser Three Tabs hot and Cold tank Type Glass door net weight 19kg gross weight 21kg dimension 310x320x1070mm voltage 220/50 cooling current 0.6 A heating current 2.2 A cooling temp 2L/hr=10 c heating temp 5l/gr refrigerator 40 grms volume 18 liters with refrigerment compartment	1	Dawlance/Haier / Orient Equivalent or Better	
7	<b>Microwave Oven</b>	20 to 25 Liters touch pad for operation with LED screen touch panel grilled Rated voltage 2200-240v Input 1200w Frequency 50hz,tumtable diameter 245mm Diminssion 262x452x327mm	1	Dawlance/Haier / Orient Equivalent or Better	
8	<b>Shredder</b>	15 sheet cross cut shredder Shred size 4 x 38mm,Cutting Speed 1.8m/min Security Level P3 30 Litre pull out waste bin Castors for mobility Destroys CDs Shreds credit card,Throat width 225mm,Nosie level 225db	1	Target/Deli/Auora Equivalent or Better	

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
 “Establishment of University of Chakwal”

9	<b>Insect Killer (Electric)</b>	2 * 15W ultra violet lamps Effective within an area of 90 square meters Low power consumption Wall mountable & free standing No chemical or poisonous vapor are emitted Environment friendly & pollution free Odorless, silent and safe to operate Remove bottom to dispose of insects Easy to install, operate, clean & to replace lamp	1	SuperAsia/Sogo / Westpoint Equivalent or Better	
10	<b>Paper A4 80 Grams</b>	Good Runnability Printing Sharpness Excellent Smoothness Bright Appearance Enhanced Copier Performance Two-Sided Use Longer Storage Period for Document	50	As per approval of Sanple	

**Note: -**

- Item wise bidding is allowed for **(Lot-I) (item #01 to item #10)**

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

Lot-II					
Serial #	Item Description	Specification	Quantity	Required Brand	Quoted Items
11	<b>Stapler Heavy Duty</b>	Staples 30 to 210 pages, Loads 100 standard staples, Durable and high quality Stapler	2	Deli/Opal/Fuji Equivalent or Better	
12	<b>Box File</b>	Lever Arch Box File having size 3 inch wide, made of best and durable quality PVC	30	As per approval of Sample	
13	<b>Calculator</b>	Digit: 12 digits, Regular Percent, Recheck Function, Two-Way Power (Solar + Battery), Key Rollover, Extra Large Display, 300 Steps Check,	2	Casio/Citizen/Deli Equivalent or Better	
14	<b>Gel Eye Fine Pen</b>	Eye Fine produces an ideal fine line, that is ideal for everyday writing, Roller Pen Unique ink flow system that ensures continuous flow and high writing performance Features a see-through ink chamber 0.7 mm Tip with tungsten carbide ball	1 Packet	Uniball/Piano/Schneider Equivalent or Better	
15	<b>Ball Pens</b>	(1 Dozen Packet) Needle Point Tip 0.8 mm, Tungsten Carbide with German ink. Comfortable Rubber Grip. Transparent & Opaque Barrel. Smooth ink flow and paper friendly. A comfortable non-slip grip made of rubber.	3 Packet	Signature Blue/Piano/Picasso Equivalent or Better	
16	<b>Lead Pencil</b>	2HB (1 Dozen Packet) in Best Quality Pencil, black lead core (3mm core), quality wood casing, cyan color, hexagonal in shape, suitable for use on all paper surfaces.	3 Packet	HB/Dux/Goldfish	
17	<b>File Flapper</b>	Hard Board file flapper	100	As per approval of Sample	
18	<b>File Cover</b>	Size: Standard, With Corner Hole Clip 320gm imported card, paper should be made with raw material, In Best Quality or subject to Sample approved	100	As per approval of Sample	
19	<b>Punch Machine Double Hole</b>	Punching Capacity 22 Sheets Punching Distance 80 mm Punching Dia 5.5 mm Material High Quality	2	Fuji/Deli/Desktop Equivalent or Better	
20	<b>Punch Machine Single Hole</b>	Metallic, Easy to use, Premium quality Durable	2	Fuji/Deli/Desktop Equivalent or Better	
21	<b>Stapler Small</b>	Staple up to 12 papers of 80gsm Integrated staples remover. Maximum staple filling capacity 40 pins Uses stapler with No.10# size staples. Ergonomic design for comfort grip Constructed of ABS and SPCC metal material.	2	Fuji/Deli/Desktop Equivalent or Better	
22	<b>Stamp Pad</b>	Micro woven inkpad in durable plastic frame, holds ink for a longer period. High quality, acid free & non-toxic color ink for Smudge free impression	2	Lancer/Colop/Crystal Equivalent or Better	

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

23	<b>Highlighter</b>	Highlighter of mix colors Eco-friendliness Smooth texture Fine quality	24 Each	Piano/Tempo/Dollar Equivalent or Better	
24	<b>Sharpener</b>	Sharpener of High-quality blades for smooth sharp	24 Each	As per approval of Sanple	
25	<b>Eraser</b>	Soft in Best Quality subject to Sample approval	25 Each	As per approval of Sanple	
26	<b>Scale</b>	Steel In in Best Quality subject to Sample approval	02 Each	As per approval of Sanple	
27	<b>Whitener</b>	Needle-point tip helps provide precision and neatness. Soft, squeezable body offers comfort and control. Dries quickly for immediate corrections.	04 Each	As per approval of Sanple	
28	<b>Gum Stick</b>	Extra long life. Use on Paper, Card, Fabric & Photo Extra strong adhesive performance glue stick PVP-based formula for school, office and general use Non-toxic washable with low odour and dry fast	6	Gluestick/Dollar/ Stickoo Equivalent or Better	
29	<b>Envelope Legal White</b>	Quality : Fine Weight: 100g Color: White Envelope size: 11" X 15" Inch Good quality paper Made up of: White Paper Smooth, easy to write on Plain and Unlined envelope with flap	100 Each	As per approval of Sanple	
30	<b>Envelope A4 White</b>	Quality: Fine Weight: 100g Color: White Envelope size: 10 x 12 Inch ( A4 ) Good quality paper Made up of: White Paper Plain and Unlined envelope with flap	200 Each	As per approval of Sanple	
31	<b>Envelope Small White</b>	Quality: Fine Weight: 70 g Color: White Envelope size: 9" x 4" Inch Good quality paper Made up of: White Paper Plain and Unlined envelope with flap	200 Each	As per approval of Sanple	

**Note: -**

- Item wise bidding is not allowed for **(Lot-II) item #11 to item #31**
- **Item#11 to Item#31** will be treated as single Lot and awarded to single lowest bidder.  
(Due to smaller amount and same nature)

**Annexure- A      Technical Proposal Covering Letter**

To

**The Convener,**  
Purchase Committee,  
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.SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS WITH THE TECHICAL BID THROUGH E-PADS**

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

<b>Enclosures of Technical Proposal</b>		<b>Attached YES/NO</b>	<b>Page#</b>
1	<b>Covering Letter</b>		
2	<b>Copy of Bid Security</b>		
3	Copy of <b>Income Tax Registration Certificate</b>		
4	Copy of <b>Sales Tax Registration Certificate</b>		
5	Copy of <b>Professional Tax Certificate</b>		
6	<b>Affidavit/Undertaking</b> on the Stamp Paper		
7	Specifications of quoted items on the Letter Head of the bidder		
8	Three Supply Orders for supply of relevant items received in the past		
9	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>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		

**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><u>S#</u></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. 09(B)/2024**

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]*

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

**Annexure- E                      Financial Proposal Form**  
**(to be attached with Financial Proposal)**

To

**The Convener,**  
Purchase Committee,  
University of Chakwal,  
Chakwal.

Dear Sir,

With Reference to your Tender No.09(B)/2024 **Purchase of Miscellaneous Items for PMU office  
at University of Chakwal from the Project Titled “Establishment of University of Chakwal”**

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. 25,316 /- (Rupees Twenty-Five Thousand Three Hundred and Sixteen Rupees only) having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
 “Establishment of University of Chakwal”

**Annexure- F**      **Price Schedule**

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

**PURCHASE OF MISCELLANEOUS ITEMS FOR PMU OFFICE AT UNIVERSITY OF CHAKWAL**

<b>Lot-I</b>							
<b>Serial #</b>	<b>Item Description</b>	<b>Specification</b>	<b>Quantity</b>	<b>Required Brand</b>	<b>Quoted Items</b>	<b>Unit Price (Including all Tax)</b>	<b>Total Price (Including all Tax)</b>
1	<b>Laptop</b>	Generation: 12th Generation Processor Type: 12th Gen Core i7 /Snapdragon elite x1 Processor Speed: 1.7 GHz Boost up to 5.0 GHz RAM: 16 GB SSD: 512 GB SSD Screen size: 15.6" Full HD 1080p Numeric keyboard: Yes Bluetooth: Yes Wireless/Wifi: Yes USB: 1 USB 3.2 Gen 2 Type-C® port with DisplayPort HDMI: 1 HDMI 1.4 port Camera: Yes Operating system (Primary) Windows Warranty: 1 Year Standard Warranty including bag of laptop size of best quality Equivalent or Better	1	HP/Dell/Lenovo Equivalent or better			
2	<b>Desktop Computer</b>	Processor: Intel® 11th Intel® Core™ i5 Processor (18M Cache, up to 4.40 GHz Max Turbo frequency) RAM: 16GB or Better Hard Disk Drive: 512 GB NVME Video/Display Card: Integrated intel graphics Sound Card: Integrated Network Adapter: Built-in Gigabit Ethernet card. LED Display: 24" or higher with 1x HMDI and 1x VGA Port Integrated I/O Interfaces: nine USB Ports (USB 2.0/3.0/3.1), PCI/PCIe slot etc. 1 x HDMI port, 1 x VGA port, 1 x Display port, 1 x headphone Wireless LAN: Wireless 2x2 802.11 ax, Bluetooth yes Mouse & Key Board (same brand): Original USB Wired Keyboard, Original 2-Button USB 2.0 Optical Mouse with Scroll. Warranty: 1 Year Standard Warranty Equivalent or Better	1	HP/Dell/Lenovo Equivalent or better			
3	<b>All in One Printer</b>	Function" Print, copy, scan, fax Print Technology Laser Jet Printer: Black & White Print Speed Up to 35 ppm (A4) or higher Print Resolution 1200 x 1200 dpi Duty Cycle Up to 50,000 pages (Monthly) Print Cartridges 01 Black Print Language PCL5c, PCL6, PS, PDF, URF, PWG, ADF. flatbed Scan Resolution Up to 1200 x 1200 dpi Scan File Format JPG, TIFF, XPS, PDF, PDF/A Scan Size A4 Scan Speed Up to 20 ppm (b & w), up to 9 ppm (color) Connectivity 01 x USB & Ethernet OS Compatibility Microsoft® Windows® 11, 10. Paper Handling 250 sheets Input Tray, Duplex printing Automatic (standard) Media Size A4, A5, A5-R, A6.	1	HP/EPSON/Samsung Equivalent or Better			

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
 “Establishment of University of Chakwal”

4	<b>USB</b>	USB 128Gb 3.2 Gen 1 speeds	1	SanDis/,Kingston/Sony Equivalent or Better			
5	<b>Printer</b>	Print Speed - Up to 40 ppm (default); Up to 42 ppm (HP high speed mode), Display 2.658" diagonal Color TFT-LCD back-lit (960 (H) x 240 (V)) Processor speed 800 MHz First page out (ready) black As fast as 6.3 sec, Resolution Up to 1,200 x 1,200 dpi, Resolution technology 300 dpi, 600 dpi, HP FastRes 1200, HP ProRes 1200, Recommended monthly page volume 900 to 4,800 pages, Paper trays, standard 2 and maximum 3 and Energy Efficient	1	HP/EPSON/ Samsung Equivalent or Better			
6	<b>Water Dispenser</b>	Water Dispenser Three Tabs hot and Cold tank Type Glass door net weight 19kg gross weight 21kg dimension 310x320x1070mm voltage 220/50 cooling current 0.6 A heating current 2.2 A cooling temp 2L/hr=10 c heating temp 5l/gr refrigerator 40 grms volume 18 liters with refrigerment compartment	1	Dawlance/Haier / Orient Equivalent or Better			
7	<b>Microwave Oven</b>	20 to 25 Liters touch pad for operation with LED screen touch panel grilled Rated voltage 2200-240v Input 1200w Frequency 50hz, tumtable diameter 245mm Diminssion 262x452x327mm	1	Dawlance/Haier / Orient Equivalent or Better			
8	<b>Shredder</b>	15 sheet cross cut shredder Shred size 4 x 38mm, Cutting Speed 1.8m/min Security Level P3 30 Litre pull out waste bin Castors for mobility Destroys CDs Shreds credit card, Throat width 225mm, Noise level 225db	1	Target/Deli/Auora Equivalent or Better			
9	<b>Insect Killer (Electric)</b>	2 * 15W ultra violet lamps Effective within an area of 90 square meters Low power consumption Wall mountable & free standing No chemical or poisonous vapor are emitted Environment friendly & pollution free Odorless, silent and safe to operate Remove bottom to dispose of insects Easy to install, operate, clean & to replace lamp	1	SuperAsia/Sogo / Westpoint Equivalent or Better			
10	<b>Paper A4 80 Grams</b>	Good Runnability Printing Sharpness Excellent Smoothness Bright Appearance Enhanced Copier Performance Two-Sided Use Longer Storage Period for Document	50	As per approval of Sanple			

Purchase of Miscellaneous Items for PMU Office at University of Chakwal from the Project Titled  
“Establishment of University of Chakwal”

24	<b>Sharpener</b>	Sharpener of High-quality blades for smooth shar	24 Each	As per approval of Sanple			
25	<b>Eraser</b>	Soft in Best Quality subject to Sample approval	25 Each	As per approval of Sanple			
26	<b>Scale</b>	Steel In in Best Quality subject to Sample approval	02 Each	As per approval of Sanple			
27	<b>Whitener</b>	Needle-point tip helps provide precision and neatness. Soft, squeezable body offers comfort and control. Dries quickly for immediate corrections.	04 Each	As per approval of Sanple			
28	<b>Gum Stick</b>	Extra long life. Use on Paper, Card, Fabric & Photo Extra strong adhesive performance glue stick PVP-based formula for school, office and general use Non-toxic washable with low odour and dry fast	6	Gluestick/Dollar/ Stickoo Equivalent or Better			
29	<b>Envelope Legal White</b>	Quality : Fine Weight: 100g Color: White Envelope size: 11" X 15" Inch Good quality paper Made up of: White Paper Smooth, easy to write on Plain and Unlined envelope with flap	100 Each	As per approval of Sanple			
30	<b>Envelope A4 White</b>	Quality: Fine Weight: 100g Color: White Envelope size: 10 x 12 Inch ( A4 ) Good quality paper Made up of: White Paper Plain and Unlined envelope with flap	200 Each	As per approval of Sanple			
31	<b>Envelope Small White</b>	Quality: Fine Weight: 70 g Color: White Envelope size: 9" x 4" Inch Good quality paper Made up of: White Paper Plain and Unlined envelope with flap	200 Each	As per approval of Sanple			

**Note: -**

- Item wise bidding is allowed for **(Lot-I) (item #01 to item #10)**
- Item wise bidding is not allowed for **(Lot-II) (item #11 to item #31)**  
**Item#11 to Item#31** will be treated as single Lot and awarded to single lowest bidder

**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 Tenders for certain goods and related services, viz, [brief description of goods and related services] and has accepted a Tender by the Supplier (Supply of Miscellaneous Items for PMU Office at University of Chakwal 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

Signature

Print Name

Title