

UNIVERSITY OF EDUCATION – PSSP- PEF

**TENDER DOCUMENT
FOR
Supply of Laptop and Desktop PC**

Tender No. UE-PSSP/Tender/2018-19/03

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INVITATION TO BID

1. University of Education is managing 44 Public Primary Schools in district Sheikhpura under PEF Public Schools Support Program (PSSP). University of Education intends to invites tender for Supply of Laptop and Desktop PC for Project Office. Sealed tenders/ bids are invited from Companies/firms who are registered with income tax and sales tax department & who are on Active Tax Payers list of FBR for the flowing 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	Quantity	Closing Date and	Opening Date and
UE-PSSP/Tender/2018-19/03	Supply of Laptop and Desktop PC	See Tender Document	10th July 2018 11:00 am	10th July 2018 11:30 am

2. Tender document will be immediately available after publishing this Tender Notice [Rule No. 25(1)].
3. Tender Document can be obtained from the bellow mentioned address, from 09:00 am to 04:00 pm from Monday to Friday by depositing the Tender Fee of Rs.1000/- in the following account
Account Title: University of Education-Teletaleem
Account No: 6580033181400027
Bank Name: Bank of Punjab
Branch: University of Education, College Road, Lahore
A copy of the bidding documents is available for information at the websites www.ppra.punjab.gov.pk.
4. The Bid Security / Earnest Money equal to 5% of the estimated price in the form of CDR /Bank Draft/Pay Order in favor of “University of Education-Teletaleem” is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Document.
5. 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.
6. No supporting document will be accepted, at all, after opening of the Bids.
7. Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque / Cross Cheque shall be summarily rejected.

Secretary Purchase Committee
University of Education –PSSP Project
College Road Township, Lahore Ph. No.0334-7683633

INSTRUCTION TO THE BIDDER

1. Procurement will be made under Punjab Procurement Rules (PPRA) 2014.
2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid 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.
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 time and date and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.

MODE OF ADVERTISEMENT

As per Rule 12(2) of the PPRA, the advertisement is being placed on the website of PPRA Punjab that is (www.ppra.punjab.gov.pk).

TYPE OF OPEN COMPETITIVE BIDDING

As per Rule No. 36(2)a, Single Stage Two Envelope procedure shall be followed with details given below.

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. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
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.
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
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.
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.

BID DATA SHEET (Information for the Bidders)

1.	Procuring Agency	University of Education-PSSP Project , College Road Township,
2.	Tender Number	UE-TT-PSSP-/Tender/2018-19/03
3.	Name of Tender	SUPPLY OF LAPTOP and DESKTOP PC
4.	Tender Document available place	Directorate of Extension and Outreach, Public School Support Program, New Admin Block, University of Education, College Road, Township, Lahore.
5.	Cost of Tender Document	Rs 1000 to be deposited in the following account: Account Title: University of Education-Teletaleem Account No: 6580033181400027 Bank Name: Bank of Punjab Branch: University of Education, College Road, Lahore
6.	Bid Security	Not exceeding 5% of Estimated Cost in shape of CDR /Pay Order etc, in favor of “University of Education-Teletaleem ”
7.	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
8.	Tender Addressed to	Secretary Purchase Committee, University of Education-PSSP Project , College Road, Township, Lahore
9.	Contact Number	Ph: 0334-7683633
10.	Due Date, Time and place of submission of Tender Document	On 10th July 2018 till 11:00 am Directorate of Extension and Outreach, Public School Support Program, New Admin Block, University of Education, College Road, Township, Lahore
11.	Date, Time and Place of Technical and Financial Bid Opening	On 10th July 2018 at 11:30 am Directorate of Extension and Outreach, Public School Support Program, New Admin Block, University of Education, College Road,

TERMS AND CONDITIONS OF THE TENDER

Definitions

1. "Purchaser" means University of Education, Lahore
2. "UE" means University of Education, Lahore
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.
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.
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
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.
7. "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
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.
9. "PPRA" means Punjab Procurement Regulatory Authority

TENDER ELIGIBILITY

Eligible Bidder/Tenderer is one who:

1. has valid registration certificates for Income Tax and Sales Tax;
2. is an active Income Tax Payer;
3. is an authorized partner of the quoted brand;
4. has got the experience in supply of relevant items;
5. conforms to the clause of "Responsiveness of Bid" given in this tender document;
6. has not been blacklisted.

AMENDMENT OF THE TENDER DOCUMENT

1. The Purchase Committee of University of Education, at any time 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).
2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
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.

BID CURRENCY

Bidder should quote price in Pakistani Rupees only and payments shall also be made in Pakistani Rupees only.

VALIDITY PERIOD OF THE BID

1. Validity period of the bids shall be 90 days.
2. In exceptional circumstances, the Purchase Committee of **UOE-PSSP Project** 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.

BID SECURITY

1. Bidder will submit Bid Security drawn in the name of “**University of Education-Teletaleem**” not exceeding 5% of Estimated Price in shape of CDR under Clause No. 27 of PPRA Rules 2014: With details given below:

S. No	Item Name	Amount of Bid Security
1	Laptop	Rs 8,500/-

S. No	Item Name	Amount of Bid Security
2	Desktop PC	Rs 6,500/-

2. Cheque or Cross Cheque shall not be accepted at all.
3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the award of the said tender or after 10 days in case of cancellation of tender.
4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
5. Subject to the award of contract, the Bid Security in form of CDR shall be returned to successful bidder against submission of Performance Guarantee
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.
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.

BID PREPARATION AND SUBMISSION

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.
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.
3. TECHNICAL PROPOSAL
4. The Technical Proposal will enable the Purchase 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.

5. 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.
6. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
7. The Bidder should quote only one brand/model/make of each item.
8. **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:

1. Covering letter (Annexure-A) duly signed and stamped by authorized BIDDER'S SIGNATURE AND STAMP Purchase Section, University of Education, Township, Lahore Page 9 of 33 representative.
2. Copy of Income Tax Registration Certificate 10.7.3. Copy of Sales Tax Registration Certificate.
3. Detailed specification of items.
4. Authorization Certificate of quoted brand.
5. At least three relevant Supply Orders/Contracts received for Laptops & Desktop PC from year 2014 onwards.
6. Affidavit/Undertaking Covering Letter on Stamp Paper (Annexure-D).

FINANCIAL PROPOSAL

1. The Financial Proposal of the bidder shall include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
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.
3. The estimated price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
4. The Bid is liable for rejection if Financial Proposal contains conditional offer.
5. The Bidder must quote rates of all the items in a lot/package and quoting the partial items in a lot/package is not allowed. If the bidder does not quote for all items in a lot, its bid for that lot will not be accepted.

Details to be furnished with financial proposal (Envelope B)

1. Financial Proposal Covering Letter (Annexure E).
2. Financial Proposal Form duly filled, signed and stamped by the Bidder (Annexure F).
3. Bid Security of amount (total amount of the relevant lot) mentioned in Clause No. 9 of the Tender Document.

SEALING THE BID

The Proposal shall be placed in an Envelope and sealed appropriately. The cover shall be marked as **“PROPOSAL FOR SUPPLY OF LAPTOP AND DESKTOP PC”** – Bid Ref.: due on The **“FROM”** address and **“TO”** address shall be written without fail otherwise the Technical Proposal is liable for rejection.

MODE OF SUBMISSION OF BIDS

1. The Bid should be addressed and submitted to **Secretary Purchase Committee, University of Education- PSSP Project, College Road, Township, Lahore**
2. Bids submitted after due date and time or unsealed or incomplete or submitted by fax or email will be summarily rejected.

BID OPENING

1. The bids will be opened by the **Purchase Committee, University of Education -PSSP Project** 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 one representative for each bidder would be allowed to attend the Bid Opening.
2. **Suppression of facts and misleading information**
 - 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.
 - 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.

DETERMINATION OF RESPONSIVENESS OF THE BID

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:
 1. Meets a eligibility criteria for the Bidder / the Goods / the Services;
 2. Meets all the mandatory requirements of the evaluation criteria.;
 3. Meets the Technical Specifications for the Goods / the Services;
 4. Meets the delivery period / point for the Goods / the Services;

5. Is accompanied by the required Bid Security;
 6. Is otherwise complete and generally in order;
 7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation
 8. Which offers one Brand/Model/Make for each item (which does not contain any option)
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.
 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.

TECHNICAL EVALUATION CRITERIA

1. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.
2. 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.
3. The Eligible/Technically Qualified Bidders will be considered for further evaluation.
4. Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and rates of only those bidders will be opened who have fulfilled the criteria:

Evaluation Criteria	Requirement
Sales Tax Registration	Certificate of Registration
Income Tax Registration	Certificate of Registration
Conformance to the required specification of items given in Bill of Quantity	Detailed Specifications with Brand and Model
Tier 1 Partnership / Dealer ship of quoted brand	Authorization Certificate of quoted brand from the Manufacturer
Company Firm is not black Listed	Affidavit /Bidder's Undertaking on stamp paper
Relevant experience	At least three Supply Orders received in the past of relevant items

5. 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.

FINANCIAL PROPOSAL EVALUATION

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 each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
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.

ACCEPTANCE OF BIDS

The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

CONTACTING THE PROCURING AGENCY

1. No Bidder shall contact the Purchase Committee of University of Education on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
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.

AWARD OF CONTRACT

The Tender will be awarded to the Lowest Evaluated Bidder(s) who has been declared Technically Qualified by the Purchase Committee.

LETTER OF ACCEPTANCE (LOA)

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

PAYMENT OF PERFORMANCE GUARANTEE (PG)

1. The Successful Bidder(s) will be required to submit 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) or Bank Guarantee drawn in favor of **“University of education-Teletaleem”** as unconditional Guarantee, valid until satisfactory completion of the entire supply of goods as per contract / Supply Order.
2. The PG should be submitted within **ten days** of receipt Letter of Acceptance and before signing the contract, to the Purchase Committee.
3. 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.

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) and/or Bank Guarantee, the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder after the work order would be issued to the successful bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits Ten Percent (10%) Performance Guarantee in the shape of CDR and/or Bank Guarantee.

ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

1. The Purchase Committee shall issue Supply Order or sign a Contract with the successful bidder who has submitted the Performance Guarantee.
2. The Successful Bidder will then provide the stamp paper of 0.025% of total order value for issuance of Supply Order or Signing the Contract.

REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

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.
2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

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.
5. 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.

GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER

1. DELIVERY OF ITEMS

1. Delivery Period will be counted from the date of issuance of Letter of Acceptance with details given below:

Item Name	Delivery Period (No. of Days)
Laptops 02	15 days

Item Name	Delivery Period (No. of Days)
Desktop PCs 02	15 days

2. The Supplier will be responsible for delivery of Laptops & Desktop PCs at University of Education College road Township Lahore
3. Before delivery of items to the above locations, the Bidder must get the items inspected at UE Township, Lahore.
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.

2. LIQUIDATED DAMAGES

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 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
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.

INSPECTION AND TESTS

1. The Inspection Committee of UE shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
2. Inspection will be done at University of Education, Township Lahore.
3. Inspection Committee may verify the authenticity of items from Supplier.
4. After the inspection or test if the Purchase 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 Education

COMPLETION OF WORK

The successful bidder has to insure Supply of Laptop and Desktop PC in maximum of 45 days from the date of order placed.

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 good.**

CONTRACT AMENDMENT

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.
2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor. 31.

TERMINATION FOR DEFAULT

The Purchase Committee of University of Education 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:

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.
2. The successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
3. The successful bidder fails to perform any other obligation(s) under the Contract.

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.

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.

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 miss planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, f i r e s, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. 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 BIDDER'S Supplier shall continue to perform 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.

1. 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.

FORFEITURE OF PERFORMANCE SECURITY

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 the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
2. Failure to supply required items/services within the specified time period will invoke penalty. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

PAYMENT

1. Hundred percent payment will be made by “**University of Education-PSSP-PEF Project**” to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:
2.
 - 2.1. Bill
 - 2.2. Delivery Challan
 - 2.3. General Sales Tax Invoice
 - 2.4. Inspection/Completion report
 - 2.5. Bill of Entry

WARRANTY

Warranty of Laptop will be three years (Comprehensive).

Warranty of Desktop PC will be three years (Comprehensive).

The Supplier shall confirm that the goods supplied under this contract are new (Branded) 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. 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 ten 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.

During the warranty Period the Supplier will be responsible to provide service or replacement of part to keep all the items in working condition.

The Supplier shall confirm that the Items given by the Supplier is new (Branded) and as per specification given in the Tender Document. The Supplier shall further warrant that all work under this contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier.

DELIVERY OF Laptop and Desktop PC

The approved bidder will be bound to provide the Laptop and Desktop PC as per specification mentioned in BOQ and delivered in University of Education Township Lahore

TAX

Estimated rates must be inclusive of all taxes applicable at the time of final payment/delivery.

CONFIDENTIALITY

All bids submitted to **UOE-PEF-PSSP Project** subsequent correspondence and discussion shall be kept confidential and will not be revealed directly or indirectly to any other party, except in the case of any government query by department/organizations monitoring Banks and the Federal Government.

BILL OF QUANTITY (BOQ)

Lot#1 Laptop

Sr. #	Item Name	Specifications	Qty	Specifications /Brand / Model offered by the bidder
1	Laptop	<ul style="list-style-type: none"> • Processor: Intel Core i5 6th Generation • Processor Speed 1.6 GHz or higher • Processor Turbo Up to 3.4 GHz • Cache : 6 MB or higher • Screen: 15.6" • RAM: DDR4 08 GB • Hard Disk: 1 TB (SATA) HDD, • Display Ports VGA+HDMI • DVD (Internal) • with High Quality Bag • Genuine Windows 10 and Office 10 • Warranty 3 years Comprehensive 	02	

Lot#2 Desktop PC

Sr. #	Item Name	Specifications	Qty	Specifications /Brand / Model offered by the bidder
1	Desktop PC	<ul style="list-style-type: none"> • Processor: Intel Core i3 6th Generation • Processor Speed 1.6 GHz or higher • Processor Turbo Up to 3.4 GHz • Cache : 4 MB or higher • RAM: DDR4 04 GB • Hard Disk: 1 TB (SATA) HDD, • Display Ports VGA • Wifi lane card • DVD (Internal) • Genuine Windows 10 and Office 10 • 18' LED Monitor • Key board • Mouse • Warranty 3 years Comprehensive 	03	

ANNEXURES

Annexure A

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 Two Envelopes	
2	Technical Proposal <i>Envelope A</i>	
3	Financial Proposal <i>Envelope B</i>	
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

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:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Check List		
2	Covering Letter		
3	Technical Bid Form duly signed and Stamped by the Bidder		
4	Specifications of quoted items on the Letter Head of the bidder		
5	Copy of Income Tax Registration Certificate		
6	Copy of Sales Tax Registration Certificate		
7	Affidavit/Undertaking on the Stamp Paper		
8	Authorization Certificate of quoted brand		
9	Three Supply Orders for supply of relevant items received in the past		
10	The specified catalogues / brochures of items quoted by the bidder		
Note: 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.			
Total Number of pages attached with the Technical Bid		_____ Pages	
11	Tender Document 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.		

Envelope B : Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Covering Letter		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of CDR		

Annexure B

BID FORM**Technical Bid Form**

S#	Particulars	Bidder's Response
A	Information about the Bidder	
	Name of the Company	
	Year of Incorporation/Registration	
	NTN Registration Number	
	GST Registration Number	
	No. of Branches in Punjab	
	Location of Branches in Punjab (Cities)	
	Address	
	Office Telephone Number	
	Email Address of the Company	
	Name of Contact Person	
	Mobile No. of Contact Person	
	Email Address of Contact Person	
B	No. of Staff Members	
D	Warranty of Laptop	
E	Brand / Model of Laptop	

Annexure C

Covering Letter

Secretary Purchase Committee
UoE-PEF-PSSP
Project, Lahore

Dear Sir,

We are hereby submitting our Proposal in one envelope. We have attached the Bid Form, Check List, Detailed Specifications and the required supporting documents along with our Bid.

Name ,Designation and Full Address

Affidavit/Bidder's Undertaking
(on the Stamp Paper)

Ref: **Tender No:** -----

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 Education 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, Signature, Stamp and Address of the bidder

[Name and Signatures of authorized Person along with stamp]

Annexure- E Financial Proposal Covering Letter

(to be attached with Financial Proposal)

To
Secretary Purchase Committee
PSSP-PEF Project,
University of Education, Lahore

Dear Sir,

With Reference to your Tender No. UE/Tender/2019-19/ 03 for (title of the Tender). 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. (insert amount in words and figures) having CNo. Along with our Financial Bid.

Yours sincerely,

Authorized Signature

Price Schedule

Supply of Laptop and Desktop PC

Lot#1 Laptop (Branded)

Sr. #	Item Name	Specifications	Qty	Specifications /Brand / Model offered by the bidder	Unit Rate with GST [Rupees]	Total Amount with GST [Rupees]
1	Laptop	<ul style="list-style-type: none"> • Processor: Intel Core i5 6th Generation • Processor Speed 1.6 GHz or higher • Processor Turbo Up to 3.4 GHz • Cache : 6 MB or higher • Screen: 17" • RAM: DDR4 08 GB • Hard Disk: 1 TB (SATA) HDD, • Display Ports VGA+HDMI • DVD (Internal/External) • with carrying case • Genuine Windows 10 and Office 10 • Warranty 3 years Comprehensive 	02			

Lot#2 Desktop PC (Branded)

Sr. #	Item Name	Specifications	Qty	Specifications /Brand / Model offered by the bidder	Unit Rate with GST [Rupees]	Total Amount with GST [Rupees]
1	Desktop PC	<ul style="list-style-type: none"> • Processor: Intel Core i3 6th Generation • Processor Speed 1.6 GHz or higher • Processor Turbo Up to 3.4 GHz • Cache : 4 MB or higher • RAM: DDR4 04 GB • Hard Disk: 1 TB (SATA) HDD, • Display Ports VGA • Wifi lane card • DVD (Internal/External) • Genuine Windows 10 and Office 10 • 18' LED Monitor • Key board • Mouse • Warranty 3 years Comprehensive 	03			

Contract Agreement Form

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between *[University of Education – PEF – PSSP Project]* (hereinafter called “the Project”) of the one part and *[name and address of Supplier]* (hereinafter called “the Supplier”) of the other part: WHEREAS the Project invited Tenders for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier 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 or Bank Guarantee.
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 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 Project:

For the Supplier:

Signature
Print Name
Title

Bank Guarantee Format for Performance Security

[This is the format for the Performance Security to be issued by a scheduled bank of Pakistan]

Contract No:

Date:

To:

[Name and address of Procuring
Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Rs. *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the bank]

Signature

Seal