GC UNIVERSITY LAHORE

CENTRE FOR ADVANCED STUDIES IN PHYSICS (CASP)

BIDDING DOCUMENTS

FOR

PURCHASE OF Core i7 Desktop Computers with LED, Keyboard, Mouse

Tender No.408 /CASP/19
**BID DATA SHEET:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procuring Agency</td>
<td>GC University Lahore</td>
</tr>
<tr>
<td>2</td>
<td>Tender Number</td>
<td>408 /CASP/19</td>
</tr>
<tr>
<td>3</td>
<td>Name of Tender</td>
<td>Purchase of <strong>Core i7 Desktop Computers with LED, Keyboard, Mouse</strong></td>
</tr>
<tr>
<td>4</td>
<td>Cost of Tender Documents</td>
<td>Bidding documents can be obtained from Centre for Advanced Studies in Physics (CASP) on payment of Rs: 500/- in UBL GCU Branch, Lahore subject to recommendation of Centre for Advanced Studies in Physics (CASP)</td>
</tr>
<tr>
<td>5</td>
<td>Bid Security</td>
<td>Rs: 8,400/- in the shape of CDR/SDR/Banker’s Cheque favoring of Treasurer GC University, Lahore.</td>
</tr>
<tr>
<td>6</td>
<td>Performance Security (Only For Successful Bidder)</td>
<td>University will retain 10% Performance Security Of contract price at the time of payment.</td>
</tr>
<tr>
<td>7</td>
<td>Tender Address To</td>
<td>Vice Chancellor, GC University, Lahore.</td>
</tr>
<tr>
<td>8</td>
<td>Contact No.</td>
<td>Ph. 042-99210938</td>
</tr>
<tr>
<td>9</td>
<td>Due Date, time and place of Submission of Bid</td>
<td>18-10-2019 at 10:00 am Centre for Advanced Studies in Physics (CASP)</td>
</tr>
<tr>
<td>10</td>
<td>Date, Time and Place of Bid Opening (Technical Bid)</td>
<td>18-10-2019 at 10:30 am Centre for Advanced Studies in Physics (CASP)</td>
</tr>
<tr>
<td>11</td>
<td>Date, Time and Place of Bid Opening (Financial Bid)</td>
<td>Financial bids of only technically qualified bidders will be opened and will be informed accordingly.</td>
</tr>
</tbody>
</table>

1. **Invitation of Bid:**
   GC University Lahore invites sealed bids for the supply of **Core i7 Desktop Computers with LED, Keyboard, Mouse** from the firms having valid NTN & GST Registration.

2. **Instructions To The Bidders:**
   - Procurement will be made under Punjab Procurement Rules (P PRA) 2014.
   - It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
   - Bids without supporting documents, valid documentary evidence, and bids not conforming to terms and conditions given in the bidding Documents will be liable for rejection.
   - The bidder(s) must quote rates of all items in a lot/package, partial bidding in a lot is not allowed.

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

4. **Validity Period of The Bid:**
   - Validity period of the bids shall be 90 days.
• In exceptional circumstances, the DPC may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. Bidder(s) accepting the request will neither be required nor permitted to modify its tender.

5. **Bid Security:**
- In order to be considered the tender must be accompanied by a Tender / Bid Security of an amount equal up to 5% of the total estimated price of the tender to be valid for 90 days from tender opening date. Bid security from any schedule Bank of Pakistan in Favor of the Treasurer GC University Lahore will be acceptable. Bid not accompanied with above mentioned security will be considered non responsive and shall be rejected / disqualified.
- Bid security and or Performance security should be furnished in the shape of CDR / SDR / Banker’s Cheque.
- Cheque or Cross Cheque shall not be accepted at all.
- The bid security shall be refunded to unsuccessful bidders after the decision for the award of the said tender.
- The bid security of successful bidders shall be refunded after the successful execution of the work.

6. **Late Bids:**
Bidder(s) will be responsible for ensuring that his / her bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of bid will not be considered even if it became late as a result of circumstances beyond the bidder’s control.

7. **Amendment of Bid Schedule:**
- At any time prior to the deadline for submission of bids, the purchaser may for any reason whether at its own initiative or response to a clarification requested by a prospective bidder, modify the bid schedule / bidding documents by amendment.
- The amendment will be notified in writing or fax to all prospective bidders who have received the bid schedule / bidding documents and will be binding on them.
- In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser may at its discretion extend the deadline for the submission of bids.

8. **Check List:**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Detail</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bid Security</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Technical Literature in Respect of Each Quoted Item (In English )</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Deposit Receipt of Tender Fee</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copies of NTN, Sales Tax Registration Certificate and latest Professional Tax Certificate</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Proof of Previous Work Experience</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Undertaking that the Firm is not Blacklisted anywhere in Pakistan</td>
<td></td>
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</tbody>
</table>

Signature & Stamp of the Bidder / Vendor
9. Each bidder(s) will clearly indicate the number and date of CDR / SDR / Banker’s Cheque as detail below.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Amount of CDR / SDR / Banker’s Cheque</th>
<th>No. &amp; Date of CDR / SDR / Banker’s Cheque with Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

10. GC University Lahore shall not be responsible to refund any type of securities after one (01) year of tender opening or successful completion / execution of work.

11. Delivery Time or Completion Schedule: As Per Purchase Order.

**Note:** DPC (CASP) may reject all bids or proposals at any time prior to the acceptance of a bid or proposal and DPC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

**GENERAL TERMS & CONDITIONS OF CONTRACT / SUPPLY ORDER ON FCS BASIS**

1. The quoted Free on Consignee Store (FCS) price shall be firm and final and not subject to escalation for any reason whatsoever.
2. Only one FCS rate for each item should be quoted for supply of stores.
3. The material shall be supplied strictly according to the Specifications. Suppliers / Vendors supplying goods / stores below specifications and or poor quality stipulated in the purchase order will be black listed and barred from participation in future tenders and DPC reserves the right to impose penalty on Suppliers / Vendors and / OR forfeit the CDR / SDR / Banker’s Cheque.
4. The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the bidder, in which case such corrections shall be signed by the person or persons.
5. The bidder shall clearly mention all information precisely regarding bid validity, delivery schedule and the schedule of technical data / literature. Any incomplete information as required shall render the offer for rejection.
6. GCU reserves the right to increase / decrease quantities during the currency of the contract.
7. Evaluation / Comparison will be carried out on cumulative basis.
8. Bidders must quote their rates on the Printed Letter Head of their company and each page of the bid and bidding documents must be signed and stamped.

Signature & Stamp of the Bidder / Vendor
9. The bidder is required to offer competitive price. All prices must include the general sales tax and other taxes / duties, where applicable. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes / duties.

10. Bidders must quote the rates of all items / whole package, failing which the bid will not be accepted.

11. In case of any dispute the decision of the Departmental Purchase Committee CASP / Vice Chancellor will be final.

12. The supplier is bound to supply / install the whole quantity in a single consignment within due date, an amount of Rs: 500/- per day and or up to 10% of the total purchase order / bill / bid value will be deducted from his total payment as penalty for late delivery.

13. Income Tax and Sales Tax will be deducted at source as per Government Rules.

14. It will be the responsibility of the supplier to take back the supplies declared not according to the specifications at his own risk and cost.

15. Failure to supply required items / services within the specified time period will invoke penalty as specified in this document.

16. The quoted price shall be:
   - In Pak Rupees.
   - Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation.
   - Inclusive of all taxes, duties, levies, freight, etc.
   - Including all charges up to the delivery point at the GCU stationary store.
   - If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
   - Where no prices reentered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that items.

17. The successful bidder shall furnish Performance Security as under:
   - Within ten (10) working days of the receipt of the Acceptance Letter from the GCU Lahore.
   - Have a minimum validity period of one year from the date of Award of contract.
   - The successful bidder shall submit Performance Security issued by a scheduled bank operating in Pakistan in the form of CDR / SDR / Banker’s Cheque / Pay Order of 5% of the total contract price.
   - The Performance Security shall be payable to the GCU Lahore, on occurrence of any / all of the following conditions.
     - If the bidder commits a default under the Contract.
     - If the bidder fails to fulfill any of the obligations under the Contract.
     - If the bidder violates any of the terms and conditions of the Contract.
     - The Performance Security shall be returned to the Contractor within 30 working days after successful completion of the period.

Signature & Stamp of the Bidder / Vendor
Bill of Quotation

Subject: **Supply of following item at Centre for Advanced Studies in Physics (CASP), GC University Lahore.**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Specifications</th>
<th>Qty</th>
<th>Total price FOR</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Core i7 Desktop Computers with LED, Keyboard, Mouse</strong>&lt;br&gt;Desktop PC, Core i7, 8th generation&lt;br&gt;4GB DDR4 2666, 1 TB SATA&lt;br&gt;Intel Q370 Chipset, Fedora DVD RW&lt;br&gt;Intel Integrated Graphics, Keyboard, mouse&lt;br&gt;LED display 18.5&quot;&lt;br&gt;3 Year warranty</td>
<td>3 No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: For any clarification please attach separate annexure (if any) duly signed.

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**Signature:**<br>Name of Firm / Supplier: ________________<br>With Seal: ________________

**Technical Committee:**<br>1. Dr. Khaliq Mahmood<br>2. Dr. Ghulam Murtaza

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**Signature:**<br>Director / Convener DPC<br>Centre for Advanced Studies in Physics (CASP)<br>GC University, Lahore.