

BAHAUDDIN ZAKARIYA UNIVERSITY,
MULTAN.

TENDER DOCUMENT

For

LAPTOPS FOR THE VARIOUS DEPARTMENTS

Last Date of Submission: 06-05-2021

BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN

www.bzu.edu.Pk

Tel.# 9210071-5 Ext.1318

TENDER FORM OF THE BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN FOR THE YEAR 2020-21.

Laptops for the Various Departments ON F.O.R. Basis

Advertised Tender No. T/2020-21/101

Last Date of Receipt of Tender 06-05-2021 11:30 a.m.

Date of Tender Opening 06-05-2021 12:30 p.m.

Tender Price:- Rs.1000/- (Non-refundable)

Earnest Money @5% on Estimated Amount (Refundable)

VENUE TENDER: Treasurer Office B.Z. University, MULTAN.

1. All tender must be submitted on their tender document with sealed envelope and addressed to the Treasurer, Bahauddin Zakariya University, Multan.
2. Any offer not received as per terms & conditions of the tender will be rejected.
3. Photocopy of CDR should be attached with Technical Bid.
4. No offer shall be accepted if:
 - (i) It is received after the time and date fixed for its receipt.
 - (ii) Received without earnest money from the firms.
 - (iii) The tender document is unsigned.
 - (iv) The tender is ambiguous.
 - (v) The offer is conditional.
 - (vi) The offer is from a firm, black listed /suspended or removed from the approved list.
 - (vii) The offer is received by telegram or Fax.
 - (viii) The offer is received with shorter validity than required in tender enquiry.
 - (ix) The offer is not conforming to specifications indicated in the tender enquiry.

Detail

Sr. No.	Item/Equipment	Qty.	Earnest Money @5% on Estimated Cost
1.	Branded Laptop (Dell/HP/Acer/Lenovo or equivalent with core i3 9 th Generation or higher 4GB RAM, DDR4 1TB HDD, 15.6" Display	16 Nos	Rs.48000/-

Note:

1. For all the Brands mentioned in this tender (if any), the term "or equivalent" is hereby added and shall be considered as per PPRA rules.
2. The firm should mention make/made/model (if any) of offering item clearly in the technical bid in accordance with required specification.
3. The firm should prepare Technical bid as per requirement of Tender Document and submit with clear heading "Technical Bid/Offer".
4. Further, Company profile may be submitted (with supporting documents) in the sequence as required for Technical evaluation of firm/tender.
5. Technical bid/offer complete in all respect being submitted be paginated by the firm.

Certificate

1. We / I hereby confirm to have read carefully the terms & conditions of your Tender Enquiry dated for opening on ----- for the purchase of -----.
We agree to abide by all these terms & conditions/instructions.
2. Certified that the prices quoted against advertises tender dated-----are not more than the prices charged from any other purchasing Agencies in the country in the financial year ----- and in case of any discrepancy, we/I hereby undertake to refund the price charged in excess if and when asked to do so.
3. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

1. NAME OF FIRM -----
2. ADDRESS -----
3. INCOME TAX NO -----
4. SALE S TAX REGN NO -----
5. NAME OF TENDERER -----
6. NAME OF BANK AND A/C NO.-----
7. C.N.I.C NO. -----
8. SIGNATURE OF TENDERER -----
9. DATE AND STAMP -----

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

The quotation /bid who secure 60% marks will qualify for the competition.

Sr. No.	Parameter	Weight age
1	Technical Specification of Product	45%
2.	Age of Company/Firm	10%
4.	Financial strength of the vender	15%
5.	H.R. Strength	05%
6.	On site back up support	10%
7.	Relevant experience	10%
8.	Certified Engineer	05%

Total

100%

TERMS & CONDITIONS

- i. Sealed bids are invited for the purchase of Laptops for the Various Departments, B.Z. University Multan.
- ii. The interested bidders shall submit their bids under Single stage- two envelope procedures as defined by Govt. of Punjab Procurement Regulatory Authority.
- iii. The bidders will submit their bid in the two envelopes shall contain technical and financial proposals separately and clearly marked as "TECHNICAL PROPOSAL" & "FINANCIAL PROPOSAL" in bold letters. The financial proposal should accompany earnest money @5% of the Estimated Cost, in the form of call deposit in favor of the Treasurer, B.Z University Multan.
- iv. In the first stage, only the envelopes containing "TECHNICAL PROPOSAL" shall be opened in the presence of bidders (or their authorized representatives) who may like to attend the tender opening meeting.
- v. The "TECHNICAL PROPOSAL" shall be evaluated and no amendments in the "TECHNICAL PROPOSAL" permitted.
- vi. Financial bid will be opened after the completion of all codal formulation of evaluation of the Technical Bid on the date, and time which will be communicated to the bidders.
- vii. Financial bid will be opened for those bidders who submitted their Technical bids OR fulfill the Technical requirement in the presence of the bidders in case any bidder after written call will not be present at the time of opening due to any reason then any claim by him will not be accepted in future. Otherwise their Financial Bids shall be returned un-opened to the respective bidder.
- viii. Bahauddin Zakariya University, Multan reserves the right to drop any item given in the tender without assigning any reason and also reserves the right to reject any or all bids.
- ix. The Firm should attach the proof of being on Tax Paid List of Sales Tax Department with the technical Bid.
- x. Sole distributor/Dealer/Reseller certificate (if any) should be attached with the bids.
- xi. The bidder should mentioned make/made/model if any in its quotation clearly.
- xii. The quotations offering substandard product can be screened out to ensure quality procurement of Laptops.
- xiii. The rates will be valid up for 120-days from the date of opening the tender.
- xiv. A University Inspection committee will inspect the Laptops and further will recommend for payment.
- xv. The firm must attach photocopy of income tax and Sales Tax Registration with the quotation, otherwise quotation will not be accepted.
- xvi. Attached proforma/Certificate should invariable be filled and submitted with the quotation.
- xvii. All bids should reach the office of Treasurer, Bahauddin Zakariya University, Multan on or before **06.05.2021 at 11:30 a.m.** The bids will be opened on the same date at **12:30 p.m.**
- xviii. Price of each item should be mentioned including GST/ all Taxes applicable in Tender.
- xix. The tender should be quoted on the basis of free delivery of Laptops at the Various Departments, B.Z. University Campus.
- xx. Quotation should be submitted in print output/typed condition preferably.
- xxi. Conditional bid will not be accepted.
- xxii. As per PPRA rules, the successful bidder will be required to deposit performance guarantee @10% of the total value of purchase order in favor of Treasurer, B.Z.U. Multan within five working days positively. The supply order will be issued after providing of performance guarantee and the bidder will be bound to supply the material within required/given period otherwise performance guarantee and CDR will be fore fitted in favor of the university and further action will also be taken accordingly as per rules.

TREASURER
UAN. 111229988 Ext.1318