



UNIVERSITY OF HOME ECONOMICS

REQUEST FOR PROPOSALS

PROCUREMENT OF COMPUTER SYSTEMS. (FOR BASIS)

TENDER PRICE - Rs. 1000/-

Bid Reference Number: UHE/ITS/10

Last date of submission: October 14, 2022

FOR OFFICE USE ONLY

Serial No._____

Sold to: - M/S

Date of Sale_____ **Bank Challan No.**_____ **Date**_____



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TERMS AND CONDITIONS

OVERVIEW

University of Home Economics, Lahore intends to purchase equipment for its New IT Infrastructure.

1. Scope of Work:

- 1.1 The Selected Bidder will be responsible for the supply, installation, configuration, integration, testing and commissioning of supplied equipment and components at UHE Lahore.
- 1.2 Selected Bidder must ensure that the supplied equipment is operational, new, perform properly, and meet tender's Technical Specification and it is not going to be EOL & End of support for next 03 years.
- 1.3 At the time of installation and commissioning, Selected Bidder must provide comprehensive documentation of Configuration and Manuals, etc.
- 1.4 The selected bidder shall be responsible for the provisioning of standard warranties and services.

2. Proposal instructions (for BOQs in FOR)

- 2.1 This Invitation for Bids is open to all Bidders meeting the mandatory/knockout clause, technical evaluation and test criteria. Evaluation of Bids will be carried out as prescribed in Part-A (Knockout Clauses), Part B (Technical Evaluation Criteria, and Part-C (Test Criteria).
- 2.2 Single stage two envelope bidding procedure shall be applied in response to the tender. Each bid envelop shall comprise one envelope containing, separately, marked as financial proposal and technical proposal (if any) plus "legible documents". The financials of bids found technically non responsive shall be returned unopened to the respective bidders.
- 2.3 Responding organizations shall deliver two sealed copies "one original and one photo copy" of the "FINANCIAL & TECHNICAL PROPOSAL" dated October 14, 2022 till 12:30pm, each copy being physically separate, bound, sealed and labeled Proposals will



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not be accepted after the due time & date. Proposal shall be delivered at the address given below before time.

ADDITIONAL DIRECTOR ITS,
UNIVERSITY OF HOME ECONOMICS,
LAHORE. PHONE: +92-42-35761834

2.4 The Technical proposal will be opened on the same day October 14, 2022 at 1:00pm by the Procurement Committee, UHE-Lahore in the Conference room, UHE-Lahore in the presence of the bidders or their representatives. Within few days Procurement Committee, UHE-Lahore will provide date and time for opening of financial proposals.

2.5 Proposals received after the submission deadline will not be entertained under any circumstances and will be returned unopened to the submitting vendor. It is the sole responsibility of the participating vendor to ensure that the proposals are delivered before the deadline.

Any queries regarding this proposal should be directed to the designated contact person listed below:

For General and Technical Details:

Mr. Shahbaz Shaukat

Acting AD ITS

Contact: +92-42-35761834

Email: webmaster@uhe.edu.pk

2.6 The bidders are **not allowed** to bid in partial(must apply with complete items of bid). The equipment must be brand new and complete in all respects with the original packing of the manufacturer and strictly conforming to the given specifications.

2.7 The original tender documents shall contain the name, designation of duly signed and the same authority may sign the bid as well as any overwriting. The bid officially sealed by the bidder, must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of Bidding shall not be entertained.



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- 2.8 Any overwriting/crossing, etc. appearing in the offer must be properly signed by the person signing the Bidding Document. All pages of the Bidding must be properly signed. Offer with any overwriting and discrepancy shall not be accepted in any circumstances
- 2.9 A Bid Security must be as per below given breakup and should accompany with bidding document as **Earnest Money** drawn in favor of **Additional Treasurer UHE Lahore**. Pay Order or Bank guarantee will be accepted. The earnest money will be released after signing of Agreement. Original Bid Security must be placed in **TECHNICAL PROPOSAL** and a copy must be placed in **FINANCIAL PROPOSAL**.

Sr. No.	Bid Reference Number	Description	Estimated price	Bid Security amount (2%)	Last Date of Submission	Opening Date	Tender Fee (Rs.)
1	UHE/ITS/10	Procurement of Computer Systems	20 million	Rs. 40,0000	14-10-2022 till 12:30pm	14-10-2022 at 1:00pm	1000/-

- 2.10 Bid Security must have a minimum validity period of Ninety (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later. The bid security shall be returned to the successful bidder after signing of the contract.
- 2.11 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
- 2.11.1 If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or
 - 2.11.2 If the Bidder does not accept the corrections of his Total Tender Price; or
 - 2.11.3 If the Bidder, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security will be declared blacklist.



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- 2.12 Bidders are advised not to quote different options for each item (only one option is to be quoted).
- 2.13 The Successful Bidder will submit 5% performance guarantee of total estimated cost. The performance guarantee will be released by procuring agency after 01 year of satisfactory performance of equipment. 01-year time will be calculated from the date of completion report furnished by ITS office regarding installation of equipment.
- 2.14 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.
 - 2.14.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
 - 2.14.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.
 - 2.14.3 In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 2.15 UHE Procurement Committee reserves the right to accept or reject any or all proposals by assigning any reason thereof.
- 2.16 The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 2.17 Decision of the grievance committee shall be final and binding on all concerned and cannot be challenged on any forum or court of Law; except the grievance committee of UHE, Lahore.
- 2.18 UHE-Lahore (Procurement Committee) reserves the right to modify the conditions / specifications of the Bidding Document with written intimation to all the participants those who have purchased the Bidding Documents.



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- 2.19 The bidder will be responsible for the Complete Delivery, Installation, Execution, Configuration & Commissioning within 90 days of issuance of Purchase Order.
- 2.20 In case of any unexpected event, delivery period can be extended by the Procurement Committee on the written request of the contractor along with supporting documents (if applicable), giving compelling reasons for delay in delivery.
- 2.21 Delivery, Installation and Training (where mentioned) be completed according to the agreed upon schedule of works.
- 2.22 In case the Bidders fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Security Deposit shall be forfeited and the equipment will be purchased at the supplier's own risk and expenses.
- 2.23 The equipment will be delivered and inspected at UHE-Lahore, and may get rejected if not found in accordance to the stated specifications.
- 2.24 It is the sole responsibility of the vendor to comply with local, national and international laws.
- 2.25 Where reference is made to any specific national or international standards, equal or higher quality will also be acceptable. In case, your offer conforms to standards other than those quoted in the Bidding inquiry you are required to submit the followings along with your bid.
 - One copy of those standards in English
 - Evidence that the standards used is recognized and authoritative to ensure equal or higher quality.

In case the bidder does not submit the required evidence and a copy of each of the standards, its Bid may not be considered.

- 2.26 In case any supplies/material are found not in conformity with the specifications provided in the Bidding Document, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, within 15 days the supplier will replace the same free of charges or pay the full cost of replacement including delivery.



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- 2.27 All submitted proposals will become the property of the University.
- 2.28 Force majeure clause is acceptable, including, but is not limited to; war, riots, civil disorder, earthquake, fire, explosion, storm, flood except strikes, lockouts or other industrial actions that are within the power of the party invoking Force Majeure to prevent confiscation or any other action by Government agencies.



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3 Selection Procedure

Technical and financial evaluation will be used for the selection of a successful bidder for the award of this tender.

- 3.1 UHE's intent in issuing this tender is to award a contract to the lowest evaluated and best responsive successful bidder who meets specifications as laid out in Technical Information. If any of the requirements or equipment specifications are not met by the bidder, the bid will be considered as non-responsive.

4 Liquidated Damages

- 4.1 In case of delay, the Procurement Committee reserves the right to impose a penalty not exceeding 5% of the total amount of the contract at the rate of 0.5% of the bill for each delay per week.
- 4.2 In case of services delay or unsatisfactory service deliver non-complying the terms of the comprehensive warranty services, Contractor performance Guarantee / Retention Money will be forfeited.

5 Meet or Exceed Specifications

The specifications provided in this tender are the minimum requirements of UHE. The vendors must meet or may exceed these specifications to meet the actual requirements of this Project and its successful practical implementation. However, in such a case additionally proposed or altered specifications should clearly be highlighted to enable Technical Committee of this Project to clearly identify modified specifications.

6 Payments

Payments will be released after the completion of delivery and allied jobs.



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7 Evaluation Criteria

A technically eligible Bidder, based on Qualification Criteria listed in this document, not meeting the 65% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All Bidders scoring greater than or equal to 65% of the marks will be accepted in technical proposal, and their financial bids will be opened.

PART-A

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

(Knock Out Clauses)		Yes	No
i.	Original receipt for purchase of tender.		
ii.	Copy of Registration with Securities Exchange Commission of Pakistan or Registrar of Firm along with the complete profile of the company.		
iii.	Copy of Registration with Income Tax Department and Sales		
iv	Valid/Active NTN/GST/PST Certificate		
v	An affidavit on stamp paper of Rs. 50/- regarding acceptance of terms and conditions of the bid/contract, and not being blacklisted.		
vi	Relevant Meet the required technical specifications of the equipment. Samples/Brochures/Literature must be attached with bidding document		
vii	Last 02 year Tax returns. (2019-20 and 2020-21)		
viii	Original Bid Security must be placed in TECHNICAL PROPOSAL and a copy must be placed in FINANCIAL.		



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PART-B

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

Sr. No.	Parameters	Detail	Total Marks	Remarks															
1	Past Performance of Completed (Within previous 5 years)	(a) Major Public / Government /Private Institutions Served (40 marks) <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Value of Projects Completed</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>10M</td> <td>10</td> </tr> <tr> <td>ii</td> <td>40M</td> <td>20</td> </tr> <tr> <td>iii</td> <td>60 M</td> <td>30</td> </tr> <tr> <td>iv</td> <td>70 M and above Each</td> <td>40</td> </tr> </tbody> </table>		Value of Projects Completed	Marks	i	10M	10	ii	40M	20	iii	60 M	30	iv	70 M and above Each	40	40	Public / Government Institutions mean government institutions / Public Sector organizations / Public Sector Universities / Government Agencies / Autonomous Bodies etc.
	Value of Projects Completed	Marks																	
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2	Market experience in quoted items	<table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>I</td> <td>3-5 years</td> <td>2</td> </tr> <tr> <td>ii</td> <td>5-10 years</td> <td>4</td> </tr> <tr> <td>iii</td> <td>Above 10 years</td> <td>5</td> </tr> </tbody> </table> Copy of Purchase Orders issued by the concerned customer	I	3-5 years	2	ii	5-10 years	4	iii	Above 10 years	5	5	Experience will be confirmed from the date of supplies made / delivered against the purchase order.						
I	3-5 years	2																	
ii	5-10 years	4																	
iii	Above 10 years	5																	
3	Meet Specification	Meet 100% Specification	15																
4	Financial Status	<table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Total Turnover of Bidder for last 05 Years (Audited Financial Statements need to be attached as proof)</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>PKR 200 Million or Higher</td> <td>05</td> </tr> <tr> <td>(b)</td> <td>PKR 400 Million or Higher</td> <td>10</td> </tr> </tbody> </table>		Total Turnover of Bidder for last 05 Years (Audited Financial Statements need to be attached as proof)	Marks	(a)	PKR 200 Million or Higher	05	(b)	PKR 400 Million or Higher	10	10							
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(a)	PKR 200 Million or Higher	05																	
(b)	PKR 400 Million or Higher	10																	



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5	Technical Staff (Overall)	OEM Trained / Certified Resources			10	Complete supporting documents be attached.
		I	3-5 person	05		
		ii	More than 5 persons	10		
6	Registered Service Center in Pakistan	No Of Service Center			10	Proof of Service Centers Address should be provided
		I	No Of Service Center	Marks		
		ii	3 or More Including Lahore	10		
		iii	1 or More Including Lahore	05		
7	Good Reputation Certificate from any Govt. Institution / Private Sector in Connection with Services	No certificate provided			10	Public / Government Institutions mean government institutions / Public Sector organizations / Public Sector Universities / Government Agencies / Autonomous Bodies etc.
			No certificate provided	Marks		
		i	1	5		
		ii	3	10		

Total Marks: 100

Qualifying Marks: 65%



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All-in-One QTY. 50

Special System	All-in-One	Qty
Display	22 inch	
Chipset	Intel	
Processor	11th Generation Intel® Core i5	
Graphics	Integrated Intel UHD Graphics	
External Graphics	External Graphics Card Supported	
Memory	16 GB DDR4	
Storage	512 GB, PCIe NVMe	
Camera	2.0 MP Full HD Webcam	
Wi-Fi	Intel® Wi-Fi	
Ports & IO	RJ-45 port 100/1000 Mbps	
Warranty	Minimum 1 year (Faulty Hard disk shall not be returned to vendor)	

NOTE:

- Minimum specifications are mentioned. Higher specification also acceptable.



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Part C (Test Criteria)

1. Specifications and Standards (Technical Specifications)

- (a) The Bidder shall ensure that the Equipment comply with the technical specifications and other provisions of the Contract.
- (b) The Equipment supplied under this Contract shall conform to the standards mentioned in the Schedules to Bid and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.

2. Inspections and Tests

- a) The Supplier shall at its own expense and at no cost to the Procuring agency carry out all such tests and /or inspections of the Equipment as per the specification.
- b) The inspections and tests may be conducted on the premises of the Bidder, at point of delivery, and/or at the final destination of the Equipment, or in another place in the Procuring agency's place.
- c) The Procuring agency or its designated representative shall be entitled to attend the tests and/or inspections.



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8 Terms and Conditions

- 8.1 All prices should be in PAK rupees exclusive of Taxes. GST and /or other Tax amount where applicable should be mentioned in separate column(s) and the total given in a separate column.
- 8.2 All prices should be valid for at least Ninety(90) days. Withdrawal or any modification of the original offer within the validity period shall entitle UHE-Lahore to forfeit the earnest money/bid Guarantee in favor of the UHE-Lahore and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 8.3 Delivery of the items will be free of charge at the UHE-Lahore during the office hours with a copy of delivery challan.
- 8.4 Items being ordered should be brand new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the proposal. Brochures of the product details must be attached.

Name of Vendor.....
Authorized person.....
Authorized Signature.....
Stamp.....
Office address.....
Tel No.....
Fax No.....

(The filled in Bidding Document should be forwarded to UHE-Lahore with covering letter).



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Checklist of items

Sr. No.	Particular Tender Documents	Status of Submission	
		Yes	No
1	Original receipt for purchase of tender		
2			
3	Authorized Person Name, Designation, Signature		
4	Office address		
5	Tel No.		
6	Copy of Registration with Securities Exchange Commission of Pakistan or Registrar of Firm along with the complete profile of the company.		
7	Copy of Registration with Income Tax Department and Sales		
8	Valid/Active NTN/GST/PST Certificate		
9	An affidavit on stamp paper of Rs. 50/- regarding the acceptance of terms and conditions of the bid/contract, and not being blacklisted.		
10	Bidding documents are attached		
11	Relevant Meet the required technical specifications of the equipment. Samples/Brochures/Literature must be attached with bidding document		
12	Last 02-year Tax returns. (2019-20 and 2020-21)		
13	Original Bid Security must be placed in TECHNICAL PROPOSAL and a copy must be placed in FINANCIAL		