

UNIVERSITY OF Kotli, AZAD JAMMU & KASHMIR

Treasurer

Secretariat University of Kotli Azad Jammu and Kashmir

Ph. 05826-960045

Fax No. 05826-960049

Website: www.umsit.edu.pk

TENDER DOCUMENT

Purchase of machinery & equipment, Printing & publication

Last Date for obtaining Tender Document: 02-06-2017

Last Date and Time for Submitting Sealed Technical and Financial Bids: 05-06-2017 at 1:30 p.m.

Time and Place of opening Technical and Financial Bids: 05-0-2017 at 2:30 p.m.

Note:

- (a) Rates should be quoted on this tender document only
- (b) The bids document can be obtained (during office hours) from the website of University of Kotli Azad Kashmir. After depositing tender fee of Rs. 2000/- (non-refundable) in shape of bank challan/ bank draft/pay order in favor of the Treasurer, University of Kotli, Azad Jammu & Kashmir

PURCHASE SECTION

Tender No: 002/UOK/PS/2016-17

PURCHASE SECTION

Tender Document

Purchase of machinery & equipment, Printing & Publication

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FORM OF BID

Name of Company/Firm: _____

GST No: _____ (Please attach copy)

NTN No: _____ (Please attach copy)

Phone No: _____ Mobile No: b nm, |

\ _____

Fax No: _____ Email: _____

Tender Fee (Rs. 2000/-, nonrefundable) vide Draft/Challan No: _____ Dated: _____

Earnest Money / CDR No (Refundable): _____ Dated: _____ Rs. _____

Full Address of Company/Firm: _____

Terms & Conditions

- a) Detailed Specifications are given in this tender document. Firms are asked to quote the prices according to the specifications on tender document.
- b) All required documents must be provided at the time of submission of quotation. Relevant manuals must be supplied along with machinery/equipment/items of technical nature (where necessary/applicable).
- c) Call Deposits receipts (CDR) @ 2% of total amount of bid (refundable) in favor of the Treasurer University of Kotli must be attached with the quotation/offer. CDR of the firm will be confiscated if the firm failed/refused to provide material on their quoted/approved rates, once the tender is opened. Moreover, if the supplier failed to commence the supply of items as per terms & conditions laid down in supply order, CDR will also be forfeited.
- d) The rates should be quoted on F.O.R. Kotli basis.
- e) Price quoted must be in Pak rupees. Price quoted other than Pak Rupees shall not be considered.
- f) Transportation/installation/training charges etc must be included in the rates. No claim, what so ever, shall be entertained separately.
- g) All prevailing taxes are to be paid by the firm and must be included in the rates as per government rules/rates. Do not quote these taxes separately.
- h) Rates should be written clearly and should be free of errors and/or over-writing, corrections, if any, should be made clearly and initiated with the signature of person signing the tender.
- i) Rates must be valid for a period of 120 days. Any change in rates during this period shall not be entertained.
- j) Firms must have their own setup. Prior to issuance of supply order the Purchase Committee may visit the firm to examine the setup/worth of the firm in the market.
- k) The Purchase Committee reserve the right to accept or reject any or all bids without assigning any reason and increase/ decrease the quantity at any stage. The supply order/contract will be issued subject to the availability of funds. Moreover, the items may be deleted.
- l) Tender must be supported with proof of sales tax and income tax registration certificate.
- m) Supplier will be bound to provide sales tax return otherwise whole GST will be deducted from the claim. Payments will remain pending till the provision of GST return, in this regard no justification/excuse will be entertained.
- n) Supplier will be responsible to provide the material in the safest possible way on its own expense. University will not provide any labor for loading/unloading the material.

- o) The items must be new and in company sealed packaging. Refurbished goods shall not be accepted.
- p) The evaluation will be based on the prices/specifications/models/makes. Purchase/Technical committee reserves the right to choose the specifications/models/makes at its discretion, whatever it considers best for the university.
- q) Tender must be enclosed in a properly sealed "bigger envelope" and name of the bidder clearly marked on the envelope. There should be two envelopes, one for the technical specifications and other comprising financial details. These envelopes should be sealed and then placed in bigger envelop which should be sealed properly.
- r) The tender shall sign and stamp the tender forma each page including terms and conditions pages.
- s) In case the tender is not opened on the scheduled date due to any force de majeure then the same will be opened on the next working day at same time and place.
- t) The supplier/contractor will be bound to abide by the rules & regulations/instructions/directions mentioned in the supply order.
- u) Bids received after due date or not properly sealed will be rejected and returned unopened to the bidder. Incomplete and conditional tender will be rejected.
- v) In event of any dispute, the legal matter shall be subjected to the jurisdiction of AJ&K.

Payment Schedule:

- a) 90% of the payment will be made after delivery, installation, checking and certification by the technical committee.
- b) An amount equal to 10% of total amount shall be retained by the university as a security deposit, which shall be released at the end of the warranty period.
- c) The payment will be made in Pak Rupees, through crossed cheque.
- d) Deduction of taxes, as per government rules shall be made from the bill.

CERTIFICATE:

We undertake that our Firms M/S _____ is not black listed by any Government Department/Agency/Private Organization in any part of AJK/Pakistan and that we currently not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions of this tender document. We agree to abide by all these terms, conditions, stipulations, obligations and instructions.

In case of any dispute, decision of Central Purchase Committee of UoK would be final and we undertake to accept any or all decisions of the central purchase committee of this University with respect to acceptance and rejection of our bid, in part or in whole and that such a decision shall not be justifiable in any court of law at any time and at any stage. We further undertake that the Purchase Committee is not bound to accept the lowest bid necessarily.

We solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Name of representative of the firm: _____

Designation: _____

CNIC No: _____

Signature and Seal: _____

| Sr# | Items with Specification | Quantity | Unit Price | Total Price |
|----------------------------------|--|----------|------------|-------------|
| Machinery & Equipment | | | | |
| 1 | Computer (Branded) (HP / DELL / LENOVO) | | | |
| 1.1 | <p>Processor: Intel Core i5 (6th Generation) Cashe per Processor: 4MB or above RAM: 4GB or above Display: LED 17 inches or above HDD: 500 GB or above Optical Drive: DVD (RW) Network: Ethernet Gigabit Video Card/Sound: Built in on board Keyboard: original keyboard Mouse: Optical Scroll mouse Casing: Mini Tower or Tower Power Cables: Original (Good Quality) Device Driver CD for windows 7,8,10 OR equivalent higher specification</p> <p><u>Other Specificaitons if any</u></p> <p>Processor: Intel Core i3 (4th Generation or above) Cashe per Processor: 2MB or above RAM: 2GB or above Display: LED 17 inches or above HDD: 500 GB or above Optical Drive: DVD (R) Network: Ethernet Gigabit Video Card/Sound: Built in on board Keyboard: original keyboard Mouse: Optical Scroll mouse Casing: Mini Tower or Tower Power Cables: Original (Good Quality) Device Driver CD for windows 7,8,10 OR equivalent higher specification</p> <p><u>Other Specificaitons</u></p> | 32 | | |
| 2 | Computer Laptop (HP / DELL / SONY / LENOVO) | | | |
| 2.1 | <p><u>Note: Mention the Brand Name and model very clearly.</u></p> <p>Processor: Intel Core i5 (6th /7th Generation) Cashe per Processor: 4MB or above RAM: 4GB or above Display Size: 15.6 inches HD HDD: 1TB or above Optical Drive: DVD (RW) Network Connectivity: LAN, Wireless, Bluetooth, HDMI Battery: 6 cell Li or above with 5 Hrs backup OS: Pre-installed Windows 10 original</p> <p>Original Professional Carry Case</p> <p>OR</p> <p>equivalent higher specification</p> <p><u>Other Specificaitons if any</u></p> | 2 | | |

| | | | | |
|------|--|----|--|--|
| 3 | Printer HP | | | |
| 3.1 | HP LaserJet Pro 400 M402dw | 6 | | |
| 4 | Colour Printer | | | |
| 4.1 | EPSON 1390, at least 06 colors Other Specificaitons if any | 3 | | |
| 7 | Photostate Machine | | | |
| 7.1 | 40CPM or 50CPM or higher Resolution: 600×600 dpi Multicopy: Upto 999 Zoom: 25 % to 400% Paper Tray: 2×550 or 4×550 and 100 sheets by pass Duplex/ARDF: Built in Warm UP Time: 13 Seconds First Ouput Speed: Less than 6 Seconds RAM: 256/512 MB Hard Disk: 320 GB or Above Copy Size: 5.5" ×8.5" to 11"×17" or above With trolley or console OR Equivalent or higher specifications Other Specificaitons if any | 3 | | |
| 8 | Scanner (HP N6310 or HP 5590ADF or Equivalent) | | | |
| 8.1 | Note: mention the scan size clearly Scan Size 8.5" × 14" (Legal Paper) Other Specificaitons if any | 2 | | |
| 9 | Multimedia Projectors (WIFI ENABLED WITH ROOF INSTALLATION KIT) | | | |
| 9.1 | Min.2700 Lumens, Min.resolution 1024*768 pixels, Speaker and LCD, HDMI, MHL, USB, RJ45 LAN, Wireless LAN, Audio in, Computer in, Mic.in. Roof mount Kit with installation Remote and other accessories Other Specificaitons if any | 11 | | |
| 10 | Multimedia drop down screen | | | |
| 10.1 | Wall mount manual drop down screen, Size 8*6 Feet With installation Other Specificaitons if any | 11 | | |
| 11 | Water Dispenser with Bottle (HAIER/ORIENT/ANEX/GREE/HOMEAGE) | | | |
| 11.1 | Clearly mention the Brand and country of origin 19 Liters bottle Separate Hot and Cold Buttons Other Specificaitons if any | 5 | | |

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|------------------------------------|--|--|--|--|
| 13 | Solar Solution | | | |
| 13.1 | 5KVA with 3 hours backup Dry/Gell Batteries | 1 | | |
| 15 | Camera Accessories | | | |
| 15.1 | 24.2-135 USM Lens Streak Light Flash 360W(with Battery Pack) | 1+1 | | |
| 16 | Cabling and Networking of Lab | | | |
| 16.1 | Computer Labs 40 computers CAT 6 cabling Installation and configuration of Switches Installation and Configuration of the servers Proper Ducting Power Outlets for 40 computers Complete Lab setup (Turn key Solution excluding computers) Other Specificaitons if any | | | |
| 17 | Air Conditioner | | | |
| 17.1 | AC with DC Inverter | 4 | | |
| 18 | Generator 20 KV Pelton, Fg wilson, Misturbushi | | | |
| 18.1 | ATS System Single Phase with Canopy | 2 | | |
| Printing & Publications | | | | |
| 1 | Answer Books Main Sheet & Extra Sheets, File Covers, Envelopes | | | |
| 1.1 | Answer Sheet consist of sheet 12 pages (Legal size, 68g) Extra Sheets consist of 2 pages (Legal size, 68g) File cover Legal Envelops, File Size Envelops, A4 Envelops, 9x4 Envelops, 5x11 | 1,00,000/- 50,000/- 3000/- 1000/- 1000/- 1000/- 1000/- | | |