



UNIVERSITY OF ENGINEERING & TECHNOLOGY, LAHORE (PAKISTAN)

TENDER NOTICE

Sealed Proposals, on "single stage, two-envelope" bidding procedure (Technical & Financial Proposals separately), are hereby invited for the supply of items (**FOR Basis**) listed in the table below for **UET Lahore** from the authorized dealers, manufacturers or suppliers of well reputed firms. Detailed specifications of the item and other terms and conditions are given in the tender document.

Item No.	Description	Estimated Price Rs.
i.	A3 Size color LaserJet printer (Qty. 01)	255,000

The Tender document can be obtained on the same day of publishing of the advertisement on PPRA Punjab and UET Lahore websites from the office of the **Director Computer Cell, Research Center UET Lahore (Ph. No. 042-99029101)** during office hours (9:00 AM to 4:00 PM) on the production of Challan amounting Rs. 500 (non-refundable) be deposited in the University Main Account No. 553-33 maintained in HBL, UET Branch Lahore. Deposit at call as earnest money from the scheduled bank @ 2% of the estimated cost in the name of **Director Computer Cell, UET Lahore** should be accompanied along with the bid. **The last date of submission of tender is March 05, 2018 at 09:30 AM. The Technical proposals/tenders will be opened on same day at 10:00 AM** by the Chairman Central Procurement Committee UET Lahore in the meeting hall Registrar's Office UET Lahore in presence of the bidders or their representatives (if any).

- No telephonic/telegraphic/faxed tender will be accepted.
- Only Registered (Income tax, general sales tax and professional tax) firms are eligible to participate.

(Prof. Dr. Waqar Mahmood)
Director Computer Cell
University of Engineering and Technology,
GT Road, Lahore. Ph: 042-99029101

TENDER DOCUMENT

A3 Size color LaserJet Printer

REQUEST FOR PROPOSALS

TERMS AND CONDITIONS

For Procurement of “A3 Size color LaserJet printer” for University of Engineering & Technology Lahore.

COMPUTER CELL, RESEARCH CENTER
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.
PHONE: **(042) - 99029101**

REQUEST FOR PROPOSAL-2018

TENDER PRICE:

Rs. 500/-

Issue date:

14 / 02 / 2018

Last date of submission:

05 / 03 / 2018 till 09:30 AM

FOR OFFICE USE ONLY

Serial No. _____

Sold to: - M/S _____

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

COMPUTER CELL, RESEARCH CENTER
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.
PHONE: **(042) - 99029101**

OVERVIEW

University of Engineering and Technology (UET), Lahore intends to purchase & deploy the specified “A3 Size color LaserJet printer”. The **Firms/suppliers** will be responsible for delivery & installation of the equipment.

1. Proposal Instructions (for BOQs on FOR Basis)

- 1.1 Single stage/two envelope bidding procedure shall be applied in response to the RFP (Request for proposal). The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPSAL” separately plus “legible documents”. The financial proposal of bids found technically non responsive shall be returned unopened to the respective bidders. Technically responsive bidders shall be informed and their financial bids shall be opened in the next Central Purchase Committee (CPC) meeting after informing the technically responsive bidders.
- 1.2 Responding organizations shall deliver sealed proposal of the “FINANCIAL & TECHNICAL PROPOSALS” before or on **March 05, 2018 at 09:30 AM.**
- 1.3 The Proposals will not be accepted after the due date &, time proposal shall be delivered at the address given below before time. The TECHNICAL PROPOSALS shall be opened on the same day **March 05, 2018 at 10:00 AM** in the presence of bidders or the representatives of the responding organizations.
- 1.4 Bidders are advised not to quote different options for each item (only one option is to be quoted).
- 1.5 Price should be mentioned on FOR basis.
- 1.6 All BOQs submitted by the bidder must use the numbers and labels used in this Request for proposal.
- 1.7 The original Request for Proposal documents duly signed and 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 tender shall not be entertained.
- 1.8 Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the tender. All pages of the tender must be properly signed & stamped. Offer with any overwriting/use of Blanco shall not be accepted in any circumstances.
- 1.9 Warranty for A3 Size color LaserJet printer as approved by the manufacturers/suppliers, but not less than One-year (1/1/1) replacement of Parts, Labor & Service on site must be covered for after sales and services (labor and parts) for a period of one year from the date of delivery.

- 1.10 A call at deposit equal to 2% of estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **Director Computer Cell, UET, Lahore**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted.
- 1.11 10% of the contract amount shall be deducted as security at the time of bill process. The deducted amount as security will be returned after successful completion of Defect Liability / Warranty Period, after repairing the defects in the equipment / replacement found during the warranty period for FOR.
- 1.12 The Successful Bidder will deposit blank stamp papers of value of 0.25% of the total offer / contract amount, purchased in the name of **Treasurer University of Engineering & Technology (UET), Lahore**.
- 1.13 The quantity of an order may vary depending on the quoted price and the allocated funds.
- 1.14 The decision of the committee will be a binding on all concerned and will in no case be challenged on any forum.
- 1.15 The **CHAIRMAN PURCHASE COMMITTEE**, reserves the rights to modify the conditions / specifications of the Tender Document with written intimation to all the participants those who have purchased the Tender Documents.
- 1.16 Delivery & Installation (wherever mentioned) be completed according to the agreed upon schedule of works and time.
- 1.17 In case the tenderer fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Security Deposit shall be forfeited.
- 1.18 The **CHAIRMAN PURCHASE COMMITTEE**, will get the equipment inspected at UET Lahore and will have the right to reject the equipment if not found according to the stated specifications.
- 1.19 The **CHAIRMAN PURCHASE COMMITTEE**, reserves the right to claim compensation for the losses so caused by delay in the delivery of equipment by deducting 1% of the total amount payable to the supplier/contractor as penalty.
- 1.20 It is the sole responsibility of the vendor to comply with local, national and international laws.
- 1.21 In case any supply / material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier shall replace the same free of charges.
- 1.22 All the proposals submitted will become the property of the University.

2. Evaluation Criteria

All bids shall be evaluated on technical and financial merit as per **clause 1.1**.

Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- 2.1 Technical specifications of proposed equipment's
- 2.2 Company profile
 - i. Age of the company
 - ii. Financial strength of the vendor
 - iii. HR strength/Man power with the vendor
 - iv. Technical support/after sale service facilities
 - v. Backup support plan
 - vi. Contact information of the firm.

Financial Evaluation process may include, but not limited to the consideration of the following:

- i. Quoted price

3. Required Information

Bidders are required to include the following documents/information in their technical proposals:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Pervious/Current customer of related equipments, with contact person and telephone/fax#
- iv. Detailed product information/brochures
- v. Detailed product warranty/guarantee information
- vi. Attested copy of National Tax Registration Certificate
- vii. Attested copy of Sales Tax Registration Certificate
- viii. Copy of the professional tax certificate for the current year (2017-18)
- ix. Detailed backup support plan
- x. Bank letter of financial standing duly signed by the relevant officer of the bank clearly mentioning name and designation.
- xi. An Affidavit on Rs.50/- Stamp paper that currently they are not black listed or debarred by any Government/Semi Government department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- xii. Any additional information the bidder may like to furnish e.g. repair/maintenance workshop owned by supplier and other concerned facility
- xiii. Educational discounts if available/applied to the quoted price

4. Terms and Conditions (FOR Basis)

- 4.1 All prices should be in PAK Rupees inclusive of all Govt. taxes.
- 4.2 All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the University to forfeit the earnest money in favour of the University and/or putting a ban/black listing on the future inquires or taking any other suitable action against the bidder.
- 4.3 Delivery of the items shall be free of charge at UET Main during the office hours with a copy of delivery challan.
- 4.4 Items being ordered should be brand new and according to the order specifications from the current production and covered under normal warranty/guarantee etc. as mentioned in the proposal. Brochures mentioned and product details must be attached.

Any query regarding this proposal should be directed to the contact no's. Listed below.

**COMPUTER CELL, RESEARCH CENTER
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.**

- **042-99029101, 99250226**

SUPPLIERS DATA FORM

1. Name of company _____

Address (Local Office) _____

_____ Telephone _____

Head Office _____

2. Number of years in relevant business (in Pakistan) _____

3. Major clients: (May attach a separate sheet, if necessary) _____

4. Is repair facility available at local office, YES NO

If yes, please provide the level of repair, maintenance and back-up facilities available at local office:

(Attach separate sheet, if necessary)

5. Bio-data of the technical staff available in the local office to provide after-sale service: (Attach details on separate sheet) if necessary

6. Contact person for after-sale and service.

Name: _____

Designation: _____

Phone No: _____ Mobile _____ Fax _____

Email _____

Bid Form

Date: _____

Tender Ref: _____

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form" will remain with the Purchaser according to Clause 1.18 of Instructions to Bidders.

We also agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 4.2 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[Signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of

Price Schedule

Name of Bidder

Tender Ref. Number

Page

of

Grand Total = (Both in figures & words)

Name of Bidder / Firm:

Signature_____

Date:

Seal:

Contract Form

THIS AGREEMENT made the []th day of [] 2017 between **Computer Cell, Research Center UET Lahore Pakistan** (here in after called “the Purchaser”) of the one part and [] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., A3 Size color LaserJet printer etc. has accepted a bid by the Supplier for the supply of those Goods and services in the sum of **Rupees []** (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specification with Drawings (if any);
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract;
 - (f) The Purchaser’s Notification of Award; and
 - (g) Bid Security (provided with the Bid Form)
3. In consideration of the payments to be made by the Purchaser to the Supplier as here in after mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS: whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, to whom delivered the (for the Purchaser)

Signed, sealed, delivered by the (for the Supplier)

Technical Specifications:

The minimum requirements of A3 Size color LaserJet printer are given below. The quoted system specifications should be equal or higher.

Sr. No.	Description of Items (Equivalent or Higher)		Qty.
1.	A3 Size color LaserJet printer		01
	Print speed Black & Color:	Up to 20 PPM	
	First page out	Black: As fast as 16 sec Color: As fast as 17 sec	
	Print quality (Black & Color)	Up to 600 x 600 dpi	
	Duty cycle (monthly, A4)	Up to 75,000 pages	
	Print technology	Laser	
	Processor speed	540 MHz	
	Memory	192 MB, expendable to 448MB	
	Paper handling input	100-sheet Multipurpose tray 250-sheet input tray	
	Paper handling output	250-sheet face-down output bin	
	Media sizes supported	<ul style="list-style-type: none"> • Tray 1: A3, A4, A5, A6, RA3, SRA3, B4, B5, 10x15 cm • envelopes (DL, C5, B5) Tray 2: A3, A4, A5, B4, B5 	
	Connectivity	Built-in Fast Ethernet 10/100 base-T networking	
	Control Panel	2-line, 16-character backlit display	
Warranty	One Year		