

# TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (IIUI) invites sealed bids from the Original Manufacturer/ Authorized Distributors (With Valid Authorization/ Distribution Certificate)/ Suppliers registered with Income Tax and Sales Tax Departments and who are on **Active Taxpayers List (ATL)** of the Federal Board of Revenue for Purchase of following item(s)/equipment(s):

Sr. #	Items' Description	Tender Submission Date & Time (On OR Before)	Tender Opening Date & Time	Tender Fee (Rs.)
1.	<b><u>Desktop Computers for Computing Labs, Faculty of Computing &amp; IT (Male &amp; Female):</u></b> Core-i5, Dell Optiplex/ HP280G9Pro/ Lenovo TC Neo) or Equivalent (detailed specifications mentioned in Bidding Documents)	14-09-2023 10:30 A.M	14-09-2023 11:00 A.M	3,000/-

02. Bidding Documents, containing detailed Terms & Conditions and specifications of the Equipment etc. can be downloaded from PPRA & IIUI websites.

03. Sealed bids, prepared in accordance with the instructions in the bidding documents must reach **on OR before** the above date & time at the following address:

Superintendent-II (P&S)  
Room No. 213, 2<sup>nd</sup> Floor, Admin Block, New Campus, Sector H-10  
International Islamic University Islamabad.  
Tel: 051-9019255

04. Bids will be opened by the ***Bid Opening Committee*** as per above schedule/date & time in the Room 213, 2<sup>nd</sup> Floor, P&S Section, Admin Block, Sector H-10, New Campus, International Islamic University, Islamabad in the presence of bidders/their representative(s) who may like to attend the bid opening.

05. International Islamic University Islamabad reserves the right to accept or reject any or all bid(s) in terms of Rule-33 of Public Procurement Rules 2004.

**Dy. Director (P&S)**  
International Islamic University, Islamabad.  
Tel: 051-9019255

Tender Document Fee: Rs. 3,000/-



# INTERNATIONAL ISLMAIC UNIVERSITY ISLAMABAD

P&S Section, New Campus, Sector H-10, Islamabad.

Tel - 051-9019255 Fax 051-9258073



## TENDER DOCUMENT

Procurement of “Desktop Computers”

For

“Computing Labs, Faculty of Computing & IT (Male & Female)”



Name of Department / Centre	Item's Description	Tender Submission Date & Time (On OR Before)	Tender Opening Date & Time
Computing Labs, Faculty of Computing & IT (Male & Female)	Core-i5, Dell Optiplex/ HP280G9Pro/ Lenovo TC Neo) or Equivalent (detailed specifications mentioned in Bidding Documents)	14-09-2023 10:30 A.M	14-09-2023 11:00 A.M

Tender Document Fee : Rs. 3,000/-



**1. BoQs for the Supply of Desktop Computers for Computing Labs, Faculty of Computing & IT (Male & Female)**

S. No	Equipment Name	BoQs/Specifications	Make/ Model & Country of Origin	FOR Price (with taxes)	
				Unit Price	Total Price
1	<b>Desktop Computers</b> (Dell Optiplex/ HP280G9Pro/ Lenovo TC Neo or Equivalent) <b>(Qty=210)</b>	<b>Processor:</b> 12 <sup>th</sup> Gen. Intel ® core™ i5-12400 (18 MB cache, 6 cores, 12threads, 2.50Ghz to 4.40 Ghz, 65W)			
		<b>RAM:</b> 8GB, 1x8GB, DDR4, 3200 MT/s, single-channel			
		<b>Storage:</b> M.2 2230, 256GB, PCe NVMe			
		<b>LED:</b> 18.5" or higher (same brand)			
		Integrated Ethernet Network adaptor, USB Keyboard, USBM Mouse: Same Brand			
		Ports: Standard			
		Cables: Standard			
		<b>Warranty:</b> 3 years on site			

**Note: Required items must be of the same specs/brand/model or equivalent.**

For any technical queries; please contact:

**Dr. Asim Munir**  
Chairman, Computer Sciences, FOC&IT  
Phone No: 051-9019527/9019507  
Email: [asim@iiu.edu.pk](mailto:asim@iiu.edu.pk)

AND

**Mr. Shahid Mehmood, Dy. Director (Networks)**  
Phone No: 051-9019570  
Email: [shahid@iiu.edu.pk](mailto:shahid@iiu.edu.pk)



# INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

Purchase & Store Section, Admin Block, New Campus, Sector H-10, Islamabad.

Tel: 051-9019255 Fax: 051-9258073

No. 2/1/2023/P&S-

## **"TERMS AND CONDITIONS"**

1. All clauses of the terms and conditions shall be binding on the bidder.
2. Original Manufacturer / Authorized Distributors (*with valid authorization / distribution certificate*) / Suppliers registered with Income Tax, Sales Tax Department and who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. **Purchase Procedure: Single Stage - Two Envelopes Procedure.**
4. **Submission of Bids:** The bid should be submitted in sealed envelopes up to the specified deadline and only Technical Bids will be opened as per schedule in the presence of available bidders or their representatives who may like to attend the bid opening.
5. The envelope should be addressed to:  
Superintendent-II (P&S)  
Room No. 213, 2<sup>nd</sup> Floor, Admin Block, New Campus, Sector H-10, Islamabad.  
International Islamic University, Islamabad (Tel: 051-9019255)
6. The envelopes shall clearly bear the words "**Confidential**" and accompanied by identification worded as Tender For "*Purchase of Desktop Computers for Computing Labs, Faculty of Computing & IT (Male & Female)*".
7. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
8. **Tender Fee:** Bidders are required to submit a Pay-Order/CDR/BC as per tender fee Rs.3,000/- (non-refundable) mentioned in Tender Notice along with Technical Proposal.
9. **Earnest Money:** The bidder is required to furnish in form of "**CDR**" equivalent to **2%** of the total financial Bid price (in PKR) as Earnest Money (Refundable) in favor of "International Islamic University Islamabad". **Any bid not accompanied by the Earnest Money shall be rejected without any right of appeal.** The earnest money shall be enclosed with the Financial Proposal in sealed envelope and its particulars, like issuing bank name and CDR number with date shall only be mentioned on the envelope without mentioning the amount.
10. The BID (Tender) submitted shall comprise of a single package containing two envelopes, each envelope shall be marked and will contain "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**".
11. On the given tender opening date only "**Technical Proposal**" will be opened in the presence of tenderers available.
12. The "**Financial Proposal**" shall be shown to the parties but will be retained with IIU without being opened.
13. After opening of bids, International Islamic University Islamabad will examine the bids for completeness as per tender document's Terms & Conditions AND Technical Specifications as per BoQ.
14. After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
15. IIU will open the "Financial Proposals" publicly of the parties whose Technical Proposals have been found acceptable/qualified.
16. Financial Proposals of the technically disqualified bid(s) shall be returned **un-opened** to the respective bidder(s).



17. Installation, testing and commissioning etc. of supplied Item(s)/Equipment(s) is the sole responsibility of the vendor without any additional cost/charges.
18. **Delivery Time: Maximum up to 60 Days** after issuance of Supply/Purchase Order.
19. The bid proposal(s) should be inclusive of all taxes and duties prescribed by the government from time to time, on "**FOR Basis**" as per BoQs Format (Items deliverable to International Islamic University, New Campus, Sector H-10 Islamabad).
20. **Payment Terms:** Payment will be made after successful delivery of the items, installation at respective lab and inspection by the Inspection Committee.
21. **Performance Security:** 10% of the total value of supply order will be deposited by the successful bidder(s) within 10 days after issuance of Purchase Order as **Performance Guarantee/Security** in the form of CDR in favor of "International Islamic University, Islamabad".
22. *Performance Guarantee/Security @ 10% of total value of supply order shall be retained by the IIUI till the successful completion of the warranty period of the goods/services/works.*
23. Earnest Money of the successful bidder(s) will be released upon deposit of Performance Guarantee/Security. If successful bidder(s) fails to deposit "Performance Security" within due date then IIUI reserve the right to forfeit the Earnest Money and may also cancel the supply order.
24. After opening of bids, International Islamic University Islamabad will examine the bids for completeness as per tender document's Terms & Conditions AND Technical Specifications as per BoQ.
25. Purchase order (s) will be awarded to the lowest evaluated and technically recommended bidder(s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs/Compatibility requirements.
26. The finding(s) of the Evaluation Committee shall be final for which clarification can be sought in terms of Rule-33 of PPRA Rules 2004.
27. **If the vendor fails to deliver the goods / services to International Islamic University, Islamabad or delays the supply without a cogent reason, the following actions will be taken to safeguard IIUI interest:**
  - a. Late Delivery Charges will be charged @ 02% per month of the total Purchase Order value and up to the maximum limit of 10%/equal to performance security; LD Charges will be deducted from the invoice of firm concerned.
  - b. If the vendor fails to deliver the goods/services during the extended period (*if allowed*) then the purchase/work order may be cancelled, Performance Security will be forfeited and the IIUI also reserves the right to blacklist the defaulter.
28. If the delivered goods/services are not according to the required quality standards/specifications, the same shall be liable to be rejected after inspection. The bidder/vendor will be required to REPLACE as per requirements mentioned in our Supply Order at no cost to the IIUI within thirty (30) days, otherwise the Supply Order will be cancelled after due date with confiscation of Performance Security AND bidder will bear all cost and expenses thereof including actions proposed above.
29. **Bid Validity:** All prices should be valid for at least **120-days**. Withdrawal or any modification of the original offer within the validity period shall entitle IIUI to forfeit the earnest money and put a ban on such vendor(s) for participation in IIUI tenders/works.
30. It is the sole responsibility of the agent/supplier/manufacturer/vendor to comply with all the applicable laws.



31. Any dispute between the supplier and the IIUI, which cannot be settled amicably within 30 days after one party receives request of the other party shall be settled in accordance with the provisions of the Arbitration Act 1940. The President, IIUI shall appoint appropriate fora as Sole Arbitrator whose decision shall be and binding on both parties.
32. The IIUI reserves the right to modify the quantities of goods / services at any time before the award of Supply Order and that shall not invalidate the quoted rates, terms & conditions.
33. The bidder is also required to furnish Company Profile, Client List and Detail of similar Projects/Works along with their proposals.
34. **International Islamic University Islamabad reserves the rights to reject the bid(s), if;**
- Received without earnest money.
  - Received later than the due date and time fixed for tender submission.
  - The tender is unsigned/ unstamped.
  - The offer is ambiguous.
  - The offer is conditional.
  - Offer is made by the unauthorized agent/ supplier of the original manufacturer.
  - The firm is black listed by any Govt. Office/Public Sector Organization.
  - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
  - Received without Company Profile, Client List and Detail of similar Projects/Works with evidence.
  - Without Guarantee / Warrantee of the quoted equipment(s).
35. The bidder should furnish a **CERTIFICATE** on judicial STAMP PAPER worth minimum Rs.100 or above as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.

I / We

- **Company / Vendor Name:** \_\_\_\_\_
- **Postal Address:** \_\_\_\_\_
- **Tel. No:** \_\_\_\_\_ **Mob No.** \_\_\_\_\_
- **NTN# :** \_\_\_\_\_ **GST#:** \_\_\_\_\_

The undersigned certify that our above named Firm/Company is not blacklisted by any Government or Semi Government Department in Pakistan and the terms and conditions as contained in this document, viz "**Terms and Conditions**" are accepted unconditionally and in the event of selection of my/our bid/s; the agreement will be entered into, in the prescribed format attached as **Annex-I**.

36. The bidder(s) should furnish Data Form (**Annex-II**) and Bid From (**Annex-III**) (attached) on their letter head.

**Sign, Stamp duly authorized for and on behalf of**

**Note:**

1. Please make a copy of the BoQ and mention the quoted make, model, country of origin and detailed specifications without mentioning quoted rate for technical evaluation. Supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the bid evaluation committee. In case of any clash found between the quoted model and the literature model, the item/bid may be rejected.
2. Quote the rates on our BoQs for financial evaluation, place in sealed envelope and mark "Financial Proposal".
3. Terms & Conditions should be attached with the Technical proposal; otherwise your tender/bid(s) may lead to rejection.
4. All pages of BoQs and Terms and Conditions should be signed and stamped by the authorized person / bidder.



## CHECK LIST

### Procurement of "Desktop Computers"

For Computing Labs, Faculty of Computing & IT (Male & Female)

**Tender Opening Date: 14-09-2023**

#	Tender "Terms & Conditions" Compliance	Yes/No (by the firm concerned)	Remarks (by the DTC of FOC&IT)
1.	Any Addition/Deletion/Modification in Terms & Conditions		
2.	Adoption "Single Stage-Two Envelopes Procedure" and each envelope marked and contained "Technical Proposal" and "Financial Proposal".		
3.	Original Manufacturer / Authorized Distributions / Suppliers (with valid authorization / distribution certificate)		
4.	Registered with Income Tax / Sales Tax Department		
5.	Active Tax Payer on ATL of FBR / Certificate is attached		
6.	Tender Fee Rs. 3,000/- is attached with Technical Proposal.		
7.	Completion/Delivery Time (60 Days)		
8.	Prices are quoted on FOR Basis with All taxes, installation/commissioning Charges Included		
9.	Bid/BoQ is Stamped & Signed.		
10.	Bid Validity is 120 Days.		
11.	02% Earnest Money is attached with Financial Proposal.		
12.	Company Profile, Client List and Detail of similar Projects/Works are attached.		
13.	Firm is not Black Listed.		
14.	CERTIFICATE on Judicial Stamp Paper worth Rs. 100		
15.	Any unsigned / ambiguous erasing, cutting / overwriting etc is made		
16.	Rates quoted as per BoQ.		
17.	Supporting Brochures/Technical Literature is attached with Technical Proposal.		
18.	Guarantee / Warranty of the quoted equipment		

\_\_\_\_\_  
Sign. & Stamp by the firm concerned

\_\_\_\_\_  
Sign. & Stamp by the Chairman, DTC of FOC&IT



# CONTRACT/AGREEMENT

THIS CONTRACT/ AGREEMENT is made on the \_\_\_\_\_, 2023

BETWEEN

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD, a Public Sector University of the Government of Pakistan incorporated under the laws of Islamic Republic of Pakistan and having its principal place at Sector H-10 Islamabad (hereinafter called "the Purchaser"),

AND

M/s \_\_\_\_\_ incorporated under the laws of Pakistan and having its principal place of business at \_\_\_\_\_, Pakistan (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for Procurement of "Desktop Computers for Computing Labs, Faculty of Computing & IT (Male & Female)" and has accepted a bid/quotation No. \_\_\_\_\_ dated: \_\_\_\_\_ submitted by the Supplier for the supply of following item(s) against total FOR Price (\_\_\_\_\_) hereinafter called "the Contract Price" and the Purchaser agrees to pay the Supplier/Manufacturer the Contract Price or such other sum(s) as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

#	Item Name	Specifications	Qty.	Make/Model/ Country of Origin	Unit Price With taxes	Total Price With taxes
1						

The Purchaser and the Supplier agree as follows:

- In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
- The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - The Tender Document "Terms & Conditions"
  - BoQ
  - The Certificate (As referred at # 34 of Tender Document)
  - The Purchase Order
  - Check List
- In consideration of the payments to be made by the Purchaser to the Supplier/Manufacturer as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to execute the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract/Purchase Order.
- The Purchaser hereby covenants to pay the Supplier/Manufacturer in consideration of the supply of the Goods and Related Services 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/Supply Order.

Agreement to be executed in accordance with the laws of Islamic Republic of Pakistan on the day, month and year indicated above.

Signed by:

Signed by:

For and on behalf of the Purchaser  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_

For and on behalf of the Seller  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_

In the presence of:

Witness 1:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

In the presence of:

Witness 2:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_



## DATA FORM

### (Original Manufacture/Authorized Distributor/Supplier)

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. Biodata 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]

Sir:

Having examined the bidding documents, 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 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 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