TENDER/ BIDDING DOCUMENT
PROCUREMENT / UPDRADATION OF IT EQUIPMENT OF DD (PLANS) OFFICE

Note-1: Bids are to be furnished on the Bid Form and Schedule of prices given in Section C & D of this document. The bidder has to fulfill the criteria mentioned in Section `B'. Any bid not following the format will be considered non-responsive and will be rejected.

Note-2: Any error, discrepancy or omission in the tender documents may be brought to the notice of Bahria University, which shall be rectified/ corrected at the earliest. University shall not be responsible, directly or indirectly, for any consequences, damage or loss of action consequential or incidental, to anyone, of any kind, in any manner, resulting from typographical errors or omissions. All technical /general queries are to be addressed to concerned office as given in Par – 24 & 25 of Section – B.

Note-3: Name of brand or Part No. mentioned in this document are for reference to quality. Brand/make etc of better/higher quality with lowest price may also be accepted.

Note-4: Bidder is to provide copy of this bidding document duly stamped & signed on every page with technical bid.

Bahria University Head Office, Shangrilla Road, Sector E-8, Naval Complex, Islamabad
UAN: 051-111-111-028 Ext. 1340 Fax: 051-9264072 Email:ddp@bahria.edu.com.pk

BAHRIA UNIVERSITY HEAD OFFICE ISLAMABAD
Discovering Knowledge

INVITATION TO BIDS/ PROPOSALS

BUHO/Pro-Rect-Acad/2026/024 Dated:09 April 2026

UPDRADATION OF IT EQUIPMENT OF DD (PLANS) OFFICE

1. Sealed bids are invited **on E-PADs only** for procurement IT Equipment's for DD (Plans) Office, BUHO. Details technical specifications are as under from GST registered firms/ Suppliers:

a. 02 x SSDs 512GB for 02 x Laptops
b. 02 x Backup batteries for 02 x Laptops
c. 02 x Charging Power Cable Adapter for 02 x Laptops
d. 02 x New USB Optical Wired Mouse
e. 02 x SSD 512GB for 02 x Desktop System
f. 01 x LED Screen Display Monitors 24" for 01 x Desktop System
g. 01 x RAM DDR3 4GB for 01 x Desktop System
h. 01 x RAM DDR4 4GB for 01 x Desktop System
i. 01 x WEBCAM for 01 x Desktop System in use of Director P&D.
j. 01 x refurbished Desktop system Following are the specifications for refurbished Desktop PC (HP/Equivalent):
   - Core i5, 10th Generation Processor
   - 512 GB SSD
   - 8 GB RAM
   - LED Screen Display Monitor 24"
   - USB WIRED Keyboard & Mouse
   - One-year warranty.

2. Payment of Rs.5,000/- (Rupees Five Thousand Only), Non Refundable Fee in the shape of Pay Order/ Demand Draft in favour of Bahria University Islamabad, from the 'Office of DD Procurement, Room No. 15, Basement Quaid Block, Bahria University Head Office, Sector E-8, Islamabad between 0900 to 1600 hrs from Monday to Thursday.

3. Single Stage - One Envelopes bidding procedure shall apply as per PPRA Rules 2026. Payment of Rs.5,000/- (Rupees Five Thousand Only), Non Refundable Tender Fee and bid security Rs. 15,640/- must be deposited **on/ or before 18 Nov 2026 by 1100 hrs** at the Office of DD Procurement, Room No.15, Bahria University Head Office, Sector E-8, Islamabad. **Technical bids will be opened on the same day at 1130 hours** in the e-PADS System. Conditional/ incomplete bids will be considered.

4. The bidders are requested to give their best and final prices inclusive of all applicable taxes, transportation and installation etc. Bahria University may reject all bids/ proposals at any time prior to the acceptance by invoking Rule 45 of PPRA-2026.

5. For any Technical information, please contact AD IT BUIC – Office No. **051-9260002 Extn. 1277** from Monday till Friday between 0900 to 1600 hrs, except holidays.

Directorate of Planning & Development
Bahria University Head Office Sector E-8, Shangrila Road, Islamabad
Tele:051-9264072 (Ext: 1259) (E-mail: ddp@bahria.edu.pk

B. INSTRUCTIONS TO BIDDERS

The Procurement of 01 x Printer, 01 x Shredding Machine and 01 x 256GB SSD for Desktop PC, details are as under:

S#	Attribute	Details
1.	Name of Project	Procurement of IT Equipment's for DD (Plans) Office BUHO.
2.	Source of Funds	Bahria University
5.	Name of Purchaser	Bahria University Head Office, Islamabad
6.	Purchaser's Address	Shangrila Road, Sector E-8, Islamabad
7.	Collection of Bidding Documents From	Office of the DD (Procurement) Basement Room No.15, Quaid Block, BUHO
8.	Price of Bidding Documents	**Rs.5,000/- (Rupees Two Thousand Only)** in shape of Pay Order/DD in favour of Bahria University Islamabad (NTN No.2132767-0), non-refundable. Receipt will be provided
9.	Bid Submission Format	The bids and prices must be submitted on the format set out in this document. The bids submitted on different format will be considered non-responsive and will be rejected.
10.	Submission of Bids Personally	Bids are to be dropped in a Bid/ Tender Box placed outside the office of Deputy Director Procurement's, Basement Quaid Block before the given closing deadline
11.	Submission of Bids by post	In case a bidder prefers to submit a bid through courier, he must ensure that it is dispatched timely enough to reach procurement office before the date and time specified in Tender Notice/Invitation to Bid. The bids so dispatched must be addressed as under: DD (Procurement) Bahria University Head Office, Basement, Room No. 15, Sector E-8, Shangrila Road, Islamabad
12.	Deadline for proposal Submission	**18 Nov 2026 at 1100 hours**
13.	Time, Date and Place for Technical Proposal Opening	**18 Nov 2026 at 1130 hours** at Bahria University Head Office, Sector E-8, Islamabad. Only technical proposals will be opened, Financial bid will be opened for technically qualified firms only. Date and time will be intimated by letter/ phone/ e-mail.
14.	Bidding Procedure	**Single Stage One Envelope Bidding Procedure shall apply per PPRA Rules 2026**
15.	Qualification of Bidders	The bidder must fulfill the following criteria to qualify for the work. Proof/ Documentary evidence be attached in supports of each condition: a. Must be GST registered with FBR. b. Delivery timeline should be 30 days after the PO received. c. Must possess National Tax No. d. Must possess Tax Registration certificate. e. Should have Head/Main Office in Islamabad/ Rawalpindi/Lahore. f. The bidder must submit an affidavit on stamp paper of Rs.100/- to the fact that bidder has not been blacklisted by any organization of the Federal/ provincial Government.

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		s. Any bidder supplying additional item(s)/ accessories, enhanced warranty, superior specs within same cost will be preferred.
16.	Non-Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the BU to provide consulting services for the preparation of the design, specifications, and other documents to be used under this Invitation for Bids. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
17.	Amount of Bid Security	Rs. 500,000/- financial proposal
18.	Bid Security	a. The bid security Rs.500,000/- of bid amount must be in the form of irrevocable, cashable Call-Deposit/ Bank Draft/ Pay Order in name of Bahria University Islamabad. b. No personal cheque will be acceptable at any cost. c. The bid security of non-qualified bidder will be returned after issuance of Purchase Order to the successful bidder. d. Bid security of finally accepted bidder will be returned upon delivery and inspection of Items at site. e. In case the finally accepted bidder is unable to undertake the work, the bid security will be confiscated. BU will then have the right to award the contract to the next lowest qualified bidder or re-tender. f. The previous bid security (if any) will not be considered or carried forward for this tender. g. The tenders found deficient of the amount as bid security compared to total bid price will not be considered.
19.	Bid Validity Period	The bid must remain valid for 90 days from the date of financial bid opening.
20.	Criteria for Commercial Bid	a. The price quoted must be in Pak Rupees, inclusive of all applicable taxes, Laboring & transportation charges, if any. If there is no mention of taxes, the offered/ quoted price(s) will be considered as inclusive of all prevailing taxes/ duties etc. b. Bidder is to provide the price of each complete equipment inclusive of accessories if any, as per Section D & E. Price breakdown must be attached. c. Bidders cannot bid for partial quantities of an equipment/ item. The bid must be for each complete equipment. d. The bidder must quote only one rate for each item as per tender specification, no separate accessories will be accepted. e. Work will only be awarded based on best/ lowest price quoted for best quality, separately for each equipment or collectively if more than one equipment has been quoted lowest by single firm.

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		f. Comprehensive warranty as per tender conditions along with next business day replacement to the faulty equipment or provision of backup equipment of same specification to be provided by the vendor.
21.	Criteria for Technical Bids Evaluation	**Technical Evaluation** Technical Committee Constituted by Bahria University shall evaluate bids keeping in view the specifications for each equipment and complete proposals:
22.	Execution	a. The financial evaluation will be made in respect of technically qualified firms. The lowest total cost of complete equipment installations, commissioning etc. b. The firm must quote for complete package and offers for partial qty/ equipment shall be considered non-compliant.
23.	Communication/ Correspondence	Director P & D BUHO Shangrila Road, Sector E-8, Basement Room No.15 Islamabad E-Mail: ddp@bahria.edu.pk Phone: 051 9263409
24.	General Terms and Conditions of Purchase Order, Delivery and Payment Terms	Bidders much go through Section-E for acceptance.

C. Form of Financial Bid

To: (Dir (P&D) Bahria University Head Office, Purchaser)

1. Having examined the bidding documents, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver _____ in conformity with the said bidding documents for the sum of Rs._____ as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

2. We undertake that, if our bid is accepted, we shall deliver the _____ in accordance with the delivery specified in the schedule of requirements. Our bid security as being provided herewith this “Bid Form” will remain with the BU.

3. We also agree to abide by this bid for a period of 90 days from the date of the financial bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This bid, together with your Work/ Purchase Order shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this_____ day of _____ 2026_____.

_____ _____

(Signature) (in the capacity of)

Duly authorized to sign Bid for and on behalf of _____

_____

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D. Price Schedule in Pak Rupees

NOTE:

1. Prices to be entered in pen against each item in para-2 (a & b) inclusive of all types of taxes.
2. Each item quoted must be initialed by the firm/supplier's authorized person.
3. Each page to be stamped and signed by an authorized person.
4. Taxes if added at the end in the total price of the quoted items will NOT be considered while placing purchase/ work order.
5. No column to be left blank.
6. Technical specs and format must not be changed.

Name of Bidder_____ Page _____ of _____

S No	Item/ Description	Qty	Unit Rate (with all applicable Taxes & Tpt & Installation Charges etc)	Amount of Total Quantity
	a. 02 x SSDs 512GB for 02 x Laptops b. 02 x Backup batteries for 02 x Laptops c. 02 x Charging Power Cable Adapter for 02 x Laptops d. 02 x New USB Optical Wired Mouse e. 02 x SSD 512GB for 02 x Desktop System f. 01 x LED Screen Display Monitors 24" for 01 x Desktop System g. 01 x RAM DDR3 4GB for 01 x Desktop System h. 01 x RAM DDR4 4GB for 01 x Desktop System i. 01 x WEBCAM for 01 x Desktop System in use of Director P&D. j. 01 x refurbished Desktop system Following are the specifications for refurbished Desktop PC (HP/Equivalent): i). Core i5, 10th Generation Processor ii). 512 GB SSD iii). 8 GB RAM iv). LED Screen Display Monitor 24" v). USB WIRED Keyboard & Mouse vi) One-year warranty.			

Name of Bidder / Firm

_____

_____

Signature_____

Date_____ Seal:

E. Work Order/ Purchase Order

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Copy No._____ of _04_

Bahria University
Discovering Knowledge
Head Office

Purchase Order Proc No._____ of 2026 BUHO-BUIC/2026/IT/025/L/4034/Computer

M/s _____ Dated:_____

PROCUREMENT OF 50 X COMPUTERS – BAHRIA UNIVERSITY LAHORE CAMPUS (BULC)

Reference:

A. Your quotation No._____ dated _____2026.

1. We are pleased to inform that your quotation at Ref, has been accepted for under mentioned item(s) with specifications and prices given therein:

S No	Item/ Description	Qty	Unit Rate (with all applicable Taxes & Tpt & Installation Charges etc)	Amount of Total Quantity
	a. 02 x SSDs 512GB for 02 x Laptops b. 02 x Backup batteries for 02 x Laptops c. 02 x Charging Power Cable Adapter for 02 x Laptops d. 02 x New USB Optical Wired Mouse e. 02 x SSD 512GB for 02 x Desktop System f. 01 x LED Screen Display Monitors 24" for 01 x Desktop System g. 01 x RAM DDR3 4GB for 01 x Desktop System h. 01 x RAM DDR4 4GB for 01 x Desktop System i. 01 x WEBCAM for 01 x Desktop System in use of Director P&D. j. 01 x refurbished Desktop system Following are the specifications for refurbished Desktop PC (HP/Equivalent): i). Core i5, 10th Generation Processor ii). 512 GB SSD iii). 8 GB RAM iv). LED Screen Display Monitor 24" v). USB WIRED Keyboard & Mouse vi) One-year warranty.			

(Rupees in words_____)

2. Terms & Conditions are as under:

a. Rate: Rate quoted is confirm, final, inclusive of all taxes and irrevocable, thus no escalation whatsoever will be allowed.

b. Delivery:

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(1) As per clause `2h', the items to be delivered at site and delivery challan/invoice duly signed/verified from the Acceptance Committee be handed over to P & D Dte for processing of payment.

(2) Delivery, Unpacking, installation, commissioning, and trials of the equipment will be firm/supplier's responsibility.

(3) Packing material will be the BU's property.

c. Liquidated Damages. 1% of the cost of the entire order of such items remained not supplied for every day up to maximum of 10 days. If supply is not made even after penalty for 10 consecutive days, the university has the right to cancel Purchase/Work order and purchase it from next lowest bidder or re-tender on risk and expense of the bidder.

d. Specifications: All items are to be supplied in accordance with specifications listed in the Purchased Order. Items supplied should refurbished, genuine and should not be repaired or overhauled.

e. Inspection: All the items will be inspected by a committee constituted by Bahria University Lahore Campus after ascertainment of quality, genuineness/quality etc through inspection and testing.

f. Warranty/Guarantee:

(1) The Supplier warrants that the Goods supplied under this order are refurbished (as per specifications). The Supplier further warrants that all goods supplied under this purchase order shall have no defect, arising from design / solution, materials, or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of destination.

(2) Upon receipt of notice from vendors, the Supplier shall, within minimum possible time and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the BU.

(3) In case of any one or more equipment remains non-operational for more than 03 days from date of notification, warranty period will be extended equal to the said period.

g. Defect Liability during warranty

(1) Rep of BU shall promptly notify the firm/supplier on telephone followed by E-Mail/ in writing of any claims arising during the defect liability period.

(2) Upon receipt of such notice, the firm/supplier shall, within the minimum possible period and with all reasonable speed, repair the defective parts thereof without costs to BU.

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(3) If the firm/supplier, having been notified, fails to remedy the defect(s), within 10 days. BU may proceed to take such remedial action as may be necessary, at the firm/supplier risk and expense and without prejudice to any other rights which the BU may have against the firm/supplier under the Contract/ Work Order.

(4) 01 x year warranty period and support during working days/hours.

g. Payment: 90% Payment will be made within 30 days after completion of Purchase/ Work Order of all equipment after delivery and acceptance certificate.

h. Retention Money: 10% Retention money will be released on completion of 03 Year defect liability period from the date of commissioning and acceptance of items.

i. Tax Deduction: All taxes will be applicable as per Government Rules.

j. Arbitration: The Purchase Order/ contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to this purchase order shall be settled amicably by both the parties. In case of any difference/ dispute arising between the parties the matter shall be referred to Rector Bahria University as sole arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any Court of law. The place of arbitration shall be BU Head Office Islamabad.

k. Force Majeure:

(1) Neither the BU nor the Supplier shall be responsible to each other in any manner whatsoever in the event of the performance of the contract being delayed by causes beyond his or its control like strikes, act of God, Civil commotions, earth quick, restraints of government, flood, riots, fire, storms, war or similar occurrence. As soon as the party starts suffering a disruption of work of any delay, due to Force Majeure, it shall forthwith notify other party in writing of the cause of the delay and take possible steps to curtail it.

(2) The party shall provide the other party with all the necessary proof of the occurrence of the events and its effects on the contract performance within 10 days from the start to the Force Majeure event.

(3) Other party shall be entitled to conduct investigation into the cause of delay.

(4) Where the delay is due to genuine Force Majeure event it shall extend the delivery for a period equal to the period in which such Force Majeure remains operative.

(5) Such an extension in delivery period, due to Force Majeure, shall not entitle the supplier to claim any extra cost from the BU.

(6) Such extension in delivery/defect rectification claimed by supplier during warranty, will extend the warranty period by equivalent time.

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l. None of the terms and conditions set forth in the vender's quotation should be in conflict with the above condition.

m. Acceptance. A committee of experts constituted by BU will inspect the equipment delivered. The committee may use any sources, tools or technique to test the equipment to its entire satisfaction, delivered by the supplier. Payment would be made on production of acceptance certificate issued by the committee. The date of acceptance shall be reckoned as the date of delivery. However, date of commissioning and final acceptance of equipment in operational state shall be reckoned for start of warranty period.

n. Safety & Security. Safety and security of men and material (both of university and firm/supplier) within the area of work from the time work is awarded, till acceptance, will be the sole responsibilities of the firm/supplier. BU staff may stop the work in case any lapse is noticed.

3. Following documents are annexed and considered as part and parcel of the Work/Purchase Order and will be binding on supplier:

a. Terms and Conditions (Section `F' of Bidding Documents).
b. Technical specs of equipment para-1 (a & b) of B.D).

4. Bid security will be released upon delivery and inspection of equipment with complete accessories at site.

5. Bid security will be forfeited if:

a. Bidder fails to accept Work Order/ Letter of Intent and/ or fails to sign contract.

b. Unable to deliver the equipment as per time schedule.

6. If the contents of this work order are acceptable to you, then kindly return the copy duly signed and stamped on every page as a token of your acceptance within 03 days of receipt.

7. Prompt delivery & work will be appreciated.

Office Stamp

Signature: _____

MUHAMMAD TAHIR SI(M)
Commodore (Retd)
Director P & D

Seer Distributions:

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P & D Dte		Copy No.02 of 04
Treasurer		Copy No.03 of 04
DD (IT)-(BULC)	To keep close liaison with firm/supplier for early delivery as per Specs.	Copy No.04 of 04

F. Special Terms & Conditions

1. Low quality brands will not be accepted. Bidder must have to qualify in every Technical Specification. In case of Deviation in technical specifications or given terms & Conditions, bidder will be considered as disqualified.
2. Technical scrutiny will be based on user requirement.
3. The equipment shall be delivered, installed, commissioned / made ready for use by the vendor. Quoted prices are inclusive of these services and all taxes.
4. Services will be provided to the BU between 9:00 a.m. and 3:00 p.m., Monday through Friday. In case the maintenance staff is required to work during off hours or on holidays, same to be notified to BU officials in writing, two days in advance. Only fully trained and qualified technicians shall perform the maintenance.
5. The payment would be made after complete supply and installation with the entire satisfaction of end user.
6. Make and brand specified into the bidding document or its substitute with same quality/ specs must be ensured by bidder.

G. Bid Rejections Criteria

Technically eligible bidder, based on conditions listed in this document, not meeting will be rejected in Technical Evaluation, and its sealed/ unopened Financial Proposal will be returned. All bidders complying will be accepted in technical proposal, and their financial bids will be opened. The technical proposals shall be evaluated by the technical evaluation committee in the light of terms and conditions given in the Bidding Documents.

H. Format of Bid Security Required

1. Rs.500,000/- **Bid Security (Re-fundable)** in the form of pay order/ demand draft in favour of Bahria University Islamabad is required.

2. The Bid Security shall be in Pak. Rupees and shall be irrevocable, bank draft/ pay order in the favour of the Bahria University Islamabad.

3. Bid security of unsuccessful bidder will be returned within thirty (30) days of financial bid opening.

4. The successful Bidder's bid security will be discharged upon the Bidder's successful supply and inspection of equipment at site.

5. The bid security may be forfeited:

   (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form;

   OR

   (b) In the case of a successful Bidder if the Bidder fails:

      (i) To accept the work order in accordance with ITB.

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(ii) Fails to deliver the Goods within stipulated time period as per schedule of requirements.

J. Details of Standards (If Any) That Are to Be Used in Assessing The Quality of Services Specified

N.A

K. Any Other Details Not in consistent with these Rules that the Procuring Agency May Deem Necessary

Nil

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