

TENDER DOCUMENT FOR SUPPLY/INSTALLATION OF DESKTOP COMPUTERS, LAPTOPS AND NETWORK PRINTER FOR THE PSDP PROJECT TITLED AS “ESTABLISHMENT OF BAYT-UL HIKMAH AT NUML”.

Note

- The bidding firms are bound to fill the rates only in the attached tender form (**Page# 2-3**).
- The responses shall be according to the PPRA 36 (a) rule, however, financial evaluation would be assessed item wise. (**Technically Qualified, Financially Lowest**)

TERMS AND CONDITIONS: -

1. All the potential bidders are advised to read carefully all the terms and conditions prior to submission of their bids. The bids must accompany a covering letter indicating acceptance of all clauses and instructions of the tender.
2. Bids must be submitted electronically through EPADS v2.0, whereas, prospective bidders may contact PPRA (1st floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237) for registration, training and technical assistance. Proposals sent to NUML by fax, email or any other electronic mode other than EPADS shall not be accepted. Soft copy of the proposal and supporting documents must also be uploaded on EPADS v2.0.
3. The bidders are also required to submit bid in sealed envelope to the office of Director Administration, Jinnah Block, on 5th **November, 2026** at 1100 Hrs, which will be opened on same day at 1130 Hrs in the presence of available bidders through EPADS. Moreover, timely submission of sealed envelope is the sole responsibility of the bidder. **It is the responsibility of firm to provide requisite documents for Technical evaluation as per clause 20.**
4. The Bidder may participate and shall furnish earnest money as per the following in the form of Bank Draft/Pay Order issued by a scheduled bank of Pakistan in the favour of “Rector-NUML”, valid for six months (06 months).
 - **Desktop Computer: Rs. 57,375/-**
 - **Laptop: Rs. 40,500/-**
 - **Mac Book Air: Rs. 20,250/-**
 - **Network Printer all in one = Rs. 17,775/-**

No Bid shall be entertained without the earnest money. Earnest money of the successful bidder will be released on completion of the project. Payment of non-refundable tender fee, amounting Rs. **15,000/-** in shape of Bank Draft/Pay Order must also be submitted to office of the undersigned with the bid.

5. Warranty period of the equipment shall be one year (12 Calendar months or more as provided by the manufacturer) and technical support where required. Please mention the warranty details provided by the manufacturer if any. Moreover, The End of Life / End of support, of the quoted equipment must **NOT** be announced by the principal.
6. The successful bidder shall be responsible to maintain the equipment during the warranty period and **10%** of the total bill shall be retained as security (Bank guarantee not acceptable), which will be released after satisfactory completion of the warranty period, whereas, the warranty will start from the date of successful installation/testing and commissioning of the equipment on client side.
7. In case of any complaint, an engineer of the firm will visit the site within 24 hours to remove the fault free of cost during the warranty period.
8. The rates quoted shall be in PAK Rupees only inclusive of all taxes and shall be valid for **90 days**.
9. NUML will not allow any compensation to the Selected Bidder for any variations in the rate of exchange of rupee against any foreign currency. No additional claim arising out of change in legislation, exchange rate variation or any sort of taxes will be entertained.
10. An affidavit (on Stamp Paper Rs. 100/-) to affirm that the firm is not blacklisted by any Government/semi Government organization.
11. All the equipment will be supplied and installed by the firm within **30 days** from the date of supply order. In case of failure to deliver in the specific time period (i.e. 30 days), a penalty @ 0.10% of the contract amount

will be imposed on daily basis for the total number of days delayed. However, the penalty shall not exceed than 10% of the total contract amount.

- 12 All the equipment will be deliver for testing, inspection & installation to Main Campus, Islamabad.
- 13 Payment will be processed after delivery of equipments and also submission of satisfactory report by the constituted Technical/Inspection Committee.
- 14 In case of non-provision of the desired equipment, the firm may be blacklisted for future participation and earnest money deposited with the bid will be forfeited.
- 15 The University reserves the right to increase or decrease the quantity of the equipment/item while placing the order.
- 16 NUML reserves the right to reject all the bids/proposals at any time prior to acceptance of a bid or proposal without disclosing reasons.
- 17 In case of dispute, Rector NUML will act as the arbitrator whose decision will be binding on both sides and in any circumstances it will **NOT** be challengeable at any court of law.
- 18 Pre-conditions set by the contractor/bidder in addition to the abovementioned terms & conditions will **NOT** be accepted, and will lead to the rejection of the bid.

19. SUPPLY/INSTALLATION OF DESKTOP COMPUTERS, LAPTOPS AND PRINTER:

S. #	Description	Qty	Tax Percentage (%)	Each at rate in Pak Rs: (inclusive of all taxes)	Total in Pak Rs: (inclusive of all taxes)
a.	Desktop Computers Branded (HP/Dell/Lenovo) Tower Casing Or Equivalent Intel Core i7, 13 th Generation (or Higher) RAM – 1x16 GB DDR5 or higher upto 32GB supported, SSD Drive = 1x 1TB Built-in 1 Gbps LAN Card. Operating System: DOS LEDs: LED Display: FHD/4K 24” (inch) or higher Availability of same display ports on CPU and LED Keyboard, Mouse of same brand with standard accessories.	03 Nos			
b.	Laptop Branded (HP/Dell/Lenovo) Or Equivalent Intel Core – i7, 12 th Generation (or Higher) RAM – 16 GB DDR4 or Higher, SSD Drive = 512 GB (or Higher) Operating System: DOS Display: 15.6 (inch) or higher Carrying Bag of the same brand	02 Nos			
c.	Mac Book Air (Apple) M5 or Higher Display 15inch RAM 16GB, HDD 512GB along with Accessories and Carrying Bag.	01 Nos			
d.	HP Printer All in One FDN Printer+Copier+Scanner+Fax Black speed up to 40ppm, Duplex printing, scan and Fax ADF capacity 50 sheets or Equivalent	01 Nos			

20. Technical Evaluation / Eligibility Criteria

S. #.	Particulars	Page No of the attached Documents	Remarks
a.	NTN/STN/Professional Tax (Mandatory)		Attach Documentary proof alongwith page No.
b.	Bid Security Money (Earnest Money)		
c.	Payment of non-refundable tender fee, amounting Rs. 15,000/- in shape of Bank Draft/Pay Order.		
d.	An affidavit (on stamp paper worth 100/-) Not blacklisted by any Government/Semi Government Organization		
e.	Financial Health: attached Bank statement for the last six months.		
f.	Submission of Tender document that includes Percentage of Tax, Unit Rate and Total amount inclusive of all taxes.		
g.	Experience of firm in the relevant field.		

Note: Each and every page of this document must be signed and stamped by the authorised signatory of the firm. We, the under-mentioned firm, hereby undertake to abide by the abovementioned terms and conditions.

Name of Firm & Address _____ Tele Phone No. _____

GST No. _____ (Please attach a copy of GST Certificate)

Draft/Pay order No. _____ Date _____ Amount _____

Issued by

Authorised person's name with Signature & firms Seal

Dated _____