TENDER DOCUMENT
NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)
Procurement of Laptops for NIPCONS
NUST H-12 CAMPUS ISLAMABAD

Tender No: IT/14 **Date:** 11 Feb 2026

1. Bids are invited from reliable firms / suppliers having NTN & Sales Tax registration for **Procurement of Laptops for NIPCONS- NUST H-12 CAMPUS ISLAMABAD** as per details available at **Annex-A**.

2. **Submission of Bids**. Single Stage-Single Envelope procedure through EPADS.

3. **Eligibility Criteria:** The bidder must be:
   a. Registered with FBR for sales tax/ income tax.
   b. Be active on tax payer list
   c. Never Black listed; Affidavit on stamp paper.
   d. Not under any litigation; Affidavit on stamp paper.

4. **Bid and Attachments to be provided by Suppliers**:
   a. Bid prices for complete systems duly totaled up in local currency- PKR, All inclusive.
   b. **Comparison/Selection of Bids:** NUST will have the option to select item wise or Lot wise and cancel bids without any liability as per PPRA Rule no 33.
   c. Bid must be **valid** for at least **90 days** after the opening date of tender.
   d. **Bid Security** Exact equal to **3% of total quoted value** with bid. **Please disregard the amount reflected on EPADS which is just a codal formality**. The same amount i.e 3% (Bid Security) will be reflected in EPAD system when uploading the draft record of bid. **Pay-order / bank draft** will be in favor of **"NUST, Islamabad"**.
   e. Bidder to ensure submission of documents as per details provided in **Annex-B**.
   f. Multiple firms operating under common owner/administration will submit only **one bid from** any one of its registered/legal entities.
   g. **Last 3 x month utility bills**, duly paid, of the firm's office/accommodation.

5. **Instructions for Suppliers (Be Noted Carefully)**:
   a. Incomplete bid in any aspect will be rejected.
   b. Bid(s) may be rejected **if the rate(s) are unclear, incomplete, ambiguous, conditional or not totaled**.
   c. **Penalty for delays**: To be decided by P&LP Dte in view of prevalent factors.
   d. **Performance Guarantee for Warranty Period**. Selected firm(s) shall provide **5% PG** of the PO amount.
   e. **Right to purchase at Risk-and-Expense of Supplier,** if the selected supplier: **(i)** fails to complete the order, or **(ii)** delays to supply within the delivery time quoted or extended time given by Purchaser, or **(iii)** supplies **sub-standard** items, or **(iv)** supplies low quality items, then NUST reserves the right to **(v)** purchase single, all or non-supplied quantity of item(s), by the suppliers at **Risk-and-Expense** therefore forfeit Earnest Money and resort to administrative actions, etc.
   f. **NUST reserves the right to (i)** change/delete the required quantity while placing purchase order or add related item in repeat order. **(ii)** reject any bid or procurement process. **(iii)** Amend delivery time. (iv) Make clarifications during contract period etc. any time, as per rules.
   g. Representatives of bidders are allowed to witness opening of tenders, without conferring any privilege.
   h. **Contract Agreement** shall be signed with successful bidder(s) as per NUST policy and Provision of **Rs.100 stamp paper** shall be the provided by successful bidder which shall be delivered before issuance of Purchase Order by P&LP Dte.
   i. **Late submission of bids** cannot be uploaded therefore upload bid with in stimulation period.

j. Information regarding subject item should not be communicated to un-authorized person(s).

k. In case of dispute, **decision of Pro-Rector (P&R)**, NUST shall be final and binding on both the parties. Firms will to ensure that the "End of Sale" and "End-of-Life" (EOL) are not being quoted / provided.

l. **Delivery Time:** Delivery, Installation and commissioning time shall be within **1 Weeks** as specified in the respective PO.

m. Bid openings may be postponed due to unavoidable circumstances, including public holidays, leave, or official commitments of the President or members of the Purchase Committee. In such cases, the bid opening will be rescheduled to the next working day.

n. Selection/ evaluation of items shall be according to the Evaluation Criteria.

o. **Payment** will be made after deduction of Income Tax and part of Sales Tax by NUST, as per Govt rules. It is vendor's responsibility to be on Active Tax Payers list of FBR.

p. The specifications provided in this tender document are the minimum requirements of NUST, and will not be compromised. However, in such cases, additionally proposed or alternate specifications should clearly be highlighted to enable NUST to clearly ascertain the impact of modified specifications.

q. **Vendor must provide one year contract for any repair & maintenance coverage.**

6. **Pre-bid Clarifications/Technical Queries**: Firms are advised to email P&LP Dte (ddproc@nust.edu.pk) and for any clarification/technical queries.

7. Technical and Financial Quotations should be submitted in the following format: -

a. **Format for Technical Quotation**

S. No	Nomenclature	Technical Specifications	A/U	Qty	Make/ Model	Origin

b. **Format for Financial Quotation**

S. No.	Nomenclature	A/U	Qty	Unit Price	Unit Price with All Applicable Taxes	Total Price with All Applicable Taxes

8. **Selection / Evaluation Criteria:** Comprehensive Bid Evaluation Criteria is provided in the tender document as **Annexure-C**. Both the bids i.e., Technical and Financial carry equal marks. Final selection will be made by calculating the average marks so obtained by each bidder. Any Firms scoring more than or equal to 70% aggregated marks will qualify. Contract will be awarded to the bidder offering the Most Advantageous bid.

9. **Bid Opening:** The e-bids must be submitted through E-PADS by **27 Feb 2026 (Friday) before 1100 hrs**. Electronic **Bids will be opened on the same day at 1130 hrs** in the presence of Local Purchase Committee (LPC) and firm representatives in **P&LP Directorate Conference Room, Near NT Park, NUST H-12 Campus, Islamabad**.

A/Director P&LP
(Muhammad Maalik)
(Telephone: 051-90851649)

Annex-A

Procurement of Laptops for NIPCONS- NUST H-12 CAMPUS ISLAMABAD

Sr	Required Items	Description of Equipment	Qty	Unit Price with All Applicable Taxes	Total Price with All Applicable Taxes
1	**Laptops**	Processor: Core i5 13th Gen, Memory: 8 GB RAM, Storage: 512 GB SSD, Display: 15.6" FHD OS: DOS, Extras: HDMI, LAN Port and Carrying bag, Models / Warranty: business model/series and with 1-year verifiable warranty	13		

Annexure-B

Procurement of Laptops for NIPCONS -
NUST H-12 CAMPUS ISLAMABAD
(ATTACHMENT ON EPADS)

Ensure that you have provided the following documents, labelled and referred correctly. Please highlight the relevant information in the attached document.

S/No.	Required Documents (ONE COPY ONLY)	Attached? ☑/☒	Placed At
1.	NTN certificate	☐	
2.	Sales Tax certificate	☐	
3.	GST Deposit record	☐	
4.	No Blacklisting & No litigation Affidavit	☐	
5.	OEM Authorization Certificate	☐	
6.	Literature of each quoted equipment	☐	
7.	Firm's Registration Certificates Since foundation till date	☐	
8.	Bid Security (Not less than 3% of the quoted value of quotation)	☐	
9.	Document showing similar equipment/work supplied/completed in last 2 years **(Only Last 3 works / POs)**	☐	
10.	Financial Position Record (Bank Statement) – Last 1 Year	☐	
11.	Resume of technical manpower (on company's payroll), posted in Islamabad/Rawalpindi office: Relevant to the project only (**One Page)**	☐	
12.	Resumes of technical manpower (on company's payroll), dedicated for this project: Relevant to the project only **(Please mention)**	☐	
13.	Bid is valid for at least **90 days**	☐	X
14.	Each Lot is quoted separately	☐	
15.	End-of-Life (EoL) and End-of-Sale (EoS equipment NOT QUOTEQ)	☐	
16.	Prices is quoted in Pak Rupees PKR	☐	
17.	Delivery Time as per bidding document	☐	
18.	The equipment is quoted with warranty as specified in the BOQ attached as Annex A.	☐	
19.	Make, Origin and Manufacturer is as indicated in the quotation in Bid	☐	
20.	Compliance Sheet Signed and Stamped by owner/representative.	☐	
21.	Firm must possess a registered PTCL number under its name	☐	
22.	**Last 3 x month utility bills**, duly paid, of the office accommodation of the company/firm.		

Signature: ____________________________

Name: _______________________________

Designation: __________________________

Date: _______________________________

Firm Seal

Annexure-C

TECHNICAL / EVALUATION CRITERIA

S/No.	Evaluation Parameters	Marks	Remarks
1.	Confirmation to specs	40	
2.	Capacity of Firm i.e., organization, resources, support system	20	
3.	Relevant Past Experience	10	
4.	Financial Statement of last one year	10	
5.	Bidder's certified business relationship with OEM	10	
6.	Quality Certification, if any	5	
7.	Clarity & cohesiveness of bid document	5	
	Total Marks	**100**	
	Qualifying Marks	**70**	