



UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE

TENDER NOTICE

Sealed Tender on the basis of single stage two envelopes are hereby invited from authorized manufacturers / Authorized Suppliers/Distributors of well reputed firms/ companies to supply of following item(s):

Sr.	Description of Items	Total Estimated Cost	Quantity (Nos)
01	Laptop Core i7	Rs. 160,000/-	01

Note:-

1. Tender document containing terms & conditions including technical specifications etc. can be obtained from procurement section of IB&M during office hours (08:00 am to 04:00 pm) or available online PPRA Website at a cost of Rs.500/- per document (non-refundable) to be deposited in IB&M Account No. 01287902920801 maintained at HBL, UET Branch Lahore.
2. The proposals/Bids will be submitted in IB&M Procurement Office. The last date for submission of bids shall be **14-10-2019** by 09:30 A.M. Proposals/bids will be opened on **14-10-2019** at 10:00 A.M. in the conference Room adjacent to Registrar Office UET Lahore. (subject to the meeting of CPC).
3. 2% of total estimated cost i.e Rs 3,200/- in the shape of pay order/bank draft in favor of Director, Institute of Business and Management, UET Lahore shall be submitted with the financial bid.

Prof. Dr. M. Shoaib
Director IB&M

Institute of Business & Management
University of Engineering & Technology,
G.T Road, Lahore. Tel: 042-99250403

TENDER DOCUMENT

PURCHASE OF LAPTOP CORE I7



**Institute of Business & Management
University of Engineering and Technology, Lahore**

Institute of Business & Management University of Engineering and Technology, Lahore

Purchase of Laptop Core i7

Tender Price Rs-500

Last Date of Submission: October 14, 2019 at 09:30 A.M

For Office Use Only

Serial # _____

Sold to _____

Date of Sale: _____

Bank Challan # _____

Dated: _____

Director IB&M
Institute of Business & Management
University of Engineering and Technology, Lahore

Terms and Conditions

1. Overview

- 1.1- Institute of Business and Management (IB&M), University of Engineering and Technology (UET), Lahore intends to purchase Laptop Core i7 01 Nos.
- 1.2- Single Stage / Two Envelopes bidding procedure shall be applied in response to the RFP (Request for Proposal).
- 1.3- The supplier will be responsible for delivery & installation/affixation of above mentioned items at the premises of IB&M (As per the discretion of IB&M Management).

2. Submission of Proposal

- 2.1- The complete bids should be submitted by/before October 14, 2019 at 09:30 A.M in the office of Procurement Section, IB&M, UET Lahore.
- 2.2- Two separate envelopes should be clearly marked as Technical and Financial Proposal. The Financial proposal must be accompanied by **2%** of the estimated amount i.e Rs 3,200/- mentioned in the tender document in the shape of **CDR** favoring Director IB&M, UET, Lahore without which tender will not be entertained.
- 2.3- Technical Bids will be opened on the same day at 10:00 A.M at Conference room adjacent to Registrar Office, UET, Lahore (subject to CPC meeting) in the presence of the authorized representatives of the responding Firms/Companies, who cares to participate. (The representative of the responding Firms/Companies must have an authorization letter from the firms on their letterheads to participate). Financial bids of technically qualified bidders only will be opened. However the financial bids of technically disqualified bidders will be returned without opening.

3. Mode of Delivery and Address

- 3.1- Complete bids in all respect in sealed envelope with legible documents shall reach to the Procurement Section, IB&M, UET Lahore by/before the cut-off date & time as specified above.
- 3.2- Bids will not be accepted after the due date & time.
- 3.3- No bid will be entertained, received by courier/post/telephone.

4. Disqualification

- 4.1- Offers are liable to be rejected if there is any deviation from the instructions as laid down in these terms and conditions.

5. Earnest Money/ Security Deposit

- 5.1- A Pay order / Bank Draft equal to 2% of the Total Estimated Cost i.e Rs 3,200/- should accompany to the Financial Bid as an earnest money drawn in favor of the IB&M, UET, Lahore.
- 5.2- No bid shall be considered without earnest money.
- 5.3- Bank guarantee will not be accepted.
- 5.4- The earnest money will be returned to the unsuccessful bidders after the issuance of the purchase order to the successful bidder.

- 5.5- The earnest money to the successful bidder will be released after delivery/installation/affixation of required equipment.
- 5.6- For successful bidder, 10% of each claim will be deducted as security deposit to be released after expiry of the warranty period.

6. Validity of the Bid

- 6.1- All bids and prices will remain valid for the period of 90 days from the opening of the tender.

7. Quoted Price and Currency

- 7.1- All the prices should be quoted in Pak Rupees inclusive of all taxes, transportation, commissioning and installation, affixation & testing cost, etc.

8. Delivery Period

- 8.1- Delivery period will be 15 days, from the date of purchase order.

9. Technical Literature

- 9.1- The bid must be supported with technical literature/specifications in detail for the equipment material offered.

10. OEM Relationship and Warranties

- 10.1- The bidder should have a sound financial standing.
- 10.2- Warranty for one year starting from the date of delivery challan must be provided.

11. Supporting Documents

- 11.1- The bidder must provide following information/documents with the bid in addition to above requirement.
- 11.1.1 The name and address of the company and chief executive (or any other authorized person).
 - 11.1.2 Copy of national tax registration certificate.
 - 11.1.3 Copy of sales tax registration certificate.
 - 11.1.4 Any additional information the bidder may like to furnish.
 - 11.1.5 An affidavit on Rs. 100/- 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.
 - 11.1.6 The Successful Bidder will arrange **blank stamp paper** for value of 0.25% of total contract amount for issuance of supply order/contract, purchased in the name of Director IB&M, University of Engineering & Technology (UET), Lahore

12. Rights Reserved

- 12.1- The quantity of any order may vary depending on the quoted prices and the allocated funds/or an item may be omitted altogether.
- 12.2- The decision of the purchase committee will be binding on all concerned and will in no case be challenged on any forum court/law.
- 12.3- The purchase committee reserves the right to modify the conditions/specifications of the tender document with written intimation to all those participants who have purchased the tender document.

13- Other Conditions

- 13.1- The successful bidder must submit a confirmation/acceptance letter within 5 working days after issuance of the purchase order, failure to which may lead forfeiting of the earnest money.
- 13.2- In case the offer is withdrawn, amended or revised during the validity period of the tender the earnest money will be forfeited.
- 13.3- In case the successful bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract or fail to provide the required maintenance in a satisfactory manner, the security deposited by him shall be forfeited and the requisite stores equipment, etc will be purchased and professional service hired at his risk and expenses.
- 13.4- The purchase committee reserves the right to impose a penalty of 02% of bid value for the losses caused by delay in the delivery of equipment.
- 13.5- The successful bidder/supplier shall get the equipment inspected at Institute of Business and Management (IB&M), UET, Lahore before and after installation at the site in its original packing and the purchase committee reserves the right to reject the equipment if not found according to the stated specifications.
- 13.6- Any overwriting/crossing etc in the bid should be properly counter signed by the person signing the bid. All pages of the bid must be properly counter signed.
- 13.7- Any conditional, ambiguous or incomplete bid shall not be entertained.
- 13.8- Supplementary or revised offer after the opening of the tender shall not be entertained.
- 13.9- In case any 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 will replace the same free of charges or pay the full cost of replacement and may be subjected to clause 13.4.
- 13.10-Wherever applicable especially in the case of purchase of laptop, all items must be provided in original sealed packing which must be opened and assembled at the Institute of Business and Management, UET, Lahore.
- 13.11-All bids & bidders will be governed by PPRA Rules 2014 as and when amended.

Director (IB&M)
Institute of Business & Management
University of Engineering and Technology, Lahore

**Institute of Business & Management
University of Engineering & Technology, Lahore**

MINIMUM TECHNICAL SPECIFICATIONS OF LAPTOP CORE I7

Processor Type	Core i7 8 th Generation
Processor Speed	1.8 GHz
Hard Drive	1TB 95400rpm) SATA
Installed RAM	8 GB DDR4
Graphic Card	Standard Integrated Graphics
Display	15.6"
Network Wireless Connection	Supported
Webcam	Available