



TENDER DOCUMENTS
PROCUREMENT OF IT EQUIPMENT
NUTECH
NUTECH/SCM/IT EQUIPMENT-2019/TD-044

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/IT EQUIPMENT-2019/TD-044

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Sealed bids are invited from Government / FBR Registered Firms for the procurement of IT Equipment for NUTECH.

1. Tender documents containing terms & conditions and detailed specifications of items can be downloaded from NUTECH website "<https://nutech.edu.pk/d-p.php>" w.e f **08 March 2019**.
2. Quotations shall be submitted as per requirement of the tender documents.
- a. Bidders will be required to submit bank draft/PO equal to 5% of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
3. Sealed bids with detailed specification should reach on the following address latest by **1030 hours on 25 March 2019**. Late submission will not be entertained.
4. Bids will be opened at **1100 hours on 25 March 2019 at SCM Office**.
5. Project is to be completed in 30 days from the date of award of contract.
6. Submit Rs 1500/- as Tender fee in favour of NUTECH HBL account: **NUTECH Tendering and contracts, 5037- 000210755**. Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

Deputy Director (Supply Chain Management Office)
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH) UPROAD,SECI-12,
ISLAMABAD
Tel: 0092-51-5476768, Ext: 178



NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANAGEMENT OFFICE

INVITATION TO TENDER

Submission Date/Time 25 Mar 2019 at 1030 hours

1. NUTECH desires to procure the list of item(s)/Store(s) as per **Annexure-A**. Interested bidders are requested to send their bids through courier or deliver at NUTECH under two separate sealed envelopes (placed together in third envelope), marked clearly, "**Technical Offer**" and "**Commercial Offer**", respectively to the undersigned, latest by or before above mentioned due date. If due to any unforeseen circumstances, NUTECH establishment remains closed, then the last date of submission will be extended to next working day.
2. Please also note that Technical Offer should contain only Annexes-A & B duly filled in (supported with relevant technical literature /details/ catalogues etc) and receipt of tender processing fee. Commercial Offer will contain Annexure-C and bid bond (Dully mentioned and placed in separate envelop). Please ensure no space is left blank in the annexes.
3. Following must be noted for this IT (Invitation to Tender):-
 - a. 2 x copies of technical offer are to be provided.
 - b. Annexes A, B and C must be signed and stamped. Attach only relevant documents.
 - c. Please complete all document as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.
 - d. Validity of offer will be 90 days.
 - e. Delivery period will be 30 days from the date of award of contract.
 - f. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
 - g. Quote firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
 - h. Tender(s) must be accompanied with a Bid Bond in agreement of faithful compliance of the conditions of Contract/Purchase Order. This amount will be equivalent to 5% of the total quoted value. In case of non-acceptance of any offer, the Bid Bond will be returned to the bidder by fastest possible means. The Bid Bond amount submitted by the successful bidder

will however be refunded on effective termination of Contract/ Purchase Order. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). Submission of Bid Bond is mandatory; otherwise your offer will be rejected.

- i. 2 years warranty against 5% bank guarantee will be required from the successful bidders from the date of commissioning.
- j. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.

4. We reserve the rights to accept or reject any or all tenders as a whole or in part without assigning any reason whatsoever. The decision in this regard will be firm, final and binding on all bidders.

DD (Supply Chain Management)



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE
TECHNICAL OFFER

Annex A

User Reference No **NUTECH/SCM/IT EQUIPMENT-2019/TD-040** Date: **21-02-2019**

Technical Specification

Ser	Items	Description	Country of Origin	A/U	Qty Req	Bidder Compliance		Tech Scrutiny to be done by user	
						Yes	No	Accepted	Rejected
								Reason of Rejection	
1.	Pc Core i7	Core i7 8 th generation, 1 TB HDD, 24 Inch Monitor, 16 GB Ram, 2 GB Graphic Card, Wi-Fi Card, USB Keyboard and Mouse with all accessories.(Dell,HP or equivalent international brand)	USA	No	186				
2.	Pc Core i7 (Software Team)	Core i7 8 th generation, 1 TB HDD 256 GB SSD, 24 Inch Monitor, 16 GB Ram, 2 GB Graphic Card, Wi-Fi Card, USB Keyboard and Mouse with all accessories. (Dell,HP or equivalent international brand)	USA	No	4				
3.	Pc Core i5	Core i5 8 th generation, 8 GB RAM, 1 TB HDD, 24 Inch Monitor, 2 GB Graphic Card, Wi-Fi Card, USB Keyboard and Mouse with all accessories. (Dell,HP or equivalent international brand)	USA	No	45				
4.	Laptop Core i7	Core i7 8 th generation, 1 TB HDD, 8 GB Ram, 2 GB Graphic Card, Wi-Fi Card, Carrying Case with all accessories. (Dell,HP or equivalent international brand)	USA	No	40				

5.	Laptop Core i7 (Executives)	8th Generation, Core i7 processor, UHD Graphics, 8 GB RAM 16GB, SSD 512 GB, 13.3" FHD touch display, Carrying Case with all accessories. (Dell,HP or equivalent international brand)	USA	No	5			
6.	Printer B&W	LaserJet, 30 Pages Per Minute, Auto Duplex, Black & White, 1x extra Cartridge with all accessories. (HP or equivalent international brand)	USA	No	35			
7.	Heavy Duty Printer B & W	Laser Jet,75 PM,Auto Duplex,USB Port,Network Connectivity,2 Paper trays,1x extra Cartridge with all accessories. (HP or equivalent international brand)	USA	No	10			
8.	Heavy Duty Printer Color	LaserJet, 56 PPM, Auto Duplex, USB Port, Network Connectivity, 2 Paper trays,1x Extra Cartridge 1x Extra Cartridge with all accessories. (HP or equivalent international brand)	USA	No	5			
9.	Printer Color	LaserJet, Auto Duplex, Color, 1x extra Cartridge with all accessories. (HP or equivalent international brand)	USA	No	18			
10.	Scanner	ScanJet Pro Network Scanner with all accessories. (HP or equivalent international brand)	USA	No	20			
11.	HDD External	2 Terabyte Portable with all accessories	USA	No	30			
12.	Shredder	Paper shredder, CD shredder, Card Shredder, 25 Papers per minute with all accessories	USA	No	15			
13.	Photo Copier with ADF	70 Pages Per Minute, Platen Cover, Automatic Document Feeder, 02 Paper trays, Duplex, Network based with all accessories	USA /EUROPE	No	8			
14.	LCDs	24" LCDs	USA	No	10			
15.	Wireless Keyboard & Mouse Set	Wireless keyboards, sleek design, QWERTY style, Wireless mouse, sleek design, 3 button	USA	No	55			

16.	Wired Keyboard & Mouse	Standard Wired Keyboard and mouse with USB ports	USA	No	100			
17.	USB 16 GB	USB 3.0 with support of 2.0 with key hole	USA	No	100			
18.	HDMI Cables	High definition HDMI cable 20 Meter	Any Country	No	50			
19.	Power Cables	Standard 3 Pin Power Cables for PC, Printer and Scanner	Any country	No	200			
20.	Power Extension boards	High Quality Power extension boards with 1 year Warranty	Any country	No	40			
21.	Rechargeable Cells & Charger	High quality imported brand with maximum backup time along with charging factory.	Any country	No	36 +5			
22.	CD/DVDs RW	Re-Writeable CDs and DVDs	Any country	No	100+100			
23.	Slot Locks	Pc and Laptop Slot Locks	Any country	No	100			
24.	Ethernet Patch Cord	High quality 1M, 2M, 3M, 5M and 10M Ethernet patch cords	Any country	No	250			
25.	USB Extension Cord	Imported USBs extension cords	Any country	No	100			
26.	Mouse Pad with NUTECH branding	Mouse Pads with NUTECH Branding	Any country	No	150			
27.	Printer Data Cables	Standard Printer data cables with USB Port	Any country	No	50			
28.	Dual LED Stands	Dual LED stands with all accessories	Any country	No	10			
29.	Electric Blowers	Electric blowers for cleaning	Any country	No	2			
30.	HDMI Splitter	To split the display into two screens	Any country	No	14			

Special Instructions IT Equipment

Description	Bidder			Tech Scrutiny to be done by User		
	Yes	No	Alternate Offer	Accepted	Rejected	Reasons of Rejection
Training & Certification a. Training & Certification of the IT Support Staff						
Installation/Commissioning a. Commissioning of the equipment (Software & Hardware) will be carried out by OEM rep at his own cost and risk at designated place at NUTECH. b. Any Special requirement must be specified in the offer by the supplier.						
Standard & Compliance a. Bidder must submit specification compliance in their bids, non-compliance (if any) against the product specification and general terms & conditions of the tender will lead to the disqualification of the bidder.						
Support Services a. 24x7x365 Support Services including public holidays. b. Suppliers to have in-country spares/Technical support and ensure spares and technical support/Assistance for next 2 years.						
Warranty Period a. 2 Years Comprehensive warranty for all items. b. A Warranty sticker is to be pasted on each item by the supplier/ OEM highlighting name of Firm, Contract No and Date, Description of Store and warranty validity.						
Training Notes a. Supplier will provide a set of handouts for training on operation and maintenance of the software						
Physical Inspection Criteria <ul style="list-style-type: none"> • 100% Physical inspection of store will be carried out before commissioning of the equipment for following details <ul style="list-style-type: none"> a. For physical damage, scratches and deformity. b. Accessories/ Components as per contractual Specifications c. Technical manuals (Operation manual, user guide). d. OEM certificate and verifiable documents by the supplier that store has been procured from the certified source and is factory new and from latest production. e. Brand name and country origin. 						

<p>Liability of Supplier</p> <p>a. OEM certificate of authorized dealership. Supplier is to provide original OEM certificate of subject equipment bought directly from the manufacturer and being an authorized dealer.</p> <p>b. In Case the equipment supplied is not compatible with specifications, the supplier will be obliged to call his representatives at his own cost for consultation and corrective action</p>						
<p>Special Notes</p> <p>a. Additional requirements for the maintenance of equipment (if any) must be intimated by the supplier in technical offer.</p> <p>b. Supplier must provide the list of organizations using same equipment in Pakistan (if any).</p> <p>c. Equipment must be a standard product of OEM available at web Address of OEM.</p> <p>d. In case of premature failure of the equipment, OEM has to replace / rectify the item free of cost. Required transportation charges would be borne by the supplier.</p> <p>e. Manufacturer Authorization Form (MAF) in the name of NUTECH University by the Principal / OEM must be provided (Mandatory).</p> <p>f. Contract will be awarded on package deal Basis.</p> <p>g. In technical proposal, all items must have the brand names, model number, manufacturer name, country of origin, manufacturer's warranty including parts with complete specs and brochures. Re-conditioned and re-furbished equipment shall not be acceptable.</p>						
<p>Publications</p> <ul style="list-style-type: none"> • Operational manual Qty 01 with software and additional Qty 02 for record purpose and should consist of following sections <ul style="list-style-type: none"> a. Description/Operation b. Servicing c. Maintenance Operations d. Removal / Installation procedure e. Trouble shooting guide 						

Firm Name _____
Signature _____
Name _____
Designation _____



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

TECHNICAL OFFER

Annex B

User Reference No **SCM/IT EQUIPMENT-2019/TD-040** Date: **21-02-2019**

Please fill in the following essential parameters:

1. Validity of Offer: _____ Days (Should not be less than 90 days)
2. Delivery Period: _____ Days (After Placement of order)
3. Country of Origin: _____
4. Warranty/Guarantee: _____ Months from the date of final acceptance of the stores.

General

GST No: _____ (Please enclose copy)

NTN/CNIC: _____ (if exempted, please provide valid exemption certificate)

Payment Terms:

1. 50 % advance payment (Against valid bank Guarantee)
2. 50% Payment after delivery, installation /commissioning, user satisfaction certificate

Details of Payment Recipient

(1) Name/Title: _____

(2) Address: _____

Signature: _____

Official Seal: _____

Name: _____

Designation: _____



NATIONAL UNIVERSITY OF TECHNOLOGY
SUPPLY CHAIN MANAGEMENT OFFICE

FINANCIAL OFFER

Annex C

User Reference No **SCM/IT EQUIPMENT-2019/TD-040** Date: **21-02-2019**

Ser	Items	Description	A/U	Qty Req	Unit Price (Rs) (excluding GST)	GST (If applicable)	Gross total per unit (Rs)	Gross total amount for total qty (Rs)
1.	Pc Core i7	Core i7 8 th generation, 1 TB HDD, 24 Inch Monitor, 16 Ram GB, 2 GB Graphic Card, Wi-Fi Card, USB Keyboard and Mouse with all accessories.(Dell,HP or equivalent international brand)	No	186				
2.	Pc Core i7 (Software Team)	Core i7 8 th generation, 1 TB HDD 256 GB SSD, 24 Inch Monitor, 16 Ram GB, 2 GB Graphic Card, Wi-Fi Card, USB Keyboard and Mouse with all accessories. (Dell,HP or equivalent international brand)	No	4				
3.	Pc Core i5	Core i5 8 th generation, 8 GB RAM, 1 TB HDD, 24 Inch Monitor, 2 GB Graphic Card, Wi-Fi Card, USB Keyboard and Mouse with all accessories. (Dell,HP or equivalent international brand)	No	45				
4.	Laptop Core i7	Core i7 8 th generation, 1 TB HDD, 8 Ram GB, 2 GB Graphic Card, Wi-Fi Card, Carrying Case with all accessories. (Dell,HP or equivalent international brand)	No	40				
5.	Laptop Core i7 (Executives)	8th Generation, Core i7 processor, UHD Graphics, 8GB RAM 16GB,	No	5				

		SSD 512 GB, 13.3" FHD touch display, Carrying Case with all accessories. (Dell,HP or equivalent international brand)						
6.	Printer B&W	LaserJet, 30 Pages Per Minute, Auto Duplex, Black & White, 1x extra Cartridge with all accessories. (HP or equivalent international brand)	No	35				
7.	Heavy Duty Printer B & W	Laser Jet,75 PM,Auto Duplex,USB Port,Network Connectivity,2 Paper trays,1x extra Cartridge with all accessories. (HP or equivalent international brand)	No	10				
8.	Heavy Duty Printer Color	LaserJet, 56 PPM, Auto Duplex, USB Port, Network Connectivity, 2 Paper trays,1x Extra Cartridge 1x Extra Cartridge with all accessories. (HP or equivalent international brand)	No	5				
9.	Printer Color	LaserJet, Auto Duplex, Color, 1x extra Cartridge with all accessories. (HP or equivalent international brand)	No	18				
10.	Scanner	ScanJet Pro Network Scanner with all accessories. (HP or equivalent international brand)	No	20				
11.	HDD External	2 Terabyte Portable with all accessories	No	30				
12.	Shredder	Paper shredder, CD shredder, Card Shredder, 25 Papers per minute with all accessories	No	15				
13.	Photo Copier with ADF	70 Pages Per Minute, Platen Cover, Automatic Document Feeder, 02 Paper trays, Duplex, Network based with all accessories	No	8				
14.	LCDs	24" LCDs	No	10				
15.	Wireless Keyboard & Mouse Set	Wireless keyboards, sleek design, QWERTY style, Wireless mouse, sleek design, 3 button	No	55				
16.	Wired Keyboard-Mouse	Standard Wired Keyboard and mouse with USB ports	No	100				

17.	USB 16 GB	USB 3.0 with support of 2.0 with key hole	No	100				
18.	HDMI Cables	High definition HDMI cable 20 Meter	No	50				
19.	Power Cables	Standard 3 Pin Power Cables for PC, Printer and Scanner	No	200				
20.	Power Extension boards	High Quality Power extension boards with 1 year Warranty	No	40				
21.	Rechargeable Cells & Charger	High quality imported brand with maximum backup time along with charging factory.	No	36+5				
22.	CD/DVDs RW	Re-Writeable CDs and DVDs	No	100+ 100				
23.	Slot Locks	Pc and Laptop Slot Locks	No	100				
24.	Ethernet Patch Cord	High quality 1M, 2M, 3M, 5M and 10M Ethernet patch cords	No	250				
25.	USB Extension Cord	Imported USBs extension cords	No	100				
26.	Mouse Pad with NUTECH branding	Mouse Pads with NUTECH Branding	No	150				
27.	Printer Data Cables	Standard Printer data cables with USB Port	No	50				
28.	Dual LED Stands	Dual LED stands with all accessories	No	10				
29.	Electric Blowers	Electric blowers for cleaning	No	2				
30.	HDMI Splitter	To split the display into two screens	No	14				
				Total				

Bid Bond Ref _____ **GST** _____

Total Gross Value of total Qty _____

**Bid Bond to be attached with Annex C. Copy of Bid Bond be attached with

Technical offer without showing its value. Exposure of bid bond amount may reject your offer.

Firm Name _____
Signature _____
Name _____
Designation _____