

**NATIONAL UNIVERSITY OF PAKISTAN (NUP),
ISLAMABAD**



REQUEST FOR PROPOSALS

FOR

**IT Equipment, Electronic Items, Networking Items, Solar
System, Telephone Exchange and Office Furniture &
Fixtures**

For

**Establishment of National University of
Pakistan, Islamabad**

SEPTEMBER, 2023

**PROCUREMENT OF EQUIPMENTS/ITEMS/FURNITURE &
FIXTURES**

REQUEST FOR PROPOSALS

RFP No.: NUP-RFP/786-002

Supply, Installation & Commissioning of IT Equipment, Electronic Items, Networking Items, Solar System, Telephone Exchange and Office Furniture & Fixture for Establishment of National University of Pakistan, Islamabad.

**Procuring Agency: National University of Pakistan (NUP),
Islamabad**

**Project Director
National University of Pakistan (NUP) Secretariat,
FGEI (C/G) Directorate, 190 Sir Syed Road
Rawalpindi Cantt**

Issued on: 17th September, 2023

Table of Contents

Section 1 Invitation for Proposals	5
Section 2 Instructions to Bidders and Data Sheet	6
1. General Provisions	6
2. Introduction	7
3. Procurement Details	7
i. Lot No.01: IT Equipment	7
ii. Lot No.02: Electronic Item – Air Conditioner	8
iii. Lot No.03: Networking Items	8
iv. Lot No.04: Solar System	8
v. Lot No.05 Telephone Exchange	8
vi. Lot No.06: Furniture & Fixture	9
Section 3 Mandatory Eligibility	12
Section 4 Technical Proposal	15
Section 5 Financial Proposal	16
General Terms & Conditions	17
Standard Form - Form E1	22
Standard Form - Form E 2	23
Standard Form – Form E3	24
Standard Form - Form T1	25
Standard Form - Form T2	26
Standard Form - Form T3	27
Standard Form - Form T4	28
Standard Form - Form T5	29
Standard Form - Form T6	30
Standard Form - Form F1	31
Standard Form - Form F2	32



**NATIONAL UNIVERSITY OF PAKISTAN (NUP),
ISLAMABAD**

TENDER NOTICE

National University of Pakistan invites sealed bids from interested firms for the Supply of **“Supply, Installation & Commissioning of IT Equipment, Electronic Items, Networking Items, Solar System, Telephone Exchange and Office Furniture & Fixture”** Comprising of the following Lots.

Lot. #	Lot Description
Lot.01	IT Equipment
Lot.02	Electronic Item - Air Conditioner
Lot.03	Networking Items
Lot.04	Solar System
Lot.05	Telephone Exchange
Lot.06	Office Furniture & Fixture A, B, C, D & E

TERMS & CONDITIONS:

- The detailed specifications along with terms and conditions have been set forth in Tender Document, which can be obtained from the **National University of Pakistan, (NUP) Secretariat Office** on Payment of Rs. 2,000/- Non-Refundable (Stationary Charges), for each LOT separately, in the form of Bank Draft/ Pay Order in favor of **“National University of Pakistan”**.
- In case of Tender Document is downloaded from the website www.nup.edu.pk, the bids should be submitted along with Bank Draft/ Pay Order of Rs. 2,000/-Non-Refundable (Stationary Charges). No bid will be accepted without Tender Document fee.
- The bid security @2% (Refundable) of total bid price shall be submitted with the bid in form of CDR in favor of **“National University of Pakistan.”**
- The Tender should reach the office of Convener Procurement Committee National University of Pakistan, (NUP) Secretariat on or before Wednesday the **04th October, 2023 @ 02:00 pm**.
- Bids will be opened on the same day at 02:30 PM. The Tender is being executed as per PPRA Rule 36(b) **“Single Stage, Two Envelope Procedure”**.
- The National University of Pakistan reserves the right to increase or decrease quantity or accept or reject any or all bids as per PPRA rules.

**Project Director
National University of Pakistan (NUP), Islamabad Secretariat
FGEI (C/G) Directorate, 190 Sir Syed Road
Rawalpindi Cantt
Ph. 051-5910020**

Section 1 Invitation for Proposals

Procurement for National University of Pakistan (NUP), Islamabad

Reference No. NUP-RFP/786-002

Dated: 17th September, 2023

Dear Mr. /Ms.: _____.

1. The **National University of Pakistan (NUP), Islamabad** invites proposals for **Supply, Installation & commissioning of IT Equipment, Electronic Items, Networking Items, Solar System, Telephone Exchange and Office Furniture & Fixture**. More details of the Procurements are provided in the Terms of Reference.
2. This Request for Proposal (RFP) has been addressed to respective Bidders under Public Procurement Rules, 2004 (amended); fulfilling mandatory requirements enlisted in Data Sheet.
3. A firm will be selected under Quality & Cost Based Selection (QCBS) Method and procedures described in this RFP, in accordance with the Public Procurement Regulatory Authority Rules, 2004 (amended).
4. The RFP includes the following documents:
 - Section 1 - Invitation for Proposals
 - Section 2 - Instructions to Bidders and Data Sheet
 - Section 3 – Standard Forms for Mandatory Eligibility (E1 to E3)
 - Section 4 - Technical Proposal - Standard Forms (T1 to T6)
 - Section 5 - Financial Proposal - Standard Forms (F1 to F2)
5. Please inform us in writing at the following address, till 28th September, 2023

Project Director,

National University of Pakistan (NUP), Islamabad.

FGEIs (Cants/Garrisons) Directorate

190-A Sir Syed Road Rawalpindi Cant, Telephone No: 051-5910020

That you received the Invitation for Proposals; and you intend to submit the proposal (Separate letter for each lot).

Yours sincerely,

Project Director

Section 2 Instructions to Bidders and Data Sheet

1. General Provisions

1.	Date of availability of tender documents (RFP) on National University of Pakistan (NUP) website	17 th September, 2023
2.	Last date and time for sending queries/question or clarifications by suppliers	28 th September, 2023 by 10:00 a.m. (PST)
3.	Last date and time for reply of queries/question or clarifications by NUP	03 rd October, 2023 by 02:00 p.m. (PST)
4.	Last date, time and address for receipt of Tender Documents/Proposals (In Hard Form only)	04 th October, 2023 by 02:00 p.m. (PST) National University of Pakistan (NUP), Secretariat FGEI (Cantts/Garrisons) Dte. 190, Sir Syed Road Sadder, Rawalpindi Ph. 051-5910020
5.	Date and Time of Opening of Technical Proposals	04 th October, 2023 by 02:30 p.m. (PST)
6.	Contact for Suppliers	Interested Suppliers are requested to send their queries on the following email: nup@fgei-cg.gov.pk The email query should clearly mention the following details, so that in case of any clarification, the same maybe issued to them: • Name of Company, Contact person, Mailing address, Telephone No. Email address, Mobile No. etc.
7.	Pre-Bid Meeting	A Pre-Bid Meeting is scheduled on 26 th September, 2023 (For Lot No. 01 to 03), on 27 th September, 2023 (For Lot No. 04 to 06) in the office at 11:00 am. Interested bidders who wish to attend the meeting must submit the request in writing or by given email one day prior to the meeting for necessary arrangements.

Note: Proposals will be opened in presence of the supplier representative who choose to attend the Bid opening.

2. Introduction

- i. The Procuring Agency named “National University of Pakistan, Islamabad” intends to select a Bidder from those specified in the Invitation for Proposals, in accordance with the method of selection specified in the **Data Sheet**.
- ii. The Bidder is invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for Supply, Installation & Commissioning of IT Equipment, Electronic Items, Networking Items, Solar System, Telephone Exchange and Office Furniture & Fixture. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Bidder.
- iii. The Bidder should familiarize themselves with the local conditions and take them into account in preparing their Proposals; including attending a pre-bid meeting as specified in the **Data Sheet**. Attending any such pre-bid meeting is optional and is at the Bidder’s expense.
- iv. The Procuring Agency will timely provide, at no cost to the Bidder, the inputs, relevant project data, and reports required for the preparation of the Proposal as specified in the **Data Sheet**.

3. Procurement Details

Below is the complete list of **IT Equipment, Electronic Items, Networking Items, Solar System, Telephone Exchange and Office Furniture & Fixture** to be purchased under this tender;

i. Lot No.01: IT Equipment

S.No.	Items	Details	Qty.
IT Equipment			
a.	Desktop Computer	Desktop Computer core i7 8 GB RAM, Combo Drive, 1TB Hard disk, Network Interface Card with 17” Led screen or equivalent	30
b.	Printers	Printer Laser jet Print speed: Up to 30 ppm Resolution: Up to 1200 dpi Duty Cycle: Up to 25000-pages/PM Paper Handling: input: 250-sheet / Multipurpose: 50-sheet / Output: 150-sheet bin (face-down) or equivalent	17

ii. **Lot No.02: Electronic Item – Air Conditioner**

S.No.	Items	Details	Qty.
a.	Electronic Item	Wall Mounted Air Conditioner (Inverter) complete Unit • AC 2Ton	07
		Wall Mounted Air Conditioner (Inverter) complete Unit • AC 1.5Ton	06
		Wall Mounted Air Conditioner (Inverter) complete Unit • AC 1Ton	15
		Total	28

iii. **Lot No.03: Networking Items**

S.No.	Items	Details	Qty.
a.	Networking Items	Switch Cabinet	2
b.		Fiber Optic	50
c.		OFDF (Optical Fiber Distribution Frame)	1
d.		Fiber Patch Cord	2
e.		Pigtails	5
f.		UTP Cable (CAT-6)	5
g.		Face Plates (02ports K6)	50
h.		Back Box	50
i.		Information Outlet	50
j.		Blanks	50
k.		Patch Panel	3
l.		Branded Patch Cord	50
m.		Parch Cord/Drop Cable	50
n.		Access Switches	1
o.		Wireless Access Points	1
p.		Wireless LAN Controller	1
q.		Dura Duct Shielded	200
r.		Dura Duct	200
s.		Cable laying, Installation & Electrification	Job

iv. **Lot No.04: Solar System**

S.No.	Items	Details	Qty.
1.	Solar System	10 Kv Complete Solar System	01

v. **Lot No.05 Telephone Exchange**

S.No.	Items	Details	Qty.
1.	Telephone Exchange	Extension User-30 (CooVox-U20 V2)	01

vi. **Lot No.06: Furniture & Fixture**

3.6.1 Office Furniture & Fixture (A)

S.No.	Description	Quantity
a.	General Reception Counter	1
b.	Executive Chair for Rector	1
c.	Executive Table for Rector	1
d.	Visitor Chair (Executive)	5
e.	Sofa set (7 Seater)	1
f.	Center Table (A class)	1
g.	Furniture for Meeting / Conference Room (30 Persons)	1
h.	Table 'B' Class	2
i.	Chair 'B' Class	2
j.	Visitor's Chair 'B' Class	4
k.	Rack / Shelf 'B' Class	2
l.	Table 'C' Class for Support Staff	2
m.	Chair 'C' Class	2
n.	Rack / Shelf 'C' Class	2

3.6.2 Office Furniture & Fixture (B)

S.No.	Description	Quantity
a.	Executive Chair for Registrar	1
b.	Executive Table for Registrar	1
c.	Visitor Chairs (Executive)	2
d.	Center Table (Executive)	1
e.	Sofa Set (5 Seater)	1
f.	Table 'B' Class	3
g.	Chair 'B' Class	3
h.	Visitor's Chair 'B' Class	6
i.	Rack / Shelf 'B' Class	3
j.	Table 'C' Class for Support Staff	3
k.	Chair 'C' Class	3
l.	Rack / Shelf 'C' Class	3

3.6.3 Office Furniture & Fixture (C)

S.No.	Description	Quantity
a.	Executive Chair	1
b.	Executive Table	1
c.	Visitor Chairs (Executive)	2
d.	Center Table (Executive)	1
e.	Sofa Set (5 Seater)	1
f.	Table 'B' Class	3
g.	Chair 'B' Class	3
h.	Visitor's Chair 'B' Class	6
i.	Rack / Shelf 'B' Class	3
j.	Table 'C' Class for Support Staff	3
k.	Chair 'C' Class	3
l.	Rack / Shelf 'C' Class	3

3.6.4 Office Furniture & Fixture (D)

S.No.	Description	Quantity
a.	Executive Chair	1
b.	Executive Table	1
c.	Visitor Chairs (Executive)	2
d.	Center Table (Executive)	1
e.	Sofa Set (5 Seater)	1
f.	Table 'B' Class	3
g.	Chair 'B' Class	3
h.	Visitor's Chair 'B' Class	6
i.	Rack / Shelf 'B' Class	3
j.	Table 'C' Class for Support Staff	3
k.	Chair 'C' Class	3
l.	Rack / Shelf 'C' Class	3

3.6.5 P&D and Services Section Furniture & Fixture (E)

S.No.	Description	Quantity
Project Director Office		
a.	Executive Chair for PD	1
b.	Executive Table for PD	1
c.	Visitor Chair (Executive)	4
d.	Sofa Set (5 Seater)	1
e.	Centre Table (A class)	1
PA Office		
f.	Chair 'B' Class	1
g.	Table 'B' Class	1
h.	Chair 'C' Class	2
i.	Rack / Shelf 'C' Class	1
Project Manager Office		
j.	Executive Chair for PM	1
k.	Executive Table for PM	1
l.	Visitor Chair (Executive)	4

m.	Sofa Set (5 Seater)	1
n.	Centre Table (A class)	1
Project Officer		
o.	Executive Chair for Project Officer	1
p.	Executive Table for Project Officer	1
q.	Visitor Chair (Executive)	4
Support Office		
r.	Table 'B' Class	2
s.	Chair 'C' Class	3
t.	Rack / Shelf 'C' Class	1
I.T. Support Service Room		
u.	Table 'B' Class	3
v.	Chair 'C' Class	6
w.	Rack / Shelf 'C' Class	1
Security Service Room		
x.	Table 'C' Class	3
y.	Chair 'C' Class	6
z.	Rack / Shelf 'C' Class	1
Cafeteria		
aa.	Round Table "B" Class	8
bb.	Chair "D" Class	35
cc.	Reception Counter	1
Store Room		
dd.	Table 'B' Class	1
ee.	Chair 'C' Class	2
ff.	Rack / Shelf 'C' Class	3

Note: Interested bidder for Lot No. 06: furniture & Fixture is bound to get approval of sample in all respects of each furniture item from procuring agency.

Section 3 Mandatory Eligibility

3.1 Requirements

- i. Must be registered with SECP (Securities & Exchange Commission of Pakistan)/ Registrar of Firms in Pakistan (Certificate of Incorporation to be attached).
- ii. Supplier should have at least 01 certified Electrical Engineer as a permanent Employee of proposed team (current updated CVs with copy of certificates to be attached) for Lot No. 03, 04 & 05.
- iii. Installation and configurations with respect to NUP requirements.
- iv. The supplier should provide a 01 year plan for Support, Warranty and Services in its technical proposal.
- v. Each and every part/ component required to operate hardware being procured or license(s), should be included in deliverable (technical Proposal) and shall be the responsibility of the supplier.
- vi. Undertaking for not blacklisted on E-Stamp paper duly attested by Notary public as per provided format.
- vii. The supplier must provide Manufacturer Authorization Letter (MAL) to participate in this tender.
- viii. Only brand-new equipment to be proposed. Refurbished, Grey, smuggled or expired warranty products will be not accepted in any case.
- ix. Presentation of proposed Networking Items, Solar System and Telephone Exchange at **National University of Pakistan, (NUP) Secretariat Rawalpindi** premises to the technical/user team.(If required by the Procuring Agency)
- x. The firm shall be registered and active on **FBR** list of income tax and general sales tax (GST).

3.2 Eligibility of the Supplier

Following are the eligibility criteria to participate in this RFP. (Refer to Form E1-3)

- i. Must be registered with SECP / Registrar of Firms in Pakistan (Certificate of Incorporation to be attached).
- ii. Supplier must have at least 5 years' relevant experience in accordance to the bid.
- iii. Supplier must be authorized dealer of the proposed items in accordance to their bid.
- iv. Undertaking of not blacklisting on E-Stamp paper duly attested by notary public as per Form E2
- v. Supplier should provide evidence/document/proof of similar Assignments.
- vi. Bidders must submit Integrity pact as per prescribed format attached as Form E3

3.3 Submission of Proposals

Proposals will be accepted and evaluated using Single Stage – Two Envelop Procedure, The Technical and Financial proposals shall be submitted on the same day but in a separate sealed envelope clearly mentioned Technical and Financial Proposals marked as: -

Technical Proposal –Tender#_____

Lot# & Name _____

&

Financial Proposal – Tender# _____

Lot# & Name_____

The cover letter should also specify the validity date of each offer with point of contact (name, email & contact number) for this tender from supplier side.

- i. Suppliers may submit their Technical and Financial proposal for each Lot separately along with Bid Security.
- ii. Alternative Bids / partial bids are not allowed
- iii. In case of difference b/w unit price & total price, unit price will prevail and necessary mathematical corrections will be made by the procuring agency.
- iv. All the items of the lot must be quoted, in case of any item missing in the financial bid, the bid will stand cancelled and Bid Security will be forfeited by the procuring agency.
- v. If the proposal is not submitted in the prescribed formats or any of the item as mentioned above, the proposal may be rejected. All the required documents must be attached/provided and sign stamp on each by the bidder or authorized rep.
- vi. Once the proposal is submitted in sealed cover by the supplier, National University of Pakistan will not accept any addition / alterations / deletions of the proposal. However, National University of Pakistan reserves the right to seek clarification or call for supporting documents from any of the suppliers, for which the concerned supplier will need to submit the documentary evidence(s) as required by National University of Pakistan.
- vii. Any Proposal, submitted with incorrect information will be liable for rejection. Further, if any supplier is found to have submitted incorrect information/fake document at any time, supplier may be debarred from participation in the future tendering processes and forfeiting of bid security or performance security.
- viii. The Supplier should take care in submitting the proposals and ensure that enclosed papers are not found loose and should be properly numbered and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.

-
- ix. All the documents should be sign and stamped by the bidder or its authorized representative.
 - x. **Last Date of Submission is 04th October, 2023 till 02:00 pm local time.**
 - xi. The proposals must be submitted in 01 original hard copy and 01 photocopy not later than 04th October, 2023 till 02:00pm local time to the point of contact given below. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered as non-responsive and disqualified from further consideration.
 - xii. The proposals should be marked/addressed as:

(Proposal for IT Equipment, Electronic Items, Networking Items, Solar System, Telephone Exchange and Office Furniture & Fixture)

Tender# _____
Lot # _____
Lot Name: _____

Project Director
National University of Pakistan (NUP), Islamabad Secretariat
FGEI Directorate, 190 Sir Syed Road
Rawalpindi Cant.
051-5910020

Section 4 Technical Proposal

4.1 Evaluation Criteria

Final evaluation of the proposal will be carried by using the below combination.

S.NO.	PROPOSAL	WEIGHT
1	Technical	70%
2	Financial	30%
	Total	100%

Following is the scoring criteria for Technical Evaluation

i. Technical Evaluation

S. No	Description	Max Marks	Remarks
1	Company Profile	20	Established and working at least 10 years or more (02 marks for 01 year)
2	Average Annual Turnover	30	Average Annual Turnover (At least Rs.15 Million) for the last 05 years, supported by audit reports. (06 marks for 01 year)
3	Relevant Experience	50	At least (05) similar Assignments completed by the bidder. (10 marks for each Assignment)
	Total marks	100	Note: The minimum technical score (St) required to pass is : 70

The technical proposal shall not include any financial information related to Bid Price

i. The technical proposal shall provide/contain the following Information/documents:

- a. Technical Proposal Submission Form (Form T1)
- b. Declaration of Eligibility (Form T2)
- c. Company Profile. (Form T3)
- d. Specific experience for similar assignments (Form T4).
- e. General experience (Form T5).
- f. Qualification and Competence of the proposed team for support for this assignment mandatory for Lot 03, 04 & 05 (Form T6)
- g. Bidder shall proposed the hardware compliance with required specifications, delivery time, installation/testing/commissioning plan on Timeline format to access its capability for completion of task. (Form T7)
- h. Proposed Hardware with make and model, SLA (Service Level Agreement) details, Subscription & Support details and training details. All the relevant literature, catalogs, brochures must be attached showing the technical specifications in details with technical compliance sheet in accordance to the bid.
- i. Any other document which could be helpful in the technical evaluation
- j. Delivery time required for each item. (Form T7)
- k. Supply, installation, testing and configuration details. (Form T8)

Section 5 Financial Proposal

Financial Evaluation

Following is the scoring criteria for Financial Evaluation

S. No.	Financial Evaluation	Marks	Obtained
a.	Bid Price	30	
Total Points		30	

- i. The financial proposal shall contain the following information:
 - a. Financial Proposal Submission Form (Form F1)
 - b. Financial Proposal Bid Price (Form F2)
 - c. Bid Security @2% of the total deliverable in the shape of Call deposit/Pay Order/Demand Draft/cashier cheque in the name of “**National University of Pakistan**”
 - d. Validity of the financial proposal is 120 calendar days.
 - e. The Financial proposal shall be inclusive of all taxes and warranty period.
 - f. All the pages of Financial Proposal must be Sign & Stamp by authorized rep. of the bidder.

National University of Pakistan (NUP) will scrutinize the proposals to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, **National University of Pakistan, (NUP)** at its sole discretion, may waive any minor non -conformity or any minor irregularity in an offer. **National University of Pakistan, (NUP)** reserves the right for such waivers and this shall be binding on all suppliers. For proper scrutiny, evaluation and comparison of offers, National University of Pakistan, at its discretion, ask some or all suppliers for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

General Terms & Conditions

6.1 Selection process

A technical committee from National University of Pakistan (NUP) will evaluate the technical proposals which are eligible as per Section-03 & 04 and assign score to each technical proposal according to above details. To qualify technically a minimum of 70% score is needed. Financial Proposals will be opened of only those suppliers whose technical proposal are qualified. Financial proposal of those suppliers who are not technically qualified will be returned un-opened. Financial proposals will also be opened in the presence of suppliers for which the date will be announced after the technical evaluation. Supplier scoring the highest marks (Technical + Financial) will be selected for the award of the contract.

6.2 Deliverable

Items as per details given section 2

6.3 Terms of Proposal

- a) Performance security in shape of Bank Guarantee/Insurance Guarantee (at least AA+ rating) will be 10% of the total cost of the Bid, which will be released after completion of work.
- b) 05% security will be deducted from each invoice. Security will be released after expiry of warranty period.
- c) Bid security will be released after submission of performance security by successful bidder and confirmation of validity from issuance authority.

6.4 Fees & Payment Schedule

- a. No Advance payment will be allowed in any case.
- b. Payment will be made through cross cheque in favor of the bidder after the complete and satisfactory delivery/acceptance/testing/ configuration of the Equipment/Items to the designated delivery site/destinations. The procuring agency authorized representative will sign & stamp the delivery challan and issue completion certificate.
- c. All taxes will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. If supplier has any of the valid tax exemption, the details must be attached with the invoice.
- d. Income taxes, GST, Professional taxes etc. will be deducted from each invoice as per rules.

6.5 Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by **National University of Pakistan**. However, Payment of the Bills would be payable on receipt of advice/confirmation for satisfactory delivery / installation / configuration from Authorized rep. of NUP.

Following Documents are to be submitted for Payment:

- a. Bill
- b. GST Invoice
- c. Duly acknowledged Delivery Challan/installation report.
- d. Material Received Note (MRN) if issued by **NATIONAL UNIVERSITY OF PAKISTAN**.
- e. Valid Tax Exemption Certificate (if any)

6.6 Delivery Schedule

- a. The Selected supplier must undertake to deliver the equipment ordered, to **National University of Pakistan (NUP)**. Within the time offered in the proposals from the date of the Purchase Order/Contact. However, Delivery schedule may be changed under special circumstances at the sole discretion of **NUP**
- b. The **NATIONAL UNIVERSITY OF PAKISTAN (NUP)** reserves right to shift the ordered equipment to any location where it has presence, anywhere in Pakistan, either during the warranty.

6.7 Warranty & Maintenance

The supplier shall be fully responsible for the defected items and will be responsible to replace at its own cost with the same make/model of the equipment. As per satisfaction of the Client all the Equipment's should have one year's warranty from the date of supply/installation as mentioned.

6.8 Penalty for Delay

In case of delay in the supply/Commissioning/Testing of Equipment/Items against the terms indicated in the purchase order/contract, the supplier will have to pay a fine of 0.5 % (Half) percent of the balance qty. for each day of delay. Maximum penalty will be 10% of the total order/contract. If shipment is delayed for more than 20 days from the specified time period, **NATIONAL UNIVERSITY OF PAKISTAN (NUP)** has the right to unilaterally cancel the PO/contract and supplier bid security/Performance security will be forfeited.

6.9 Currency

All prices shall be expressed in Pakistani Rupees only.

6.10 Cost of Process

The supplier shall bear all the costs associated with the preparation and submission of proposals & samples (if any) and **NATIONAL UNIVERSITY OF PAKISTAN** will in no case be responsible or liable for these costs.

6.11 Tender Document

The supplier is expected to examine all instructions, forms, Terms and Conditions and specifications in the Tender Document. Submission of a proposal not responsive to the Tender Document in every respect will be at the supplier's risk and may result in the rejection of its proposal without any further reference to the supplier.

6.12 Deadline for Submission of Proposals

Proposals must be received by **National University of Pakistan** at the address specified in the Tender Document not later than the specified date and time as specified in the Tender Document. In the event of the specified date of submission of bids being declared a holiday for **National University of Pakistan**, the proposals will be received up to the appointed time on next working day.

National University of Pakistan may extend this deadline for submission of proposals by amending the Tender documents, as per PPRA rules.

6.13 Confidentially Statement

All data and information received from **National University of Pakistan (NUP)** for the purpose of this assignment is to be treated confidentially and is to be used only in connection with the execution of these documents. All intellectual property rights arising from the execution of these documents are assigned to **National University of Pakistan (NUP)**. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of **National University of Pakistan (NUP)**.

National University of Pakistan (NUP) may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

6.14 Other Terms & Conditions

- a. The National University of Pakistan (NUP), Islamabad does not bind itself to accept the lowest or any proposal and reserves the right to reject any or all proposals at any point of time prior to the issuance of purchase order/contract as per PPRA rules.
- b. The National University of Pakistan (NUP), Islamabad reserves the right to resort to re-tendering without providing any reason whatsoever. The National University of Pakistan (NUP) shall not incur any liability on account of such rejection.
- c. The National University of Pakistan (NUP), Islamabad reserves the right to modify any terms, conditions or specifications for submission of offer and to obtain revised proposals from the suppliers due to such changes, if any.
- d. Canvassing of any kind will be a disqualification and the National University of Pakistan (NUP), Islamabad may decide to cancel the supplier from its empanelment.
- e. Interested bidder for Lot No. 06: furniture & Fixture is bound to get approval of sample in all respects of each furniture item from procuring agency.

6.15 Rejection of Proposal

The proposal is liable to be rejected if:

- a. The document doesn't bear signature and Stamp of authorized person on each page.
- b. It is received through Telegram/Fax/E-mail.
- c. If the proposal is submitted without or of less amount or not in required type of the bid security deposit.
- d. If the technical bid is submitted without / Incomplete the Technical Bid submission Forms and documents as specified in this RFP.
- e. If the proposal is received after expiry of the due date and time stipulated for proposal submission.
- f. Incomplete proposals, partial proposals including non-submission or non-furnishing of requisite documents / Conditional proposals / proposals not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the **National University of Pakistan (NUP)**.
- g. Alternative Bids / partial bids are not allowed
- h. If financial proposal is not in accordance to the required bid.
- i. If financial rates quoted by the bidders are not workable. The bid security will be forfeited.

6.16 Modification and Withdrawal of Proposals

Proposals once submitted will be treated, as final and no further correspondence will be entertained on this.

- a. No proposal will be modified after the deadline for submission of proposals.
- b. No bidder shall be allowed to withdraw the proposal, once the first technical proposal is opened.
- c. No bidder shall be allowed to withdraw the proposal, if the supplier happens to be a successful supplier once the first technical proposal is opened.

6.17 Proposal Opening and Evaluation

- a. The **National University of Pakistan (NUP)** will open the proposals, in the presence of supplier's representative(s) who choose/authorized to attend the bid opening, at the time and date mentioned in Tender document at the address mentioned in bidding documents.
- b. The bidder representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of proposal opening being declared as holiday, the proposals shall be opened at the appointed time and place on next working day.
- c. Decision of **National University of Pakistan (NUP)** regarding evaluation of bids shall be final and binding on all the bidders.
- d. The contract will be awarded only to the successful responsive supplier.
- e. The **National University of Pakistan (NUP)** reserves the right to negotiate with Second, third supplier etc. if successful supplier is not able to supply the deliverables as per contract agreement. Further the default bidder, bid security will be forfeited.

6.18 Right to Accept or Reject any Proposal or All Proposals

The **National University of Pakistan (NUP)** reserves the right to accept or reject any proposal and annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected supplier or suppliers or any obligation to inform the affected supplier or suppliers of the ground for **National University of Pakistan (NUP)** action.

6.19 Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

6.20 Placement of Order and Acceptance

- a. The bidder shall give acceptance of the order placed within 05 working days from the date of order, failing which, **National University of Pakistan (NUP)** shall have right to cancel the order and forfeit the bid security or performance security as the case may be.
- b. The Procuring agency may issue multiple Purchase Orders (PO) as per requirements.
- c. Interested bidder for Lot No. 06: furniture & Fixture is bound to get approval of sample in all respects of each furniture item from procuring agency.

Standard Form - Form E1

MANDATORY ELIGIBILITY CRITERIA		Yes	No
1)	Must be registered with SECP/ Registrar of Firms in Pakistan (Certificate of Incorporation to be attached).	<input type="checkbox"/>	<input type="checkbox"/>
2)	Supplier must have at least 5 years' relevant experience in accordance to the bid. (Attach documentary evidence in shape of Work Orders/contracts/completion certificates)	<input type="checkbox"/>	<input type="checkbox"/>
3)	Supplier must be authorized dealer of the proposed items in accordance to their bid. (Letter of authorization must be attached with reference to this tender)	<input type="checkbox"/>	<input type="checkbox"/>
4)	Supplier must have successfully provided solution to at least five clients in Pakistan. (completion certificate from client to be provided)	<input type="checkbox"/>	<input type="checkbox"/>
5)	Undertaking for Non-Back listing duly signed and attested by Notary public as per format provided in From E2	<input type="checkbox"/>	<input type="checkbox"/>

Standard Form - Form E 2

Undertaking of Blacklisting

I ----- son of ----- CNIC ----- resident of ----- working with _____ as _____ and being an authorized representative and authority to sign off this undertaking do hereby solemnly affirm and declare that we have participated in the tender for provision of procurement of having Tender # Lot No. ____ titled _____. We further declare that the Company/Firm namely has never been blacklisted from Government/Semi-government or any other organization.

Further declare that the contents of above-mentioned undertaking is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Signature: _____

Deponent Name _____

CNIC: _____

Note:- Must be attested by Notary Public

Standard Form – Form E3

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with (GoP) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer:

Signature:

[Seal]

Name of Seller/Supplier:

Signature:

[Seal]

Standard Form - Form T1

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Project Director,

National University of Pakistan, Islamabad,

FGEIs (Cants/Garrisons) Directorate

190-A Sir Syed Road Rawalpindi Cant, Telephone No: 051-5910020

Subject: Submission of Technical proposal Tender# _____

Lot No # _____ "Titled" _____

Sir,

We, the undersigned, offer to provide the equipment & services for **NATIONAL UNIVERSITY OF PAKISTAN**, in accordance with your Request for Proposal dated ___ Sep, 2023. We are hereby submitting our Technical Proposal for Lot No # _____ "Titled"

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand that **NATIONAL UNIVERSITY OF PAKISTAN** may accept or reject our proposal without giving any reason.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Contact No.:

Standard Form - Form T2

DECLARATION OF ELIGIBILITY

To whom it may concern

I, the undersigned representative of M/s..... having its registered office at.....

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization. Are registered with NTN/STN.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties) in **NATIONAL UNIVERSITY OF PAKISTAN**
- Are not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Have not been reported for/under litigation for child abuse.

Declared By:

Witness:

(Authorized Signature)

(Signature)

(Name & Designation)

(Name & Designation)

Date: _____

Date: _____

CNIC: _____

CNIC_____

Standard Form - Form T3

FIRM PROFILE

Sr. No	Criteria	Remarks/Justifications (for evaluators Only)
1	Profile of the agency: i. Registration details and age of Company ii. Names of Managers/ Owners/ CEO/ Directors/ Partners	
2	i. Location of agency office/sub office ii. Number of branches iii. Number of employees (Regular/Contract/ Part Time)	
3	i. Financial Position ii. Name of Bank(s) iii. Certificate of Financial position from bank(s) (Balance Certificate from Bank) iv. Copy of last 05 financial years audit report dully signed by the auditor v. Tax Registration Certificates (NTN & STRN) from FBR	

Standard Form - Form T4

SIMILAR ASSIGNMENT / SPECIFIC EXPERIENCE IN ACCORDANCE TO SECTION-02 (ONLY COMPLETED ASSIGNMENTS)

NAME OF CLIENT(S)	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNMENT / PROJECT	CONTACT DETAILS OF CLIENT

Standard Form - Form T5

GENERAL EXPERIENCE OF FIRM

NAME OF CLIENT(S)	NAME OF ASSIGNMENT/ PROJECT	PERIOD OF ASSIGNMENT/ PROJECT	VALUE OF ASSIGNMENT / PROJECT	PRESENT STATUS OF THE ASSIGNMENT/ PROJECT

Standard Form - Form T6

QUALIFICATION AND COMPETENCE OF PROPOSED TEAM FOR SUPPORT OF THIS ASSIGNMENT

Personnel Summary (Complete for each Team Member)

Name of Employee:		
Position		
General Information	Employee:	Date of Birth:
	Telephone:	
	Email:	
	Type of Employment (Regular/Contract/Part Time):	
	Years with Present Employer:	

Employment Record:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

Qualification

References (any Two)

Note: The Procuring agency reserves the right to verify the above credentials by any means.

Standard Form - Form F1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Project Director,

National University of Pakistan, Islamabad,

FGEIs (Cants/Garrisons) Directorate

190-A Sir Syed Road Rawalpindi Cant, Telephone No: 051-5910020

Subject: Submission of Financial proposal Tender# _____

Lot# _____

Lot Title: _____

Sir,

We, the undersigned, offer to provide the equipment/Items for NATIONAL UNIVERSITY OF PAKISTAN, (NUP) in accordance with your Request for Proposal dated _____ Sept, 2023. We are hereby submitting our Financial Proposal. Financial Proposal is inclusive of all taxes.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand that NATIONAL UNIVERSITY OF PAKISTAN may accept or reject our proposal without giving any reason.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Contact No.:

Standard Form - Form F2

FINANCIAL PROPOSAL

Bidder Name:-

NTN #:-

Lot. # _____ Titled “ _____ ”

Sr. No.	Description	Make/Model (If any)	Qty. (Unit)	Unit Price Rs.	Total Price Rs.
Sub Total:					
GST 18%					
Installation, testing, configuration & warranty period				included	included
Grand Total: (Including all charge and taxes)					

Note:-

1. Financial Proposal for each lot must be submitted separately along with separate Bid Security
2. Bid Price Validity: 120 Calendar Days
3. Above prices are inclusive of all taxes (Income Tax, Sales Tax, Stamp Duty etc.)
4. In case of difference b/w unit price & total price, unit price will prevail and necessary mathematical corrections will be made by the procuring agency.
5. All the pages of Financial Proposal must be Sign & Stamp by authorized rep. of the bidder.
6. Alternative Bids / partial bids are not allowed
7. All the items of the lot must be quoted, in case of any item missing the bid will be stand cancelled and bid security will be forfeited.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Contact No: