



Tender form

For

Photocopier

Year 2016-2017

Submission Deadline: 12th Jan 2017, 10.30: AM

Tender Opening: 12th Jan 2016, 11:00: AM

Vender Name and Full Address:

1. Name & Address of the Supplier _____

2. Sale Tax Registration No: _____

3. Income Tax Registration No: _____

4. Telephone No: _____

5. Cell No: _____ **Bank Challan#** _____

Note: The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

TERMS AND CONDITIONS

1. GENERAL

- 1.1. Bidders are requested to read carefully the following terms and conditions and sign all pages of the Tender Document in token of having understood and accepted all the terms and conditions therein. All or any of the provisions of the terms and conditions may be changed/alterd/modified/deleted/added or amended by the University as and when deemed suitable/necessary.
- 1.2. Any prospective bidder can procure the Tender Document from the office of the Purchase officer, SBK Women's University Quetta. Tender Document is available on all working days for a fee of Rs. 1500/- (non- refundable). The Tender can also be download form http://www.sbkwu.edu.pk/sbkwu_new/tenders/
- 1.3. The payment of equipment is coupled with installation / commissioning of equipment; therefore, supplier should make sure that bid is complete in all respects including accessories.
- 1.4. Telephonic / telexed / faxed / telegraphic quotation will not be entertained.
- 1.5. The bidders must enclose Manufacturer Authorization Certificate from their Principals or authorization certification of the Principal, failing which their offers will be rejected
- 1.6. Catalogs, brochures or any printed material included about manufacturer, Name of dealers and specification for required items must be provided.
- 1.7. The SBKWU will not be responsible for any costs or expense incurred by Bidders in connection with the preparation or delivery of bids.
- 1.8. Non-Black List Certificate (confirming that bidder has not been blacklisted by any Government / HEC.
- 1.9. All the electric/electronic appliances supplied by firms should run on 220 volts.

2. SCOPE OF SUPPLY

- 2.1 The bidder shall supply/deploy equipment/items, of the specifications given in the tender document. The bidder shall also be responsible for their installation, compatibility and configuration; free service within the range of the warranty from the date of the equipment makes warranty functional. All equipment should be accompanied by service manual separately in English/ Urdu.

3. BID PRICE

- 3.1. The bidder shall indicate in his offer, list of equipment with specifications, standard accessories, make and country of origin, the unit price inclusive of all taxes and total bid price of the goods. Price of optional accessories should be quoted separately.
- 3.2. **Taxes levied by the Government and freight charges, if any, shall be paid by the bidder and must be included in the quoted prices.**

4. CURRENCIES OF BID

- 4.1. The prices shall be quoted in Pakistani rupees and payment to the successful firm will be made in the same currency.

5. BID VALIDITY

- 5.1. The bid shall remain valid and open for acceptance of the purchaser **for a period of 90 days from the specified date of opening.**

6. BID EARNEST MONEY

- 6.1 The bidder shall furnish, as part of his bid, earnest money equal to 2% of quoted price with their offer in the form of demand draft/ pay order in favor of **Treasurer, Sardar Bahadur Khan Women's University, Quetta.** The Demand Draft shall be returned to unsuccessful bidders. The Earnest Money will be forfeited if a bidder withdraws his bid during the period of his bid validity or fails to supply the machinery / equipment ordered by the university.

7. DOCUMENTS COMPRISING OF BID

7.1. Technical proposal

A technically eligible bidder, based on conditions listed in this document, not meeting the 60% pass marks will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 60% of the marks will be accepted in technical proposal, and their financial bids will be opened. The technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Eligibility Criteria

1. Valid NTN No
2. Valid GST NO
3. Valid authorized Distributor/Partner/ Reseller

Technical Evaluation Criteria:

| S.# | Attributes | Score | Score Distribution |
|-----|--|-------|---|
| 1 | Company Profile | 10 | Detail Profile of Company required |
| | Company Profile without partners / distribution certifies | | 05 |
| | Detail Profile with all relevant certificate of partners / Distribution | | 10 |
| 2 | Manufacturer's Authorization Certificate s | 20 | Copies of Work order /purchase order must be enclosed |
| | Distributor / Reseller | | 10 |
| | Gold Partner /Silver Partner / Channel Partner | | 20 |
| 4 | Company Office | 10 | Documentary proof/evidence required |
| | Company Office in other cities without Quetta | | 3 |
| | Company office in Quetta | | 7 |
| 5 | Similar projects Completed | 20 | Documentary proof/evidence required |

| | | | |
|---|--|----|---|
| | (Similar projects of same scope undertaken in Pakistan | | |
| | 1 - 2 Year experience | | 8 |
| | 2 - 4 Year experience | | 15 |
| | 4 - 6 Year experience | | 20 |
| 6 | Technical Brochures / Literature of the quoted product | 10 | All supporting documents/ brochures / literature of product must be attached |
| | Document with minimal technical brochures / literature of product | | 05 |
| | Document with detailed technical brochures / literature of product | | 10 |
| 7 | Technical Team (with profiles) | 10 | CV of Employees with current service letter is required |
| | 1-3 technical employees | | 3 |
| | 3-6 technical employees | | 6 |
| | 6-9 Technical Employees | | 10 |
| 8 | Financial Health Certificate of last five years | 20 | Attach: 1. To-date Bank Statements 2. Copy of Financial Statements |
| | Working Capital | | 10 |
| | 1. To-Date Balance of Bank | | 10 |

| | | | |
|--|--|--|----|
| | Account 2. Credit Facility Bank Letter if Required | | 10 |
|--|--|--|----|

7.2. Financial Proposal

1. Price Schedule including all taxes

| S.# | DESCRIPTION | UNIT PRICE (RS.) | Quantity | TOTAL UNIT PRICE (RS.) |
|-----|--------------|------------------|----------|------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| | Total | | | |

7. SUBMISSION OF BIDS

- 7.1. The bids (Single stage, two envelope (i) Technical Bid (ii) Financial bid on separate envelopes) must be delivered in the Purchase office of SBK Women's University Quetta on 12th Jan , 2017 @ 10:30 AM)
- 7.2. Technical bid shall be opened on 12th Jan,2017 at 11.00 AM in the presence of bidders or their representative who may attend .Thereafter financial bids of eligible bidders will be opened on 12th Jan ,2017@11:00 AM.
- 7.3. Any bid after the given deadline for submission of bids shall not be entertained.
- 7.4. Incomplete /conditional tender / quotation will not be accepted

8. BID AWARD

- 8.1. Bid will be awarded according to the PPRA rule single stage two envelopes (Technical & Financial) specifications. Individual prices are required for the owner's inventory purposes.

9. BUYER'S RIGHT

- 9.1. Notwithstanding anything else contained to the opposing in this Tender Document, SBK Women's University, Quetta reserves the right to cancel/withdraw/ modify fully or partially the 'Invitation for Bids' or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
- 9.2. SBK Women's University reserves the rights to increase and decrease the quantity as per approved government policy.

10. EQUIPMENTS DELIVERY

- 10.1. The delivery of equipment and Deployment shall be made at SBK Women's University Quetta
- 10.2. Supplier will be responsible for the handling or transportation charges for all required items.

11. MODE OF PAYMENT

- 11.1. The payment shall be made in the form of cheques, which shall be issued, after receipt of equipment, inspection, installation and operation according to the SBK Women's University prescribed schedule

12. GUARANTEE / WARRANTY OF EQUIPMENTS

- 12.1. The vender shall furnish one year after sales service guarantee/ warranty for supplied equipment from the date of installation. In case of Malfunctioning / defect in any equipment / item, the supplier shall replace them free of cost.
- 12.2. After the acceptance of bid the vender is required to execute agreement on judicial stamp paper worth Rs.0.25% of the total amount of bid for the warranty period.

13. CONTACT INFORMATION

| | | | |
|--------------------------------|--|------|--|
| Name & Title | | | |
| Company Name | | | |
| Address | | | |
| City, | | | |
| Bank Challan# | | | |
| Income Tax Registration No: | | | |
| Telephone | | Fax | |
| Seal and Signature | | Date | |

Treasurer
SBK Women's University Quetta.

| S.No | Detail | Per Unit | Total Amount |
|------|--|----------|--------------|
| 1.A | Photocopier 20CPM with Duplex Type Desktop Resolution 600dpi x 600dpi Memory Capacity 256MB Interface USB ,Ethernet Scanner A3 Color Scanner Net Work A3 Network Printer(LAN Card Belton) Max. Original Size A3 or Ledger Copy Size Metric: A3 - A5 Copy Speed 20 CPM Zoom Ratio set by Up/Down key 25% - 400% Paper trays Two trays , Multi bypass Multi Copy Setting 1 - 999 pages Power source: 220-240V 50 Hz/60 Hz | | |
| 1.B | Maximum tonner life with 80 % page coverage (A4) | | |
| 1.C | Tonner per copy cost | | |