

**SARDAR BAHADUR AKHAN WOMEN'S UNIVERSITY  
QUETTA**



**Tender Document**

**For**

**Laptops, Photocopier, Printers, Scanner &  
other Office equipment's**

Submission Deadline: \_\_\_\_\_10<sup>th</sup> March 2025\_\_\_\_, 11:00 A.M

Tender Opening: \_\_\_\_\_10<sup>th</sup> March 2025\_\_\_\_\_, 11:30 A.M

**Vender Name:** \_\_\_\_\_

\_\_\_\_\_

**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.

**Sardar Bahadur Khan Women's University Brewery Road Quetta Ph. 9213303-05**

**1. Name & Address of the Supplier** \_\_\_\_\_

\_\_\_\_\_

**2. Sale Tax Registration No:** \_\_\_\_\_

**3. Income Tax Registration No:** \_\_\_\_\_

**4. Telephone No:** \_\_\_\_\_

**5. Cell No:** \_\_\_\_\_ **Bank Challan#** \_\_\_\_\_

## 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/altered/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. 2000/-** (non- refundable) in National Bank(NBP), BMC Branch in University Account No. 3-9. The Tender can also be download form university website [http://www.sbkwu.edu.pk/sbkwu\\_new/tenders/](http://www.sbkwu.edu.pk/sbkwu_new/tenders/)and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)
- 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. Catalogs, brochures or any printed material included about manufacturer, Name of dealers and specification for required items must be provided.
- 1.6. The SBKWU will not be responsible for any costs or expense incurred by Bidders in connection with the preparation or delivery of bids.
- 1.7. Non-Black List Certificate (confirming that bidder has not been blacklisted by any Government / HEC.
- 1.8. All the electric/electronic appliances supplied by firms should run on 220 volts.

### 2. SCOPE OF SUPPLY

- 2.1 The bidder shall supply 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.

### 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 **70% 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 **70%** 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. Detailed company profile
4. Non Blacklisting letter on judicial stamp

**Technical Evaluation Criteria:**

<b>S.#</b>	<b>Attributes</b>	<b>Score</b>	<b>Score Distribution</b>
1	Authorize Dealer / Distributor /Partner/ reseller	20	Documentary evidence
2	<b>Firm Experience in Years</b>	20	Documentary proof/evidence required(Registration Certificate)
	1 – 3 Years		5
	3 – 5 Years		10
	5- 10 Years		20
3	<b>Projects Completed of similar nature</b>	20	Documentary proof/evidence required
	1 - 2		5
	2 - 4		10
	4 - 6		15
	6 – 8		20
4	<b>Financial Health Certificate of last five years</b>	20	<b>Attach:</b> 1. To-date Bank Statements 2. Copy of Financial Statements
	Working Capital		10
	1. To-Date Balance of Bank Account		5
	2. Credit Facility Bank Letter if Required		5
5	BOQ Compliance	20	Detail specification of required product as per requirement
	1 to 50 %		10
	50 to 100 %		20

## 7.2. Financial Proposal

### 1. Price Schedule including all taxes.

S.#	DESCRIPTION	QUANTITY	UNIT PRICE (RS.)	TOTAL UNIT PRICE (RS.)
1				
2				
3				
4				
5				
6				
7				
a				
b				
c				
	<b>Total</b>			

## 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 10<sup>th</sup> March 2025 at 11:00 AM)
- 7.2. Technical bid shall be opened on 10<sup>th</sup> March 2025 at 11.30 A.M in the presence of bidders or their representative who may attend .Thereafter financial bids of eligible bidders will be opened and date and time will be communicated to eligible venders accordingly.
- 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
- 7.5. Tender fees Rs-2000/- deposit slip should be attached in Technical bid

## **8. BID AWARD**

- 8.1. Bid will be awarded according to the PPRA rule single stage two envelopes (Technical & Financial) specifications.

## **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. Payment shall be made after deducting all taxes as per the government rules.

## **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,			
Telephone		Fax	
Seal and Signature		Date	

**Treasurer**  
**SBK Women's University Quetta.**

**Equipment Detail and Specification under the PKNC project.**

S. No#	Item	Specification		Qty	Unit Price	Total price ( Including All Taxes)
1	<b>Laptop (HP , Dell or equivalent)</b>	<a href="#">Processor</a>	Intel Core i7 13th Generation , 12 Threads, 10 Cores, Chipset Intel	5		
		<a href="#">Installed RAM</a>	16GB			
		<a href="#">Screen Size</a>	14 Inches			
		<a href="#">Operating System</a>	DOS			
		<a href="#">Storage Capacity</a>	512SSD			
		<a href="#">Processor Speed</a>	3 GHz (up to 5GHz)			
		Connectivity				
		<a href="#">Bluetooth , WiFi</a>				
		Connectors				
		<a href="#">Microphone input , USB , HDMI</a>				
2	<b>MacBook Air</b>	<a href="#">Processor</a>	Apple M3 Chip	1		
		<a href="#">Installed RAM</a>	16GB			
		<a href="#">Screen Size</a>	14 inch			
		<a href="#">Operating System</a>	macOS			
		<a href="#">Storage Capacity</a>	512GB SSD			
		<a href="#">Processor Speed</a>	8 Core CPU with 4 performance cores and 4 efficiency cores 16 Core Neural Engine 150GB/s memory bandwidth			
3	<b>HP LaserJet Duplex Printer or equivalent</b>	Memory	128 MB	2		
		Duplex	Yes			
		Print Resolution	1200 x 1200 dpi			
		Cartridge	1 (black)			
		Paper Input	100-sheet multipurpose Tray 1, 250-sheet input Tray 2			
		Paper Output	150-sheet output bin			
		Duplex Print	Yes			
		Maximum print speed (b/w)	Up to 33 cpm			
4	<b>Scanner</b>	<b>Scanner type</b>	CMOS CIS (Contact Image Sensor). Light Source: LED	1		
		<b>Scan resolution</b>	Up to 600x600 dpi; Up to 1200x1200 dpi (flatbed)			
		<b>Daily duty cycle</b>	Up to 1500 pages			

		<b>Flatbed scan area</b>	8.5"x11.7 "			
		<b>Automatic document feeder capacity</b>	Standard, 60 sheets			
		<b>ADF</b>	Yes			
		<b>Media Sizes</b>	Letter; Legal; Executive; A4; A5; A6; B5; B5 (JIS)			
		<b>Connectivity, standard</b>	Standard: Hi-Speed USB			
5	<b>External</b>	Interface:	<b>Type-C USB 3.2</b>	1		
		Hard Disk	<b>Solid State Drive</b>			
		Special Feature	Water-resistant, dust-resistant, Portable			
6	<b>Laser Jet (Color Printer) (HP or equivalent)</b>	Print Technology	Laser	1		
		Print Resolution	Up to 600 x 600 dpi			
		Print Speed	Print speed up to 17 ppm (black) and 17 ppm (color)			
		Connectivity	Hi-Speed USB 2.0			
		Number of print cartridges	4 (1 black, cyan, magenta, yellow)			
7	<b>Photocopier</b>	Copy Speed	18 PPM	1		
		Resolution	600 * 600 Dpi			
		Memory size	64MB			
		Tray	Paper capacity 280 sheets			
		Bypass	Paper capacity 100 sheets			
		Copy paper size	A3 Size			
		Color scanner	A3 Size			
		Interface	USB high speed 2.0 ,ethernet			

**The End**