



# **DHA SUFFA UNIVERSITY**

DG -78, Off Khayaban-e-Tufail, Phase –VII (Extension), DHA, Karachi – 75500

**Ph: 021-35244872**  
**Fax: 021-35244872**  
**Email: po@dsu.edu.pk**

In reply, please quote,  
DHA/DSU/48/RFQ/049/2013-14

November 28, 2013

## **Bidding Document** **for** **Procurement of Laptop**

Last Date for Submission : December 04, 2013 by 04:00 pm  
Time of Opening : December 04, 2013 at 04:15 pm  
Contact Person & Telephone : Procurement Officer, DSU  
021-35244872



\_\_\_\_\_  
Signature and Stamp  
of Vender/Firm/Supplier

### **Important Instructions:**

1. Bid must be inclusive of all applicable taxes.
2. Bidders must quote their bid on the attached Annexure and submit this document along with the company's covering letter.
3. Bidder must not tear off or alter / change any page of this document. If document found altered / changed or torn out, the bid shall be rejected.

### **Mandatory:**

1. Bidders must comply with all the Terms & Conditions.
2. The responding companies / firms / vendors should be a Tier-1 or an authorized business partner from the **ORIGINAL EQUIPMENT MANUFACTURER (OEM)**, for the proposed hardware in Pakistan. **A certificate to this effect should be included in the proposal otherwise the bid is liable to be rejected.**
3. All equipment must carry comprehensive onsite OEM warranties/ support.

### **Terms & Conditions:**

1. All applicable taxes will be deducted as per SRO/rules.
2. Transport and Cartage will be the responsibility of the vendor/supplier/contractor. DSU must not be charged for the same at any stage.
3. Quotations will be opened on date & time mentioned above in the presence of representatives who may care to attend. In case of holiday, quotations shall be opened on next working day at the same place and time.
4. DSU reserves the right to cancel any or all Purchase / Work Order(s) if material is not in accordance with our specifications or if the delivery is delayed.
5. Payment will be made through crossed cheque after delivery of the above items and receipt of the bill.
6. Penalty at the rate of 5% per month on actual will be imposed on delayed delivery.
7. The rate / price quoted for each item shall be final and no change will be allowed.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / increase quantity upto 15% without assigning any reason.
9. Invoice / Bill & Delivery Challan should be submitted to the Procurement Officer, DSU.
10. No subletting in any case / item / form will be allowed.
11. Quotations which are incomplete or do not conform to the Specifications, Terms & Conditions stated above shall be rejected.
12. In case of any dispute, the decision of Competent Authority i.e., Vice Chancellor, DHA Suffa University shall be final and binding.
13. In case of any complaints, please submit your written application along with copies of relevant documents to Admin Officer, DSU.
14. **Duly signed and stamped Quotations on the attached Annexure alongwith a covering letter on company's letter head in sealed envelope should be submitted at the Office of the Procurement Officer, DSU between 9:00 am to 5:00 pm on working days.**



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Signature and Stamp  
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**Contact Person for Tender Process Query at DSU:**

Procurement Officer  
DHA Suffa University, DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi

Phone : 021-35244872 Ext 2024  
Fax : 021-35244872  
Email: po@dsu.edu.pk

**Contact Person for Technical Query at DSU:**

Manager IT (Applications)  
DHA Suffa University, DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi

Phone: 021-35244873 Ext 2042  
Fax: 021-35244854  
Email: mit.apps@dsu.edu.pk



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**Annexure**

to DHA Suffa University  
 Biding Document No.  
 DHA/DSU/48/RFQ/049/2013-14  
 November 28, 2013

**Quotation – Financial Bid**

S. No.	Specifications	Qty	Brand & Model No.	Rate (Rs.)	Amount (Rs.)
				(inclusive of all applicable taxes)	
1	Processor: Intel Core i7-3632QM, 3.2GHz 6MB RAM: 8 GB DDR3 1600 MHz Hard Disk: HDD 750GB 5400 RPM Optical Drive: DL Super Multi DVD Drive Graphics: 1GB Nvidia Graphics Display: LED 15.6" Glare 16:9 WXGA (1366 x 768) LED Backlight Chipset: Intel® HM76 Chipset with integrated Mobile Intel® HD Graphics LAN: (10/100/1000 Mbit) – LAN Wifi: Integrated WLAN b/g/n Webcam: Built-in HD webcam Bluetooth: Bluetooth V3.0 Card Reader: 4 in 1 card reader SD/MS/MSPPro/MMC Mic: Integrated digital microphone Touchpad Kensington lock slot Incl. 6 Cell battery Interfaces: HDMI, 3x USB 2.0, Express card 54/34, RJ45 for LAN, audio in and audio out Spill proof No OS Charger Carry bag (Branded, compatible with the laptop) Wireless Mouse A4tech	01 Unit			
<b>Total Amount (Inclusive of all applicable taxes)</b>					

- Price shall be valid for 60 days
- DSU has the right to increase or decrease the quantity.
- Bidder may also quote a laptop with higher specifications.
- Attached product specifications/brochure separately.

**Total Amount (inclusive of all applicable taxes) in Words:** \_\_\_\_\_



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**Information Required from Responding Companies / Firms / Vendors**

Name of the Responding Company / Firm / Vendor	
Name of Contact Person	
Cell No.	
Office Address	
Office Phone No.	
Office Fax No.	
Email	
Year of Establishment	
Main Area of Business	
NTN No. (attach a copy)	
GST Reg. No. (attach a copy)	
Annual Turnover	
Values of Projects in Hand (attach separate sheet if needed)	
<b>Details of Staff Employed</b>	
Managerial capabilities Total No. of Permanent Staff Total No. of Contract Staff	
Technical Capabilities Total No. of permanent staff Total No. of contract staff	
Cumulative Experience (in years)	
<b>Technical Experience</b>	
Number of Years in Business for Similar Assignments	
Numbers and Value of Similar Assignments Completed in Last 3 Years	
Relationship with OEM	
Clientele's (at least 5)	
Technical Staff Expertise / Skills	



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Signature and Stamp  
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