



DHA SUFFA UNIVERSITY

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

**Ph: 021-35244872
021-35244866
Fax: 021-35244872**

Tender Form For Procurement of Branded Laptops

Tender # IT/01/2012-13

Date of Issue : December 31, 2012
Last date of Submission : January 15, 2013 by 3:00 pm
Date of Tender Opening : January 15, 2013 at 3:30 pm



General Terms & Conditions

a) Bid Security

A bid security, in the shape of a Pay Order / Bank Draft in the name of “**DHA Suffa University**” equivalent to 2.5% of the total cost of bid, should be submitted along with the bidding documents.

b) Performance Security

Successful bidder shall submit 5% Performance Security of the total cost of the bid offered, in shape of a Pay Order / Bank Draft in the name of “**DHA Suffa University**” which shall be released according to the following schedule:

- **2.5%** will be released after the end of second year from the date of delivery of the equipment.
- **2.5%** will be released after the end of third year from the date of delivery of the equipment.

Or

Against a ‘**Bank Guarantee**’ of any scheduled bank in favor of “**DHA Suffa University**” for the equivalent amount of claim valid till the end of the warranty period.

c) Validity of the proposal

All proposal and prices shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

d) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

e) OEM Relationships & Warranties

The responding companies / firms / vendors should be an authorized business partner from the **ORIGINAL EQUIPMENT MANUFACTURER (OEM)**, for the proposed hardware, software or networking components in Pakistan. A certificate to this effect should be included in the proposal otherwise the bid is liable to be rejected. Responding companies / firms / vendors having Gold, Silver or Premier Partnership with the OEM will be given preference in the final evaluation.

Selected vendor will provide maintenance / support service, after expiry of warranty, for each category of products identified, at an annual rate, which is not more than 10% of the initial purchase / license cost. Selected vendor should also be committed to provide maintenance / support service for a period of at least three years after expiry of warranty period. However, DSU will not be bound to avail this service.



Signature and Stamp

f) Ownership

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of DSU.

g) Delivery of Equipment

- (i) All equipment for the project will be delivered new, in packed condition directly to the location, as per the discretion of DSU. If equipment delivered is not conforming to the specifications and bill of quantity, the equipment will not be accepted. The equipment will be installed only after inspection.
- (ii) Delivery time must be of four weeks from the date of Purchase Order. In case of late delivery the vendor is bound to provide at least 30% as the backup equipment for the smooth working till the delivery of purchased equipment.

h) Acceptance of Proposals

DSU reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever as per SPPRA Rules. Furthermore, DSU reserves the right to award Purchase Order to either on Itemized lowest or Overall lowest basis.

i) Support Capabilities

The responding companies / firms / vendors should indicate the support capabilities for all the hardware provided during the course of the project. Details of qualifications / capabilities of support staff should also be included in the corporate profile.

j) Compliance to Technical Requirements

The responding companies / firms / vendors shall provide information as per requirements given in **Annexure - B**. Responding companies / firms / vendors may not propose / supply any kind of refurbished hardware equipments / components in their proposals.

Bidder MUST quote prices as per requirement mentioned in the attached **Annexure - D**.

k) Material

Material of this order is subject to final inspection from Technical Team of DSU at the time of delivery.



Signature and Stamp

l) Cancellation

DSU reserves the right to cancel any or all of the items as per **Annexure – D** if material is not in accordance with its specifications or if the delivery is delayed.

m) Payment

Payment will be made through crossed cheque after the delivery and complete installation of the item and receipt of the invoice. No Advance Payment will be made by DSU to the selected bidder. Part Payment is not allowed. Full payment will be made on complete delivery.

n) Penalty

If the delivery of the product is delayed beyond the date specified in the Purchase Order, a penalty equivalent to 2% of the total amount quoted would be charged per day to the responding companies / firms / vendors till the product is delivered. This clause will not be applicable in cases where responding companies / firms / vendors provide back-up equipment as mentioned in clause (g ii)

o) Increase in price

No increase in the value of above mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, scope of supply and or any other head of account shall be allowed.

p) Increase in taxes

Any increase in taxes, the DSU should not be responsible, but, if any taxes are reduced, the DSU should get its benefit.

q) Alteration

Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason thereof as per SPPRA Rules

r) Invoice

Invoice / bill should be submitted to the Procurement Officer, DSU.



Signature and Stamp

Instructions for Responding Companies / Firms / Vendors

a) Communication

Any request for clarification regarding this tender document should be submitted in writing to:

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

Phone: 021-35244872 Ext 2024
Fax : 021-35244872

b) Submission of documents, mode of delivery and address

Proposals can be delivered by hand or courier so as to reach the office of address given at Section 1 (a) by the last date indicated for submission in a sealed envelope. **Proposals received by fax or email will not be accepted.**

c) Submission of Proposal

The complete proposals should be submitted by 03:00 pm on January 15, 2013 at the address given at (a).

Financial bids shall only be submitted on **Annexure – D** of this document.

d) Date of opening of proposal

Bids will be opened on January 15, 2013 at 03:30 pm at DSU Procurement office in the presence of representative bidders who may care to attend. In case of holiday, Tender shall be opened on next working day at the same place and time.

e) Bid Evaluation Criteria

The bids will be evaluated on the basis of lowest item rate keeping in view our required configuration / specifications and also fulfillment of **Mandatory Criteria** as per **Annexure - A**



Signature and Stamp

f) Demonstration

The responding companies / firms / vendors will compulsorily provide a demonstration unit of the quoted product for testing / evaluation purposes. The demonstration unit should be exactly of the same specification as quoted by the responding companies / firms / vendors. In case the demo unit isn't according to the specification required by DSU or quoted by the responding companies / firms / vendors, the tender may be liable to rejection.

g) Important

- i. Bid Security of 2.5% of total amount in the form of Pay Order / Bank Draft in favor of '**DHA Suffa University**' should be submitted along with bidding document in separate envelope labeled as '**Bid Security**' which should be properly sealed.
- ii. Proof of NTN number must be provided. (Please provide photocopies of relevant documents).
- iii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof as per SPPRA Rules.
- iv. Last date for tender submission is January 15, 2013 till 3:00 pm.
- v. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.
- vi. Payment will be made after receipt of DSU Store.
- vii. DSU reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof as per SPPRA Rules.
- viii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- ix. The tender document will be accepted ONLY on the DSU's prescribed Standard Bidding Document (SBD) available on DSU's Website.
- x. The delivery time of ordered goods must be mentioned in the proposal; bids of only those Firms will be accepted /entertained who will give surety of supply of ordered goods within **04-weeks.**



Signature and Stamp

Mandatory Criteria

Note: Only those vendors can apply in this tender who fulfill the following mandatory criteria:

1. Local/Global Affiliation with Manufacturer - in Pakistan on a letter as per format of **Annexure – E**
2. The responding companies / firms / vendors must provide complete Business details / information on **Annexure - C**
3. At least Tier-1 partner or 05 years business relations with the manufacturer.
4. Local Presence. Must have coverage across the country with maximum presence in Karachi.
5. Backup Inventory maintained by company for at least those items mentioned in BOQ.
6. Delivery time within four weeks from the date of issuance of Purchase Order.
7. The bid shall be SOLELY submitted by the bidder. It shall NOT be a joint venture i.e. should **NOT** be jointly submitted by more than one party. Furthermore, the prospective bidder shall **NOT**, in any way, sublet the bid / contract to a third party.



Signature and Stamp

Technical Requirements for Branded Laptop

Product Feature	Description	Compliance (Y/N)	Model / Built	Reference Brochure /Page No.
1.1 Make	1.1.1 Branded (HP or equivalent)			
1.2 Form Factor / Height	1.2.1 Laptop			
1.3 Processor	1.3.1 3 rd Generation Intel® Core i5-3210M			
1.4 Processor Speed	1.4.1 2.5 Ghz			
1.5 Intel® Smart Cache	1.5.1 3MB L3 cache, 2 cores			
1.6 Intel® Chipset	1.6.1 Mobile Intel® HM76 Express			
1.7 Memory Installed	1.7.1 4GB RAM			
	1.7.2 1333 MHz DDR3 SDRAM			
1.8 Hard Disk Drives	1.8.1 640 GB (7200 rpm SATA II)			
1.9 Optical Media	1.9.1 DVD+/- RW Drive			
1.10 Network Interface	1.10.1 10/100/1000 Gigabit Ethernet			
	1.10.2 Wireless LAN 802.11 b/g/n			
	1.10.3 Bluetooth			
1.11 I/O Ports	1.11.1 2 USB 3.0 2 USB 2.0			
	1.11.2 1 VGA			
	1.11.3 1 Stereo Microphone in			
	1.11.4 1 Stereo headphone / line-out			
	1.11.5 1 express card / 34			
	1.11.6 1 Media Card Reader			
1.12 Power Supply	1.12.1 Standard Power Supply			
1.13 OS Support / Installed	1.13.1 Licensed Microsoft Windows® 7 Professional or 8 Pro			
1.14 Peripherals	1.14.1 USB 2-button optical scroll mouse			
1.15 Battery	1.15.1 6-Cell (47 Whr) Li-Ion			
1.16 Display	1.16.1 15.6" diagonal LED-backlit HD anti-glare (1366 x 768			
1.17 Graphics	1.17.1 Integrated Intel ® HD Graphics 4000			
1.18 Warranty	1.18.1 3 years comprehensive onsite warranty (Manufacturer)			
1.19 Carrying Bag	1.19.1 OEM carrying bag compatible with product and peripherals			



Signature and Stamp

Warranty: All equipment must carry comprehensive OEM warranties/ support for Three years. Complete parts and onsite support (24/7) with response time 4Hrs.

Note: Specification higher than above mentioned is also acceptable as per the options available in that brand.

<u>Contact Person for Tender Query at DSU:</u>	<u>Contact Person for Technical Query at DSU:</u>
Procurement Officer DHA Suffa University, DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi	Manager IT Systems DHA Suffa University, DG-78, Off Khayaban-e-Tufail, Phase VII (Ext), DHA, Karachi
Phone : 021-35244872 Ext 2024	Phone: 021-35244873 Ext 2035
Fax : 021-35244872	Fax: 021-35244854
Email: po@dsu.edu.pk	Email: mit.sys@dsu.edu.pk



Signature and Stamp

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.	
Year of Establishment	
Main Area of Business	
NTN No.	
Annual Turnover	
Values of Projects in Hand (attach separate sheet if needed)	
Details of Staff Employed	
Managerial capabilities a) Total No. of Permanent Staff b) Total No. of Contract Staff	
Technical Capabilities c) Total No. of permanent staff d) Total No. of contract staff	
Cumulative Experience (in years)	
Technical Experience	
Number of Years in Business for Similar Assignments	
Numbers and Value of Similar Assignments Completed in Last 3 Years	
Relationship with OEM	
Clientel� (at least 5)	
Technical Staff Expertise / Skills	



Signature and Stamp

Bids

S. No.	Description	Qty.	Brand	Make / Origin	Unit Price Rs.	Amount Rs.
01	Laptops (Specification, Configuration and Peripherals as per Annexure - B)	10 units				
02	Microsoft Windows® 7 Professional (Licensed)					
03	Microsoft Windows ® 8 Pro Licensed					
Total Amount						

- Price shall be valid for 90 days
- DSU has the right to increase or decrease the quantity.

Amount in Words: _____



Signature and Stamp

FORMAT FOR MANUFACTURER'S AUTHORIZATION FORM (MAF)

No. _____

dated _____

To

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

We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize and confirms that M/S _____ (Name and address of Agent/Dealer) are our Local / Global partner and to offer their bids, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per the terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name) for and on behalf of M/s _____
(Name & Stamp of the manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.