

OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY
BIDDING DOCUMENTS

ISSUED TO M/S _____

DATED: - _____



REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Tender for Procurement of Laptops.

Tender Reference No : KMU/PC-LAP/2024-25/02

Bid Closing Date 14 October 2024 Time - 10:30 A.M

Bid Opening Date 14 October 2024 Time- 11:00 A.M

Cost of Tender vide

Pay order # _____

Dated _____

Rs:- _____

SIGNATURE

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OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Tender for Procurement of Laptops.

TENDER FORM

I/We _____ carrying on Business under the name of _____ having made myself/our self fully with the detailed tender as specified in the schedule and with above condition of contract agrees to be bound by such condition and tender. We offer to Supply the Laptop, Ref: KMU/PC-LAP/2024-25/02 in accordance with the Contract Terms and Conditions for the overall Contract Price (inclusive of all taxes) not to exceed PKR _____ [amount in numbers] _____ [amount in words] inclusive of Income Tax and General Sales Tax (GST).

I/We further agree in the event of this tender being accepted to pay the cost of the stamp on the relative contract form and undertake to execute the same and make the deposit mentioned in the attached condition of contract as soon as called upon to do so. And in the event of any failure by my/our part to execute the relative formal contract made the required, we agree to compensate the KARACHI METROPOLITAN UNIVERSITY. Fully for any loss or expense which they or indirectly suffer owing to any such failure.

A sum of Rs. _____ (RUPEES) _____ accompany this tender as 2% bid security deposit and I/We withdraw the offer within the aforesaid period or fail to execute the relative formal contract and to make the required contract promptly the KARACHI METROPOLITAN UNIVERSITY, shall be at liberty at their absolute discretion to appropriate this sum of Rs. _____ either as agreed liquidated damages without any proof with so ever to the extent of such damages or on accounts, reserving themselves the right to recover from me/us any further loss or expense to which they may have been put directly or indirectly be reason of any failure on my your parts as aforesaid.

DATED: _____

FULL SIGNATURE OF TENDERER

ADDRESS _____



Instructions to Bidders

- i. This invitation to tender is open to all suppliers / vendors / authorized dealers who have valid registration and NTN.
- ii. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices or have blacklisted in any governmental institution.
- iii. The bidder shall bear all costs associated with preparation and submission of bid.
- iv. An interested bidder requiring any clarification of the bidding documents may notify the purchaser in writing. The purchaser may reply in writing not later than three working days prior to the submission of bid deadline.
- v. Language of the bid will be English.
- vi. The bid shall be quoted in Pak rupees.
- vii. The tender method of procurement will be Single Stage- One Envelope. All the technical and financial proposal should be placed and sealed in one envelope and all the pages of must be sign and stamp
- viii. Once the bid submitted in sealed cover by the bidder, the KMU will not accept any alteration / addition / deletion to the bid.
- ix. No alteration will be allowed to be made in the tender condition.
- x. The tender will not be accepted if sent / dropped on any other form or through email.
- xi. Supplier may quote the price inclusive of all applicable taxes
- xii. The tenders will be opened in the presence of such tenderers who wish to be present at bid opening date and time.
- xiii. Procurement will be carried out as per SPPRA rules 2019 (amended time to time)



BID DATA SHEET

1. **Name of Purchaser** : Karachi Metropolitan University
2. **Brief Description of work** : Procurement of Laptop
3. **Purchaser address** : Block "M" North Nazimabad Karachi
4. **Method of procurement** : National Competitive Bidding- Single Stage Single Envelope
5. **Currency** : Bid shall be quoted in Pak. Rupees. The payment shall be made in Pak. Rupees.
6. **Amount of bid security** : 2% of bid cost
7. **Period of bid validity** : 30 days counted from date of opening.
8. **Number of copies of the bid to be Submitted.** : One Original
9. **Purchaser address for the purpose of bid submission** : Block "M" North Nazimabad Karachi
10. **Issuance of Bidding Documents from the 25 September 2024 Time: 09:00 A.M To 12 October 2024 Time 02:00 P.M**
11. **Deadline for submission of bids: Date 14 October 2024 Time: 10:30 A.M.**
12. **Deadline for Opening of bids: Date 14 October 2024 Time: 11:00 A.M.**
13. **Venue of the bid opening: : VC Secretariat**
Address: Karachi Metropolitan University Block "M" North Nazimabad Karachi.



Qualification / Eligibility criteria

S. No	Description	Remarks (Yes / No)
01	Supplier Profile.	
02	Supplier Registration Certificate. NTN / GST	
03	Supplier must have a minimum of general experience of five (05) years.	
04	Must complete three purchase orders / contracts of supply of similar nature and scope.	
05	Turnover must have at least 50 million for last three years. (Attach Audited Account Statements/Income Tax Return)	
06	Enclose a pay order/ call deposit equivalent to 2% earnest money of the quoted value.	
07	Supplier should have geographical presence at Karachi	
08	Payment of tender fees	
09	Compliance on Instructions and General & Special conditions of contracts mentioned in the bidding documents (must submit entire bidding documents by sign and stamp all pages of bidding documents)	
10	Affidavit of Rs. 100/- duly authenticated by Notary Public for never blacklisted from any organization / firm and or convicted from any court of Pakistan	

Note:

1. Supplier may provide / attach the listed relevant requirements shall be strictly listed in the same order in the tender documents.
2. Supplier meets the above criteria will be eligible for financial evaluation and will be considered as technical compliant
3. If a supplier doesn't meet the above requirements their bids are liable to be rejected.
4. Evaluation of bids: Lowest Evaluated most advantageous bid

Muhammad

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Each tender should be accompanied with pay orders/call deposit of Two (2%) as earnest money as mentioned in notice inviting tender.
2. The bid should be valid for a period of 30 days from the deadline for submission of the quotation. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your submitted bid security will be forfeited, and no compensation will be made.
3. KMU may request the participating Firms/Companies during the evaluation process to extend the Validity Period of their Bids/Proposals for a specified period [equal to or below the existing validity period referred 30 days.
4. Bids will be evaluated as per the Eligibility / Qualification criteria and on price schedule. Most advantageous bidder will be awarded the contract.
5. Notification of Award of Contract issued to successful supplier who may accept the offer within seven days after issuance of notification of award of contract.
6. Successful supplier must furnish the E Stamp Paper with paid Stamp Duty equivalent to 0.35% of accepted Contract Price.
7. Successful supplier has to sign the contract agreement on e stamp paper.
8. Successful supplier has to complete the supply of material as per the technical specifications and within 15 days of signing of the agreement.
9. Supplier has to supply and deliver the goods at the purchaser's address in complete with all respect
10. No substandard / faulty or old material will be accepted.
11. Successful supplier must submit performance security through pay orders/call deposit of ten (10%) of accepted contract price.
12. Delay Delivery Charges, If supplier fails to deliver the material within time period, then the penalty will be imposed .005% of each day of delay and will be charge on contract price.
13. After the selection of successful supplier and signing of contract agreement the submitted bid security of unsuccessful supplier may be returned.
14. Performance security will be return to a successful supplier once all the required material delivered and satisfactory completion of all inspections, test and running of material.
15. All Taxes as imposed / Levied by Govt. of Pakistan will be borne by the tenderer.
16. Sale Tax / Income Tax and General Sale Tax (GST)as per rules will be deducted at source. If applicable otherwise the tenderer should submit the exemption certificate.
17. The standard local warranty of material will be one year.



18. Any deviation from these conditions, bidders will be considered as technically non-compliant.

19. Payment Conditions

Upon submission by supplier of claim and subsequent verification of the claim by KMU, payment of the contract price shall be made in the following manner:

- a) No Advance Payment is allowed under this Contract.
- b) Payment will be made within 30 days after the successful delivery of material as per technical specifications and inspection / testing and running of material.
- c) Payment will be made upon submission of following documentation:
 - o Supplier's original Sales Tax Invoice with Covering Letter.
 - o Delivery Challan / Goods Receiving Note from supplier.

20. Karachi Metropolitan University may cancel the procurement process at any stage without assigning any reason.

Rules as imposed by SPPRA must be followed

**SIGNATURES OF THE TENDERERS
WITH STAMP**



Schedule of Requirements with Technical Specifications

S. No	Description with technical Specifications	Quantity	Delivery Timeline
01	Laptop: HP / Lenovo or equivalent Core i5 12 th Generation RAM: 8 GB SSD: 256 GB Screen Display: 14"-15.6" VGA Port HDMI Port	15	15 DAYS
02	Laptop: HP / Lenovo or equivalent Core i3 12 th Generation RAM: 8 GB SSD: 256 GB Screen Display: 14"-15.6" VGA Port HDMI Port	10	15 DAYS



KARACHI METROPOLITAN UNIVERSITY

Procurement of Laptops

PRICE SCHEDULE / FINACIAL PROPOSAL

Description	Unit	Quantity	Rate	Toal Amount (PKR)
Laptop: HP / Lenovo or equivalent Core i5 12 th Generation RAM: 8 GB SSD: 256 GB Screen Display: 14"-15.6" VGA Port HDMI Port	Nos.	15		
Laptop: HP / Lenovo or equivalent Core i3 12 th Generation RAM: 8 GB SSD: 256 GB Screen Display: 14"-15.6" VGA Port HDMI Port	Nos.	10		
Total Amount Inclusive of Income Tax and Exclusive of GST				
General Sales Tax (GST)				
Total Amount Inclusive of Income Tax and GST				

Note:

- Prices should be quoted inclusive of all applicable taxes including Income Tax and General Sales Tax (GST)
- All applicable taxes such as Income Tax and General Sale Tax (GST) will be deducted as per rules.
- The quoted price will be firm and final and no price adjustment or dollar fluctuation will not be made / considered.

**SIGNATURE OF THE TENDERER
WITH STAMP**

