

TENDER DOCUMENT



Procurement of Desktop Computers SHEC Lab Strengthening Program (Data Science Labs) for Department of Information Technology, University of Sindh for the year 2024-2025

Name of Company / Contractor: _____

Address: _____

Contact No.: (Tel) _____ (Mob) _____

Email: _____

Bank Challan / Demand Draft of Rs. 5,000 (No. _____ Dated: _____)

Tender publishing date	:	24-04-2024
Tender submission Time	:	12-05-2025 13:00 PM
Tender opening date	:	12-05-2025 13:30 PM
Tendering Process	:	SINGLE STAGE – ONE ENVELOPE

Central Scientific Procurement,
Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
Phone No. 022- 9213203 | Email: Incharge.css@usindh.edu.pk

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1. Introduction

Dear Tenderer

Thank you for the interest you have shown in response to the advertisement of University of Sindh which has been floated on University of Sindh & SPPRA websites for “**Procurement of Desktop Computers SHEC Lab Strengthening Program (Data Science Labs) for Department of Information Technology, University of Sindh for the year 2024-2025**”

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

Thank you.

Incharge,
Central Scientific Procurement,
University of Sindh, Jamshoro-76080.

2. Instructions

- (a) The University of Sindh (UoS) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (a) You can collect the Tender Document from the office of the Incharge, Central Scientific Procurement @ Faculty of Engineering & Technology, University of Sindh, Jamshoro-76080 from **24-04-2025 to 12-05-2025 till 10:00 am**.
- (b) The last date of submit the Tender Document in sealed envelope is **12-05-2025 13:00 pm** at the Incharge, Central Scientific Procurement @ Faculty of Engineering & Technology, University of Sindh, Jamshoro-76080. The Tender will be opened **on 12-05-2025 at 13:30 pm** in the presence of representatives who may care to attend while the same also be submitted at SPPRA E-PAD System till last date.
- (c) Bid Security of **3%** of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Director Finance University of Sindh Jamshoro.
- (d) Successful bidder should provide **5% Performance Security** of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (e) Please mention "Tender Number" at top left corner of the envelopes. University of Sindh Jamshoro may reject any bid subject to relevant provision of SPP Rules 2010 (Amended 2019 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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3. BIDDING DATA

(a) **Name of Procuring Agency:** Central Scientific Procurement, University of Sindh, Jamshoro.

Brief Description of Works: “Procurement of Desktop Computers SHEC Lab Strengthening Program (Data Science Labs) for Department of Information Technology, University of Sindh for the year 2023-2024.

Procuring Agency’s address:- Incharge, Central Scientific Procurement @ Faculty of Engineering & Technology, University of Sindh, Jamshoro – 76080.

(b) **Amount of Bid Security:-** Bid Security of 3% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Director Finance University of Sindh Jamshoro.

(c) **Period of Bid Validity (days):-** Ninety Days (90).

(d) **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

(e) **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope is **12-05-2025 13:00 pm** in the **Office Incharge, Central Scientific Procurement @ Faculty of Engineering & Technology**, University of Sindh, Jamshoro-76080 and SPPRA EPAD system. The Tender will be opened on **12-05-2025 at 13:30 pm** in the presence of representatives who may care to attend.

(f) **Venue, Time, and Date of Bid Opening:-** Tender will be opened on **12-05-2025 at 13:30 pm** at **Office of the Dean, Faculty of Natural Science**, University of Sindh, Jamshoro-76080.

(g) **Time for Completion from written order of commence: - 60 days**

(h) **Liquidated damages:-** 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.

(i) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

....., *Amount :Rs*.....

Drawn on Ban.....*Dated*.....

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4. BIDDER QUALIFICATION CRITERIA (Mandatory Documents)

Arrange the document according to numbering below and fill the columns 2 and 3. These must provide at the time of submission of bidding document.

Sr.	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No	Page No.
1.	The bidder must be registered supplier on SPPRA EPADS system.		
2.	Manufacturers / Firms / Supplier / Companies / Distributors must provide <ul style="list-style-type: none"> • NTN, • Sales Tax Registration Certificate both FBR and / or SRB”, • Active Tax Payer Status certificate, • Professional Tax certificate 		
3.	Financial Statements Last 3 years’ financial statements minimum Six (06) millions in terms of <ul style="list-style-type: none"> • Bank statement/Financial statement for Three Years • 1st year • 2nd Year • 3rd Year • Bank Certificate 		
4.	Experience Certificate The bidder must have at least three years’ experience of relevant field.		
5.	CNIC of Authorized Official		
6.	Affidavit on Rs.100/ Stamp paper Declaring that firm has never been involved in litigation and never been blacklisted with any Govt./private Organization.		

5. Demand / Specification of Material

Note: Do not change the item numbers, if you are not quoting any item just mention NA (Not Available)

S.No.	Item/s	Specification	Quantity	Unit Price	GST	Unit Price With GST	Total Price with GST
1.	Desktop Computers	Tower CPU Processor 12th Generation core i7-12700, RAM 16GB DDR4, 1TB HDD/SSD Intel H660 Chipset Intel Integrated Graphics with 19' LED Monitor Windows 11 Dell/HP or Equivalent	12 Unit				

Total Amount Rupees (in words) _____

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6. Bid Evaluation Criteria

S.#	Point of Evaluation	Evaluation Criteria	Remarks	Page No
1.	Technical Specifications:	<ul style="list-style-type: none"> • Compliance with required specifications for each equipment item • Accuracy, precision, and reliability of measurements • Durability and robustness of the equipment 	Add Boucher/s	
2.	Pricing:	<ul style="list-style-type: none"> • Competitive pricing of the equipment • Value for money in terms of features and quality 	Mention in Items Demand Section	
3.	Warranty and After-sales Support	<ul style="list-style-type: none"> • Length and coverage of warranty offered by the supplier • Availability and responsiveness of after-sales technical support 	Add warranty and after sales technical support certificate on bidder`s letterhead for each item.	
4.	User-Friendliness:	<ul style="list-style-type: none"> • Ease of operation and user interface of the equipment • Availability of user manuals and documentation 	Mention where applicable	
5.	Training and Technical Assistance	<ul style="list-style-type: none"> • Availability of training programs for users • Provision of technical assistance and training materials 	Mention where applicable	
6.	Delivery Schedule:	<ul style="list-style-type: none"> • Ability to meet the required delivery timeline 	Mention on letterhead	

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7. Criterion Formula

S.#	Evaluation Criteria	Marks
1.	Technical Specifications	30
2.	Pricing	30
3.	Warranty and After-sales Support	10
4.	User-Friendliness	10
5.	Training and Technical Assistance	10
6.	Delivery Schedule	10

The evaluation criteria outlined above, shall be used as the basis for assessing the bids. The formula which incorporates the assigned marks for each criterion, will be utilized to calculate the total scores for each bid. The formula ensures a comprehensive and objective evaluation process, taking into consideration the relative importance of each criterion as determined by the assigned Marks.

By adhering to this evaluation process, the University aims to facilitate a fair and transparent assessment of the bids, enabling the selection of the most advantageous bid that best meets the requirements and priorities of the procurement project.

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8. TERMS & CONDITIONS

The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier / distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, University of Sindh will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum upto 10%.
- (v) **Inspection:** Physical inspection will be carried out by University of Sindh authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the office of the Procurement of the University of Sindh who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Central Scientific Procurement, University of Sindh, Jamshoro.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope in PKR.
- (xviii) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.
- (xix) **Bid Security:** 3% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Director Finance University of Sindh, Jamshoro.

- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the University of Sindh Jamshoro and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Jamshoro binding to the parties.
- (xxi) **Performance Security:** Successful bidder should provide **5%** Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xxii) **Rights:** University of Sindh reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. University of Sindh, also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiii) **Tender Document:** Tender Document available at the Office of the **Incharge, Central Scientific Procurement @ Faculty of Engineering & Technology**, University of Sindh, Jamshoro-76080.
- (xxiv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxv) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvi) **Submission of Tender:** Last date for submission is **12-05-2025 13:00 pm**
- (xxvii) **Opening of Tender:** Tender will be opened on **12-05-2025 13:30 pm** at Office of the **Office of the Dean, Faculty of Natural Science**, University of Sindh, Jamshoro-76080.
- (xxviii) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxix) **Stamp Duty: 0.35%** against total value of Work Order will be levied accordingly.
- (xxx) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxi) **Active Tax Payer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to University of Sindh , Jamshoro .
- (xxxii) **Delivery Time:** The items should be delivered as soon as possible from the date of acceptance of Purchase Order.
- (xxxiii) **Installation and Demonstration of Equipment Supplies.**
- a). Installation**
- i)** After inspection and taking over of the Equipment if required the **Supplier / Contractor shall install** those items of Equipment which are to be permanently positioned in place in the premises of the Central Scientific Procurement / University. For this purpose, the Supplier / Contractor shall co-ordinate with the Incharge, Central Scientific Procurement, Sindh University,

for making arrangements for the Hardware needed for the installation.

- ii) The cost of hardware for such installation shall be borne by the Supplier / Contractor/ Contractor as per contract. The Supplier / Contractor shall provide, along with his offer, the details of the hardware needed for each item of the Equipment separately. The technical and other personnel needed for installation of the Equipment shall be provided by the Supplier / Contractor at his cost. The entire cost of installation, configuration, application except that of the needed hardware, shall be borne by the Supplier / Contractor.

b) Demonstration

- i) After installation of the Equipment, the complete working of each item of Equipment for the purpose of performing the intended Laboratory experiments, testing of specimens and recording of the test results etc., shall be demonstrated fully to the designated staff of the University by the Supplier / Contractor or his technical personnel.

- i) The entire **cost**, including the T.A. / D.A. of the personnel involved in the demonstration, shall be **borne by the Supplier / Contractor**.

c) Completion Certificate

After completion of the installation and demonstration, as stated above, a certificate is to be obtained by the Supplier / Contractor from the concerned **Department** stating that the Equipment (item-wise) have been satisfactorily installed and demonstrated by the Supplier / Contractor.

(xxxiv) Extension of Time

If the completion of the Contract is delayed due to reason beyond the control of the Supplier / Contractor, the Supplier / Contractor shall without delay request Professor Incharge, Central Scientific Store / University, in writing, of his **claim** for an extension of time. Central Scientific Store / University on receipt of such request may agree to **extend the completion date** as may be reasonable in the circumstances of the case but without prejudice to other terms and conditions of the Contract.

(xxxv) Non-compliance & black listing: In the event of non-compliance with the terms and conditions stipulated in the bidding document and as described in the Sindh Public Procurement Rules 2010 (amended 2021), appropriate action will be taken in accordance with the provisions outlined in the "Regulations for Blacklisting of Regulations for Blacklisting of Bidder, Contractores, Supplier and Consultants, 2023

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9. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturer/supplier/distributor works;

M/s _____, the manufacturers/
companies / distributor / firm hereby declare that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the manufacturers / companies / distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the University of Sindh directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the University of Sindh , except that which has been expressly declared pursuant hereto.
- (c) The manufacturers / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the University of Sindh under any law, contract, or other instrument, be stand void at the discretion of the University of Sindh .
- (d) Notwithstanding any right and remedies exercised by the University of Sindh in this regard, manufacturers / companies / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the University of Sindh in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the manufacturers / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the University of Sindh .

Note: This integrity pact is mandatory requirement other than auxiliary services / works.

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It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

SIGNATURE & STAMP