



HAZARA UNIVERSITY

Procurement of “Scanner, Photocopier, Multimedia
and Branded Workstation”.

TENDER DOCUMENTS

2018-19



HAZARA UNIVERSITY, MANSEHRA

OFFICE OF THE PROCUREMENT OFFICER

Phone No. 0997-414178, Fax No. 0997-414111

1. GENERAL

- i. Any bid without 2% earnest money of the total amount will not be entertained.
- ii. Conditional/incomplete/overwritten bid will not be entertained.
- iii. The prices quoted must be valid for at least 90 days from the date of tender opening for the evaluation of tender. The quoted prices once approved will remain valid for the whole financial year i.e upto June 30, 2019.
- iv. The successful bidders will be required to supply the items up-to the end of financial year 2018-2019. The bid can be extended for further period as per KPPRA rules, if both the parties agree.
- v. Telephonic/telexed/faxed/telegraphic quotations will not be entertained.
- vi. The bid must accompany the following:
 - a. Firm Registration Certificate with the Federal/Provincial Government.
 - b. National Tax Number
 - c. Sales Tax Registration Certificate Number.
 - d. Certificate to the effect that they have never been blacklisted by any Government/ Semi Government Organization.
 - e. Dealership Certificate from original manufacturer for Pakistan (where required)
 - f. All bids must be properly sealed .
 - g. The provision of quoted rate in soft form is also required.

2. SCOPE OF SUPPLY

The bidder shall supply the items according to the prescribed specifications. Any deviation will cause rejection of the supply order.

3. BID PRICE

The bidder shall indicate in his offer, list of items with prescribed specifications, the unit price and total bid prices of the items. Taxes levied by the Government, if any, shall be recoverable from the bidder as per rules. Specimen bid form is attached herewith.

4. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

5. BID VALIDITY

The bid should remain valid and open for acceptance of purchase for 90 days from the date of opening of bids

6. PERFORMANCE GUARANTEE

The winner of bid shall submit a performance guarantee @10% of the total bid amount in form of demand draft/pay order/Bank Guarantee in favor of Treasurer Hazara University Mansehra.

7. BIDS PROPOSAL

The bid should comprise a single package containing two separate envelopes. Each envelop should contain separately the financial proposal and technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold letters. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

The committee will evaluate the technical proposals. The Technical proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive bids will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The above stated standard evaluation criteria will be binding upon the bidders and will have no liability, on the University.

8. SIGNING OF BIDS

The person signing the bid shall sign and stamp all the pages of the bid, where entries are made.

9. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach and be received by the University on or before Thursday, June 21, 2018 at 1330 hours. The bids will be opened at 1430 hours on the same day in the

conference room, Hazara University in presence of the bidders or their authorized representatives, who wish to be present.

10. LATE BIDS

Any bid received in the university after the prescribed deadline shall not be entertained.

11. UNIVERSITY'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University reserves the right to accept or reject any or all tenders fully or partially on the recommendation of technical committee/ purchase committee.

12. CANVASSING

Unsolicited advice / clarifications and any personal approached at any stage of evaluations of bids are strictly prohibited and may lead to disqualification.

13. DELIVERY

The bidders shall make delivery of the items within 30 days from the date of issuance of supply order. A penalty of 1% of the item price per day subject to the maximum of 10% of the total amount would be charged after expiry of the delivery time till the supply of the items.

14. MODE OF PAYMENT

No advance payment will be made as per Government rules. The payment will be made to the supplier after inspection of supplied items by a committee of experts constituted by the University. If found in order in all respects after the successful and complete supply, installation and functioning of the items the performance guarantee will be released after 08 months from the date of satisfactory supply of the items.

15. PRICE

The price of items will be inclusive of transportation and all taxes etc. No separate payment will be made by the University on this account.

16. TAXES

All Government taxes shall be deducted at source according to the relevant rules.

17. ARBITRATION

The decision of the University in all relevant matters will be final and unchallengeable in any court of law anywhere.

SPECIAL CONDITIONS OF THE CONTRACT

1. Inspection of Equipments/materials.

All Equipments/materials shall be subject to inspection and shall be approved by Hazara University Purchase committee/Technical Committee before the same are fabricated or installed in position. The committee may reject such materials as are considered by him to be below standard specifications, size or quality. The Contractor shall provide all labour at his own expense for handling during inspection. Any materials rejected by the committee shall not be used and shall be removed from site by the Contractor.

2. Work to be opened for inspection.

All supply/works under or during the course of execution in pursuance of the Contractor, whether at site or at Contractor's workshop shall, all times, be opened for inspection and supervision of the Hazara University Purchase committee/Technical Committee at all times during the usual working hours, the contractor should either himself be present to receive the instructions or any responsible agent duly accredited in writing, present for this purpose. Instructions given to the Contractor's agent should be considered to have the same force as if these had been given to the Contractor himself.

3. Responsibility against damages

Before and up to the whole of the Supply/works are completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the materials or installed works/equipments thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or replace the same and compensate the University against all such losses.

4. Specifications

The work shall comply to the requirement/ specification laid down in the B.O.Q of the tender. Quality of each item should be supreme quality.

5. Laboratory Test

The Hazara University Purchase committee/Technical Committee has the power to order for conducting Equipments/material quality assurance test which he deems necessary and cost of such tests will be borne by the contractor. No claim in this regard will be entertained for payment.

LIST OF EQUIPMENT

Sr #	Equipment	Specifications	Minimum QTY	Remarks
1	Scanner	Color & B/W Scanning, Scan Speed ADF 40ppm @ 300 dpi color or higher, optical resolution 1200 dpi, Feeder capacity 75 @ 80 gsm or higher, standard connectivity by high speed USB 3.0 or 3.1, Daily duty cycle 4500-5000 pages/day. OS: Windows, Linux, Mac. Brand must be European , USA, Japan. Should scan cards. Company should have OEM trained engineers for support. 2 years standard warranty	05	
2	Photocopier	Photo copy up to 35 / 45 / 50 PPM, Resolution 600 x 600 dpi or higher, 2 sided automatic and duplex printing, Should handle letter, legal, A4, A3and other paper types available, Large paper capacity, USB connectivity, Scanner and printing facility, Memory 2 GB or higher, HDD 250 GB or higher, Multiple Paper Trays, Automatic Document feeder standalone and network capability. or higher specifications. Toner life: 40,000 pages or above. Warranty 3 years	05	
3	Multimedia	Brightness 3300 ANSI lumens, XGA, HDMI, lamp life 4000 hours. or higher specifications.	05	
4	Branded Workstation	<p>International Branded Workstation (HP/Dell or equivalent)</p> <ul style="list-style-type: none"> • Intel Xeon E5-2697 v4 Processor • 2.3 GHz, Turbo upto 3.6GHz, 18 Cores, 36 Threads, 45MB Smart Cache • Intel ® C612 Chipset or equivalent / higher • 128GB DDR4-2400 (4x32GB) 1CPU Reg RAM • Memory Slots 4 DIMM (with 1 processor) and 8 DIMM (with 2 processors) or equivalent / higher • Maximum Memory support Up to 256 GB DDR4-2400 ECC registered SDRAM 10 or equivalent / higher • 1TB SATA 1st SSD or equivalent / higher • 1TB SATA 2nd SSD or equivalent / higher • Display Port to VGA Adapter or equivalent / higher • Hazara University logo on the system bios or the firmware • Integrated Realtek HD ALC221 Audio or equivalent / higher • Integrated Intel® I218LM PCIe GbE or equivalent / higher <p style="text-align: center;">Expansion Slots</p>	01	

		<ul style="list-style-type: none"> • 2 PCIe Gen3 x16 or equivalent / higher • 1 PCIe Gen3 x8 (open-ended) or equivalent / higher • 1 PCIe Gen2 x4 (open-ended) or equivalent / higher • 1 PCIe Gen2 x1 (open-ended) or equivalent / higher • 1 PCI or equivalent / higher <p style="text-align: center;">Ports and Connectors</p> <ul style="list-style-type: none"> • Front: 4 USB 3.0, 1 headset, 1 microphone or equivalent / higher • Back: 4 USB 3.0, 2 USB 2.0, 2 PS/2, 1 RJ-45, 1 audio line in, 1 audio line out or equivalent / higher • Internal: 1 USB 2.0, 1 USB 3.0 or equivalent / higher • 925W 90 Percent Efficient Power Supply or equivalent / higher • HP USB Keyboard or equivalent / higher • HP USB Optical Mouse or equivalent / higher • 9.5mm Slim Super Multi DVDRW or equivalent / higher • NVIDIA NVS 310 1GB 2xDP or equivalent / higher • Remote Graphics Software (RGS) or equivalent / higher • 23.8-inch Narrow Bezel IPS Display Native Resolution 1920 x 1080 @ 60 Hz or equivalent / higher • Display Input 1 MHL 2.0 /HDMI 1.4; 1 DVI-D; 2 Display Port 1.2; or equivalent / higher • HDCP support on all input, and a fast-charging port or equivalent / higher • 3 Years Warranty or equivalent / higher or higher specifications. 		
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Special / Mandatory Conditions

- Refurbished, Grey, smuggled or international warranty products will not be accepted in any case.
- Hazara University will verify the serial numbers of the supplied items with its manufacturer. If found ambiguous, will be returned at supplier own cost.
- Manufacturer’s Authorization Letter will be provided by the bidder in the name of Hazara University. The same shall be verified with the Manufacturer / issuing authority.
- Quoted product must have at least one manufacture’s parts depot in Pakistan, for rapid warranty claims.
- Any product inferior to the given specification / University requirement shall be disqualified straight away.
- Compliance sheet must be provided by the bidder along with the quotation
- The successful bidders will be required to supply the items as per maximum required quantity of University up-to the end of financial year 2018-2019.
- Hazara University shall only accept the branded equipment imported through proper channel.