

AUG 2023

TENDER DOCUMENTS

“PROCUREMENT OF MISCELLANEOUS
EQUIPMENT”



F. No. 1(1)/2023
Government of Pakistan
National Endowment Scholarships for Talent (NEST)
Ministry of Federal Education &
Professional Training

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TENDER NOTICE

Sealed proposals on Single Stage – Two Envelope (Technical and Financial), as defined in PPRA Rules are invited from authorized dealers of the relevant field for procurement/ supply of following IT/Equipment in the National Endowment Scholarships for Talent, Ministry of Federal Education & Professional Training, Shalimar Plaza, Blue Area, Islamabad:-

Sr #	Items	Qty	Remarks
1.	Laptop	15 Nos	Specification available in Tender Document
2.	Biometric Machine	01 Nos	-do-

2. Tender documents containing terms & conditions for participation in the tender can be downloaded from the website of this Ministry, i.e. www.nest.org.pk. (free of cost).
3. Tender/ Proposals should reach in the office of the undersigned on or before 21st August, 2023 by 1030 hours. Technical Proposals will be opened on the same date at 1100 hours in presence of bidders or their representatives.

(Hajra Suhail)
Manager Admin & HR
Tel: 9202690

Government of Pakistan
NATIONAL ENDOWMENT SCHOLARSHIPS FOR TALENT
Ministry of Federal Education and Professional Training
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Note:-

Please read the following instructions carefully. All firms/ vendors are bound to accept all the supply orders issued on the tendered rates for supply of required quantities of articles within prescribed period after receipt of the supply order.

1. DOCUMENTS TO BE ATTACHED: -

- i. Company profile with list of its recent clients.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money not exceeding 5% of quoted price in the shape of CDR/Bank Draft/Pay Order in favor of National Endowment Scholarship Talent.
- v. Authorized dealership Certificate from sole manufacture along with Product Broachers.
- vi. Proof of Financial capability and experience certificate.
- vii. Proof of after sale Service Centre.

2. PROCEDURE OF TENDERING OPENING: -

- i. The bid shall comprise a single package containing two separate envelops. Each envelope shall contain separately the **Financial Proposal and the Technical Proposal**.
- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened, pattern will be as under:

Sr. #	Brand Name as quoted in technical proposals	Unit Price	GST 17%	Total Price inclusive of GST

- iv. The Company shall evaluate the Technical Proposals in the manner prescribed in advance, without any reference to the price and reject any proposal which does not conform to the specified requirements;
- v. During the technical evaluation, no amendments in the technical proposals shall be permitted;
- vi. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- vii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- viii. The bid found to be the lowest evaluated or most advantageous bid shall be

accepted.

3. REJECTION OF THE BID: -

No offer shall be considered if,

- i. Received without earnest money.
- ii. Received after the time and date fixed for its receipt.
- iii. Unsigned Tender.
- iv. The offer is ambiguous.
- v. The offer is conditional.
- vi. The offer is from the firms who are black listed/suspended by any Government department.
- vii. Offer is received with shorter validity than required in the tender enquiry.
- viii. The offer is for items/stores do not conform to the specifications indicated in the enclosed list.
- ix. NEST, Islamabad further reserves the right to accept or reject any or all tenders without assigning any reason.

4. PERFORMANCE GUARANTEE: -

- i. The successful bidder/firm will be required to furnish 5% performance guarantee of the total bill value/supply order in the shape of CDR/Bank Guarantee or earnest money as a performance guarantee, which will be retained and released after satisfactory completion of the warranty/guarantee period.
- ii. The Bank Guarantee must be issued by a scheduled bank.
- iii. In case the supplier/contractor fails to complete the warranty/guarantee period successfully, the performance guarantee / security deposit will be forfeited in favour of NEST.

5. WARRANTY/GUARANTEE: -

- i. The successful bidder shall provide warranty/guarantee indicated against each item.
- ii. This period of warranty/guarantee shall start from the date of installation of supplies received in the NEST.
- iii. The successful bidder shall warranty the IT Equipment and Technical support should be available on call basis.
- iv. During the warranty period, if the successful bidder fails to rectify the problem, due to any reason, NEST shall repair the item or replace the defective goods or parts thereof and forfeit the Bank Guarantee/retained value.
- v. The security deposit for warranty and guarantee will be released after expiry of the contract period.

6. TAXES: -

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The project authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.

- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate, specifically issued in favor of firm (SRO) to this effect, otherwise taxes will be deducted.

7. BIDDING: -

- i. The bidder may bid for full or any LOT.
- ii. Rates should be quoted on for basis with complete installation of equipment at the site.
- iii. The bidders should quote final rates both in words as well as in figures.
- iv. Tender document must also be filled in, stamped and signed by authorized representative of the bidder.
- v. The bidder shall provide the technical literature of the equipment.
- vi. Any erasing/cutting/crossing etc appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.
- vii. The bidder must be the authorized dealer in case of IT equipment.

8. BID VALIDITY: -

- i. Bid validity period is 90 days from the date of opening of technical proposals which can further be extendable as per PPRA rules.

9. BID EVALUATION: -

- i. The bids shall be evaluated in accordance with terms & conditions of this tender documents
- ii. Ability of the firm to most closely conform to the prescribed specifications.
- iii. Rates offered by the firms.
- iv. Supply time, and maintenance of warranty period.

10. SUPPLY OF STORES

- i. The items mentioned in the list are required to be delivered at NEST, within 4 weeks from the date of issuance of purchase order.
- ii. The stores are required by the consignee within stipulated date. However, the bidder is required to indicate their own guarantee earliest date by which the items/store should be brand new and in original manufacturers packing.

11. 'NEST' RIGHTS WITHIN PROVISION OF PPRA RULES-2004

- i. The NEST reserves the right to accept or reject any or all tenders as per PPRA rules.
- ii. The purchaser reserves the rights to claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

12. PRICE REASONABILITY CERTIFICATE.

- i. The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.
- ii. The renderers / bidders must certify that: -
 - Item quoted is of latest and current production model.

- Item quoted is bearing the manufacturing batch/serial number/code number for verification.

13. PAYMENT

The payment for the supplies made by the successful bidder shall be released within 30 days possibly of the receipt of invoice provided that: -

- Supplies are delivered/installed according to the instructions of the Division.
- Satisfactory inspection report is provided by the Division so as to specifications/requirements of the Division.
- The payment against a supply order shall be made on the completion of the delivery of supplies including installation, commissioning, etc as mentioned in the supply order.
- No advance payment shall be made.
- All payments shall be made through AGPR (Cross Cheque) in the Pak rupees.

14. PENALTY: -

For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under: -

- 1% of the cost of that items mentioned in the supply order that remain un-delivered/un-finished for each day of non-supply upto maximum of thirty (30) days exceeding the job completion/delivery period.
- If the material is not supplied even after payment of penalty for 20 consecutive days, the NEST reserves the right to cancel the contract and to get completed the required job/items from elsewhere at the risk and cost of the defaulting contractor/firm and the equivalent price/amount will be deducted from the securities deposited by the firm/supplier.

15. Undertaking: -

We undertake and declare that: -

- i. The prices quoted should include all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The prices are valid upto
- iii. All of the products are under company branded warranty from the date of supply/installation and in case of any defect and malfunction we shall be responsible for repair/replacement as per guarantee/warranty.
- iv. The supplier is responsible for arranging replacement/technical support during contract period.

We understand that: -

- i. NEST reserves the right to accept or reject our bid and we undertake not to question the decision of NEST in this regard.
- ii. The earnest money amounting to Rs. submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions

given in the advertisement referred to above firm fails to abide by the terms and conditions given in the advertisement referred to above.

16. Tender Opening Time, Date & Venue: -

- i. Tender/ Proposals should reach in the office of the undersigned on or before 21st August, 2023 by 1030 hours. No bid will be received after laid down timings. Technical Proposals will be opened on the same date at 1100 hours in presence of bidders or their representatives at NEST office located at 3rd Floor, Shalimar Plaza, Blue Area Islamabad.

Signature & Stamp of Authorized Agent.

LIST – MISCELLANEOUS EQUIPMENT FOR NEST M/O FE&PT

Sr #	Particulars	Specifications	Brand Required	Quantity	Unit Price (Exclusive of Tax)	Total Price (Exclusive of Tax)	GST	Total Amount (With all taxes)
1.	Laptop (Category-I)	Processor: Intel Core i7 12th Gen Graphics card to support better performance Memory: 16 GB Storage: 512GB SSD Display: 15.6" FHD (1920x1080) IPS, LED, Keyboard with number pad Connectivity: Wi-fi, Bluetooth Ports: USB 3.0, HDMI, 3.5mm audio jack Others: Webcam: HD Web Camera Warranty: 1 Year with parts and labor	HP, Dell, Lenovo OR equivalent	04 Nos				
2.	Laptop (Category-II)	Processor: Intel Core i5 12th Gen Memory: 8 GB Storage: 512GB SSD Display: 15.6" FHD (1920x1080) IPS, LED, Keyboard with number pad Connectivity: Wi-fi, Bluetooth Ports: USB 3.0, HDMI, 3.5mm audio jack Others: Webcam: HD Web Camera Warranty: 1 Year with parts and labor	HP, Dell, Lenovo OR equivalent	05 Nos				
3.	Laptop (Category-III)	Processor: Intel Core i3 12th Gen Memory: 8 GB Storage: 256GB SSD Display: 15.6" FHD (1920x1080) IPS, LED, Keyboard with number pad Connectivity: Wifi, Bluetooth Ports: USB 3.0, HDMI, 3.5mm audio jack Others: Webcam: HD Web Camera Warranty: 1 Year with parts and labor	HP, Dell, Lenovo OR equivalent	06 Nos				
4.	Biometric Machine	Fingerprint Biometric Verification RFID card support Battery Backup Passcode/Password check-in Face Detection/ Face ID 1,500 Faces, 2,000 Fingerprints, 100,000 Records and 2,000 Cards. Communication: TCP/IP, USB- Host, Wi-Fi. Professional firmware and platform make it more flexible. Easy to use software Warranty: 1 Year	ZKTecco, Hikvision, Black Cooper, Deli or equivalent	01 No				

