**INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR**

*management education with public spirit*

*and market dynamism*

**Tender Notice for Procurement of IT Equipment**

The Institute of Management Sciences (IMSciences) is an autonomous body established under the auspices of the Government of the Khyber Pakhtunkhwa. Institute of Management Sciences (IMSciences) is a leading educational institute of the country and has been ranked as the 4th best business school of Pakistan.

Human Resource Development Center (HRDC) of Institute of Management Sciences, Peshawar planning to procure of IT equipment for project. Sealed bids are invited from the firms/ registered with tax departments.

Sealed bids are invited from well-established/reputed firms registered with relevant tax authorities, Government of Pakistan for the subject procurement. Tender documents containing bidding procedure terms, & conditions, scope of work and items specifications can be obtained from the undersigned or downloaded from the KPPPRA or Institute’s websites.

Sealed bids should be submitted latest by January 6, 2017 at 10:30 a.m. along-with earnest money of 2% of total value of the bid amount in the form of bank draft/Call deposit/Pay order in favor of Institute of Management Sciences, Peshawar.

Bids will be opened on the same day at 11:00 a.m. in the presence of interested bidders or their authorized representatives, if any, in the Conference Room of the Institute of Management Sciences (IMSciences), 1-A, Sector E-5, Phase-VII, Hayatabad, Peshawar on the above noted date and time.

**Manager Administration**

Institute of Management Sciences, Peshawar

Plot No: 1-A, E-5, Phase-7, Hayatabad,

Peshawar.

Tel: 091-5861024-25

|  |
| --- |
| **TENDER DOCUMENTS FOR**  **PROCUREMENT OF IT EQUIPMENTS**  **December 23, 2016**    **INSTITUTE OF MANAGEMENT SCIENCES**  **PESHAWAR** |

**Tender Notice for IT Equipment’s**

Human Resource Development Center (HRDC) of Institute of Management Sciences, Peshawar planning to procure of IT equipment’s for project. Detail about the Training Hall is mentioned in ***annexure I***

**TERMS AND CONDITIONS OF TENDER**

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects.  Any of the provisions/terms can be altered, initiated, admitted or included in the terms & condition by the procurement committee; however this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete or which do not fulfill the requirements given hereinafter may be rendered disqualified.

**Qualification of the Vendor/Firm**

The following vendors are eligible to apply for the tender:

1. The firm/company registered with relevant government tax authorities.
2. The firm/company who have never been black listed by any Government agency or authority.
3. Only registered manufacturer/partner/authorized dealer/distributor can participate in the tender.
4. Bidders shall submit complete profile of the firm and items in the Proposal.
5. The bidder must have at least five years of experience in the relevant business.

**Documents Required**

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Professional Tax Certificate
3. A copy of audited financial statements or Tax Returns of last three years of the firm/supplier
4. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
   * 1. Firm/Vender has neither been blacklisted by any agency nor is

involved in any subversive activities.

b. Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.

1. Full Address and contact numbers of the offices.

**Method of Procurement:**

Bidding will be conducted through “**Open Competitive Bidding”** process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “Single Stage - Single Envelope” procedure.

**Response time:**

Sealed bids duly marked as **“Bid/Proposal for procuring of IT Equipment’s”** must reach the office of the Manager Administration IMSciences, **Peshawar**, Plot #1-A, E-5, Phase,7, Hayatabad, Peshawar on or before 10:30 a.m. on January 06, 2017.

**Opening of bids:**

Bids received shall be opened on January 06, 2017 at 11:00 a.m. in the conference room of the Institute.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

In case of closed/holiday, tender opening time/date will be considered as the next working day.

**Bid Price:**

1. The prices quoted shall be binding on the tenderer for a period of at least 90 days
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges.
3. Taxes will be recovered as per rules and regulations of the government.

**Evaluation of bids:**

1. All bids should comply with the eligibility criteria and other terms and conditions mentioned here after.

**Rejection of bids & dispute:**

1. All bids submitted after the prescribed date and time shall not be entertained.
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without earnest money, shall not be entertained.
4. IMSciences reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
5. Any dispute arising during course of completion of assignment will be referred to the Director IMSciences and his decision will be final and binding upon the bidder

**Award of Tender:**

1. Tender would be awarded on the basis of lowest quoted bid.
2. Payment of bills will be released after successful supply of items as per terms & conditions of the contract and upon satisfactory report by the end user.

**Earnest Money**

1. Earnest Money (refundable) @ 2% of the quoted price shall be submitted with the financial bid in the form of Bank Draft/Call Deposit//Pay Order in favor of the Institute of Management Sciences, Peshawar without which bid(s) will not be accepted for consideration.

**Other:**

1. The item should be new and the vendor will ensure originality of the procurement channel as well as the item.
2. Successful Supplier shall ensure to complete the supply of the IT equipment’s at the earliest but not later than 07 days of purchase/supply order.
3. Payment will be released after successful delivery and installation as per the specifications mentioned in this document, and to the satisfaction of Procurement Committee.
4. The Bidder must submit the duly filled checklist form annex-II given at the end.
5. Conditional Bids will not be entertained.

**Note:** Tenders, in sealed covers, addressed to the Convener Procurement Committee, IMSciences, Peshawar, may be sent through registered post/courier service or may be delivered in person.

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Tenderer

Authorized Signatures

& Official Stamp

Annexure-I

**Institute of Management Sciences, Peshawar**

**Details of Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.#.** | **Description** | **Quantity** | **Specification** |
|  | Digital Camera | 02 | Branded Samsung/Sony or Equivalent16.2 MPOptical Zoom:35xDigital Zoom:14xAt least 32 GB external memory support1 year genuine warrantyBuilt in Memory:21 MB internal |
|  | Laptop | 01 | **Branded Dell/HP/Lenovo or Equivalent**   * At Least Core i7 6th generation * 6 GB Ram * HDD 1TB * Display Size: 15.6” at least * Wifi, USB 2.0 , USB 3.0 , LAN, HDMI * 2 year standard warranty * At least 1 year technical support |
|  | Laptop | 02 | **Branded Dell/HP/Lenovo or Equivalent**   * At Least Core i5 6th generation * 4 GB Ram * HDD 1TB * Display Size: 15.6” at least * Wifi, USB 2.0 , USB 3.0 , LAN, HDMI * 2 year standard warranty * At least 1 year technical support |
|  | Printer | 02 | **Branded HP / Dell or Equivalent**   * Black & white Laser Printer * Print speed 30 PPM minimum * Print Quality black 1200 x 1200 dpi minimum * Standard Connectivity: USB , Ethernet * 256 Standard memory minimum * 600 MHZ processor speed minimum * 01 year warranty |

Annex-II

**Institute of Management Sciences Peshawar**

**Prequalification Proposal**

**Supply of Item to IMSciences**

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| --- | --- |
| Name of the Manufactures/Firms  Address  (Telephone, Fax & E-mail) |  |
| Year of Establishment |  |
| Sales Tax Registration No.  (attach documentary evidence) |  |
| National/Income Tax No.  (Annual Turnover supported by Income Tax Return) |  |
| Banker’s Name & Contact Details |  |
| Earnest Money @ 2% as Bank Pay Order/Draft is attached with the Pre-qualification Proposal | Yes\_\_\_\_\_ No.\_\_\_\_\_\_ |
| Assignments in Hand (Current) |  |
| Clientage  (Attach separate Annexure, if necessary) |  |
| Affidavit  (that the Manufactures/Firms has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body) |  |
| Contact Person  Name & Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature & Stamp |

Annex-III

**Institute of Management Sciences Peshawar**

**Financial Proposal**

**Supply of Item to IMSciences**

Name of the Manufactures/Firms:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| S# | Item | Quantity | Rate  (Rs.) | GST | Total (Rs.) |
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Name & Designation Authorized Signature & Stamp