**INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR**

*management education with public spirit*

*and market dynamism*

**Tender Notice for Procurement of Office 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 one of the best business school of Pakistan.

Institute of Management Sciences, Peshawar is planning to procure Office Equipment for GIZ funded project tilted “Women Digital Empowerment”. 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 November 19, 2019 at 10:30 a.m. along-with earnest money of 2% of total value of the bid amount in the form of Call deposit in favor of Institute of Management Sciences, Peshawar.

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

Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained at the time of bid opening.

**Procurement Officer**

Institute of Management Sciences, Peshawar

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

Peshawar.

Tel: 091-5861024-25

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| **TENDER DOCUMENTS FORPROCUREMENT OF OFFICE EQUIPMENT****November 04, 2019****INSTITUTE OF MANAGEMENT SCIENCES****PESHAWAR** |

**Institute of Management Sciences Peshawar**

**Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Description** | **Yes** | **No** |
|  | Covering Letter |  |  |
|  | Profile of the Firms |  |  |
|  | Sales Tax Registration |  |  |
|  | National/Income Tax(Annual Turnover supported by latest Income Tax Return) |  |  |
|  | Valid Professional Tax Certificate  |  |  |
|  | Earnest Money |  |  |
|  | Affidavits on Judicial stamp paper attested by Oath Commissioner |  |  |
| * 1. The Service Providing Firm has never been blacklisted by private, Govt., Semi Govt. and Autonomous Body)
 |  |  |
| * 1. No work rescinded in past
 |  |  |
|  | Undertaking |  |  |
| Contact PersonName & Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorized Signature & Stamp |

**Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.**

**TENDER FOR PROCUREMENT OF OFFICE EQUIPMENT**

**Introduction**

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 one of the best business schools of Pakistan.

IMSciences intends to procure the Office Equipment for Women Digital Empowerment. Detail about the Office Equipment for Women Digital Empowerment is mentioned in ***annexure-I.***

**Qualification of the Vendor**

The following vendors are eligible to apply for the tender:

1. Only registered firm can participate in the tender
2. The firm registered with tax authorities.
3. The firm that have never been black listed by any Government agency or authority.
4. The firm should have a documented track of completing at least two (2) similar assignments.

**Documents Required**

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

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Valid Professional Tax Certificate.
3. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
4. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
5. Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.
6. Full Address and contact numbers of the office(s).

**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 Envelop” procedure.

**Response time:**

The sealed bids duly marked as “Bid/Proposal for Procurement of Office Equipment for Women Digital Empowerment” must reach the office of the Procurement, IMSCIENCES at Plot #1-A, E-5, Phase7, Hayatabad, Peshawar on or before 10:30 a.m on November 19, 2019.

**Opening of bids:**

Bids received shall be opened on November 19, 2019at 11:00 am in the basement, board room, Research & Seminar Building of the Institute.

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

**Bid Price**

Bid prices quoted should be inclusive of all taxes and duties.

The prices quoted shall be binding on the tenderer for a period of at least 60 days.

**Evaluation of bids:**

All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

**Rejection of bids:**

All bids submitted after the time prescribed shall be rejected and returned.

Failure in submission of the above required documents will result the rejection of bid/proposal.

Any bid received without earnest money, shall be rejected.

IMSciences reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

**Award of Tender:**

Tender would be awarded on the basis of lowest quoted rate(s) as per desired specifications of quality.

Payment of bill will be released after successful delivery and inspection of item as per desired specifications mentioned in this document.

**Earnest Money**

Earnest money at the rate of 2% of the quoted bid may also be submitted with the bid/proposal in form of Call deposit in favour of Institute of Management Sciences, Peshawar.

**Other Terms & Conditions**

* Copy of valid Professional Tax Certificate. To be provided at the time of award of contract.
* Payment would be made upon completion of delivery of the items.
* All due taxes would be deducted from payments, as per applicable Govt. rules.
* Stamp duty @ 1% of the value of bid would be deducted from the vendor.
* Successful bidder shall ensure to complete the supply of items at the earliest but not later than 7 days of issuance of purchase/supply order.
* Vendor may submit the bid for the whole tender or any section(s).

Annexure-I

**Institute of Management Sciences, Peshawar**

**Details of Items**

|  |  |  |
| --- | --- | --- |
| **Section 1: Laptops** |  |  |
| **S.No** | **Item** | **Specification** | **Qty** | **Delivery Schedule** |
| 1 | Laptops | HP/Dell or equivalent Intel corei7-8th generation, Processor 8GB RAM ,1TB Hard Drive, 14" Led screen,Display resolution 1366x768 pixels,Bluetooth, LAN, HDMI port, USB ports, Microphone and Headphone ports,Front Camera,Charger,With OS Windows 10 ProWith branded bag. | 4  | The Laptops should be delivered in IMSciences within 7 days after date of issue of work order. |
| **Section 2: Camera** |  |  |
| **S.No** | **Item** | **Specification** | **Qty** | **Delivery Schedule** |
| 1 | Camera | Canon/Nikon or equivalentDSLR,24.2 MP, DX Format, CMOS sensor,EXPEED 4 Image processing,No optical, low passs filter,Native ISO 100-25600; 5 fps shooting,3.0” 921k- Dot LCD, MonitorFull HD 1080p, Video Recording at 60 fps,MultiCam 1000 11-point, AF System,Snap Bridge, Bluetooth Connectivity,With 32 GB memory Card,With Camera Bag | 1  | The Camera should be delivered in IMSciences within 7 days after date of issue of work order. |

|  |  |  |
| --- | --- | --- |
| **Section 3: Photocopier Machine** |  |  |
| **S.No** | **Item** | **Specification** | **Qty** | **Delivery Schedule** |
| 1 | Photocopier Machine | Toshiba/Gestetner equivalent Print Speed: 35 CPM/PPM Laser Dual component Technology,Built in Features: Copier, Printer, Color Scanner, Duplex, Auto Reverse Document Feeder (RADF), Paper Size: A4, Legal, A3 size,Processor: 1.46 GHz,Memory: 2GB RAM & Hard disk 320GB,Front Loaded dual paper input: 1200 sheet (2 X550 Sheets Tray + 100 Sheets By pass)Paper Output: 500 sheets,Connectivity: Hi-Speed USB 2.0 Ethernet network  10/100/1000 Base,Auto Reverse Document Feeder paper capacity: 100 sheets,Copy Quantity: 1-999,Zoom: 25%-400%, Duplex: Standard both side copying + Printing, Scanner color & B/W: Built in Network Scanner  80ipm from ARDF,Printer: Built in Network Printing , Print /Scan from USB-SD Card, Display: 10.1” Smart Touch Panel, Resolution Scanning: 600x600dpi, Printing Resolution: 1200x1200dpi= 1440000dpi | 1  | The Photocopier Machine should be delivered in IMSciences within 7 days after date of issue of work order. |

|  |  |  |
| --- | --- | --- |
| **Section 4: Sound System** |  |  |
| **S.No** | **Item** | **Specification** | **Qty** | **Delivery Schedule** |
| 1 | Sound System | Digi-Sound/Victory or equivalentPortable Sound System from Digi-Sound facilitates all requirements of a modern day addressing system.Incorporating many innovative features like.Built in UPS to give stand by time of up to 5 hours in case of no electricity.Built in DVD and USB player.Built in cassette player. The portable sound system comes with wireless hand and wireless collar microphone as well, with its wireless receiver incorporated inside the body. | 1  | The Sound System should be delivered in IMSciences within 7 days after date of issue of work order. |

**NOTE:**

* Vendor may submit the bid for the whole tender or any section(s).

Annexure-II

**Institute of Management Sciences Peshawar**

**Financial Proposal**

Name of theFirm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Section 1: Laptops**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Item(s) | Quantity | Unit Rate(Rs.) | GST | Total (Rs.) |
|  | Laptops | 04 |  |  |  |
| **Grand Total** |  |  |  |

**Section 2: Camera**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Item(s) | Quantity | Unit Rate(Rs.) | GST | Total (Rs.) |
|  | Camera | 01 |  |  |  |
| **Grand Total** |  |  |  |

**Section 3: Photocopier Machine**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Item(s) | Quantity | Unit Rate(Rs.) | GST | Total (Rs.) |
|  | Photocopier Machine | 01 |  |  |  |
| **Grand Total** |  |  |  |

**Section 4: Sound System**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S# | Item(s) | Quantity | Unit Rate(Rs.) | GST | Total (Rs.) |
|  | Sound System | 01 |  |  |  |
| **Grand Total** |  |  |  |

Name & Designation Authorized Signature & Stamp