

UNIVERSITY OF LAKKI MARWAT

STANDARD BIDDING DOCUMENTS (SBDs)

Single Stage - Single Envelope Procedure

For the Supply and installation of IT Equipment

1. INVITATION TO BIDS (ITB)

The University of Lakki Marwat (ULM), an esteemed higher education institution located in Khyber Pakhtunkhwa, Pakistan, invites sealed bids from eligible, reputed, and experienced firms, authorized dealers, and resellers for the procurement of IT Equipment under the project titled:

“Upgradation of University of Science and Technology Bannu, Lakki Marwat Campus to Full Fledge University”

List of Items and Quantities Required:

Item No.	Description	Quantity
1	Laptop Computers	20
2	Desktop Computers	20
3	Laser Printers	10
4	Multimedia Projectors along with Screens	06
5	Photocopier Machines	02

NOTE: The Scope also includes the installation Multimedia projectors along with screens.

Key Information:

- **Procedure:** Single Stage - Single Envelope Procedure as per Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.
- **Eligibility Criteria:**
 - Registered with Income Tax and Sales Tax Departments.
 - Listed on Active Taxpayer List (ATL) of FBR.
 - Must be Manufacturer/Authorized Dealer/Reseller with verifiable relevant experience in the supply of IT equipment.

Important Dates:

- **Bid Submission Deadline:** 29th May 2025 till 11:30 AM (Sharp)
- **Bid Opening Date & Time:** 29th May 2025 at 12:00 PM
- **Bid Submission Address:**
Project Coordinator University of Lakki Marwat, Lakki Marwat, Khyber Pakhtunkhwa

Contact for Clarification:

- **Sarmad Khan**
Assistant Director (P&D)
Mobile: 0321-9005153
Email: pnd@ulm.edu.pk

2. INSTRUCTIONS TO BIDDERS (ITB)

1. Submission Format:
- Bids must be submitted in sealed envelopes, clearly marked "Bid for Procurement of IT Equipment".
- Only one bid per bidder will be accepted.
2. Bid Security:
- All bids must be accompanied by a Bid Security equivalent to **2% of the total bid price** in the form of Call Deposit Receipt (CDR) from a scheduled bank in favor of **University of Lakki Marwat**.
3. Performance Security:
- The successful bidder shall provide a **Performance Security equivalent to 10% of the contract price**, in the form of a Bank Guarantee or CDR, valid for the entire warranty period.
4. Price Quotation:
- Prices must be quoted in **Pakistani Rupees (PKR)**, inclusive of all applicable duties and taxes.
5. Bid Format:
- The bidder must submit both the **Technical and Financial Proposal in a single sealed envelope** as per the Single Stage - Single Envelope procedure.
- Technical Proposal must contain **brochures, pamphlets, or literature specifying the exact make, model, and technical features** of the quoted items.
6. General Conditions:
- Partial or incomplete bids will be **summarily rejected**.
- Non-compliance with any of the mandatory requirements will render the bid **non-responsive**.

3. BID DATA SHEET (BDS)

Clause Reference	Description
Bid Procedure	Single Stage - Single Envelope Procedure
Bid Validity	90 Calendar Days from date of opening
Delivery Period	Within 30 days from award of contract
Warranty Period	Minimum 1 Year Manufacturer Warranty for all equipment

4. EVALUATION CRITERIA

Mandatory Requirements:

- Valid National Tax Number (NTN) and Sales Tax Registration Certificates.
- Bid Security of 2% in the prescribed form.
- Compliance with specified Technical Specifications.

Technical Evaluation:

- Compliance with **detailed technical specifications** as per provided brochures and literature.
- Manufacturer’s or Authorized Dealer’s Warranty Certificate.
- Detailed delivery schedule matching the project requirements.

Financial Evaluation:

- The bid with the **lowest evaluated cost**, meeting all eligibility, technical, and delivery requirements will be declared successful.

5. TECHNICAL SPECIFICATIONS

Item Type	Minimum Specifications Required	
Laptop Computers	<div>- Processor: Intel Core i5 (13th Generation)</div> <div>- RAM: 8 GB DDR4 or higher</div> <div>- Storage: 256 GB SSD or higher</div> <div>- Display: 14" or 15.6" Full HD (1920x1080)</div> <div>- Operating System: Genuine Windows 11 Professional 64-bit</div> <div>- Warranty: 1-Year Manufacturer’s Warranty</div> <div>Top Models like Dell Latitude series HP Elite Book series Lenovo ThinkPad Series Or Equivalent.</div>	
Desktop Computers	<div>- Processor: Intel Core i5 (13th Generation or higher)</div> <div>- RAM: 8 GB DDR4</div> <div>- Storage: 256 GB SSD</div> <div>- Monitor: 21.5" FHD LED</div> <div>- Operating System: Genuine Windows 11 Professional 64-bit</div> <div>- Warranty: 1-Year Manufacturer’s Warranty</div>	
Laser Printers	<div>- Type: Black & White print only monochrome Laser Printer</div> <div>- Connectivity: USB 2.0 & WiFi</div> <div>- Print Speed: 35 ppm or higher</div> <div>- Toner: Models with easy and cost-effective toner replacement</div> <div>- Warranty: 1-Year Manufacturer’s Warranty</div>	
Multimedia Projectors with Screens	<div>- Brightness: 3500 Lumens or higher</div> <div>- Resolution: XGA (1024x768) or better</div> <div>- Ports: HDMI & VGA supported</div> <div>- Screen: 8' x 6' white drop-down projector screen (Motorized)</div> <div>- Warranty: 1-Year Manufacturer’s Warranty</div>	
Photocopier Machines (Heavy Duty)	Feature	Required Specification
	Type	Multifunction Digital Photocopier (Print, Copy, Scan, Fax (optional))
	Print/Copy Speed	Minimum 40 to 50 pages per minute (A4)
	Functions	Copy, Print, Scan (Color), Duplex Printing, Network Printing
	Copy Resolution	600 x 600 dpi or higher
	Print Resolution	1200 x 1200 dpi (optimized) or higher
	Duplex (Both sides)	Automatic (Standard)
	Paper Size Supported	A4, A3, Legal, Letter, B5, B6
	Paper Input Capacity	At least 2 x 500 sheets cassettes + 100-sheet bypass tray

Item Type	Minimum Specifications Required	
		(Expandable preferred)
	Monthly Duty Cycle	Minimum 100,000 pages
	Document Feeder Type	Dual Scan Automatic Document Feeder (RADF/DADF)
	Document Feeder Capacity	Minimum 100 sheets
	Warm-up Time	30 seconds or less
	First Copy Out Time	Less than 6 seconds
	Memory	Minimum 2 GB RAM or as per OEM standard
	Hard Disk	Minimum 160 GB or as per OEM (if applicable)
	Connectivity	USB 2.0, Ethernet 10/100/1000, Wi-Fi (Optional)
	Operating System Compatibility	Windows 10/11, macOS, Linux
	User Interface	Touchscreen Display (Minimum 7-inch Color LCD)
	Scan Resolution	600 dpi or higher
	Scan Format	PDF, JPEG, TIFF, etc.
	Toner Yield	High Yield Toner (approx. 25,000 pages or more per cartridge)
	Energy Saving Mode	Yes (Energy Star Certified or equivalent)
	Security Features	User Authentication, Secure Print, Department ID Management
	Accessories	With necessary accessories, including Power Cable, User Manuals, Toner Cartridges, Installation, and Configuration support
	Warranty	Minimum 1 Year Comprehensive (Including parts, labor, service, and consumables except toner and paper)

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UNIVERSITY OF LAKKI MARWAT

FINANCIAL BID FOR THE SUPPLY AND INSTALLATION OF IT EQUIPMENTS

We, the undersigned, hereby submit our bid for the supply of IT Equipment as described in the Invitation to Bid and confirm that we fully comply with the specified terms, conditions, and specifications.

Price Schedule

Item No.	Description	Quantity	Unit Price (PKR)	All Taxes Included	Total Price (PKR)
1	Laptop Computers	20			
2	Desktop Computers	20			
3	Laser Printers	10			
4	Multimedia Projectors & Screens	06			
5	Photocopier Machines (Heavy Duty)	02			
	Total				

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp_____

7. CONDITIONS OF CONTRACT

General Conditions (GCC):

- The supplier must ensure delivery within the stipulated time.
- Payment will be made only after successful inspection, installation, and acceptance of goods.
- Warranty obligations must be fulfilled as per provided certificates.

Special Conditions (SCC):

- Delays in delivery will attract penalties at the rate of 0.5% of the total contract value per day, subject to a maximum of 10%.
 - Supplier must provide user manuals and warranty cards at the time of delivery.
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8. CONTRACT FORM

Contract Agreement

This **Contract Agreement** is made on this ____ day of _____, 2025, by and between:

University of Lakki Marwat, having its principal office at Lakki Marwat, Khyber Pakhtunkhwa (hereinafter referred to as the "*Procuring Entity*", which expression shall, where the context so permits, include its successors and assigns) of the one part,

AND

[Supplier Name], having its registered office at [Supplier Address] (hereinafter referred to as the "*Supplier*", which expression shall, where the context so permits, include its successors and permitted assigns) of the other part.

WHEREAS:

- The Procuring Entity has invited bids for the procurement of IT equipment (Laptops, Laser Printers, and Multimedia Projectors) under Single Stage – Single Envelope Procedure.
- The Supplier has submitted a bid which has been accepted by the Procuring Entity.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

- 1. Scope of Contract**
The Supplier shall deliver AND install the IT equipment as per the specifications, quantities, and terms outlined in the Bid Document and the Supplier's submitted bid.
- 2. Contract Price**
The total contract price for the supply of goods is PKR _____ (Pak Rupees _____) inclusive of all applicable taxes.
- 3. Delivery Schedule**
The Supplier shall deliver the goods within **30 calendar days** from the date of award of contract to the **Store Section, University of Lakki Marwat**.
- 4. Payment Terms**
Full payment shall be made upon successful delivery, installation, inspection, and acceptance of goods by the Procuring Entity.
- 5. Performance Security**
The Supplier shall provide a Performance Security equivalent to **10% of the contract price** in the form of a Bank Guarantee or CDR valid for the warranty period.
- 6. Warranty**
All equipment shall be covered under a minimum **1-year manufacturer/supplier warranty**, and any defects or malfunctions shall be addressed at no additional cost to the Procuring Entity.
- 7. Penalties**
In case of delay in delivery, a penalty of **0.5% of the total contract value per day**, up to a maximum of 10%, will be imposed.
- 8. Governing Law**
This agreement shall be governed and construed in accordance with the laws of **Pakistan**, and any disputes shall be subject to the exclusive jurisdiction of courts in Khyber Pakhtunkhwa.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.

For Procuring Entity

University of Lakki Marwat

Signature: _____

Name: _____

Designation: _____

Date: _____

Official Stamp:

For Supplier

[Supplier Name]

Signature: _____

Name: _____

Designation: _____

Date: _____

Company Stamp:

9. DELIVERY SCHEDULE

Item	Delivery Location	Delivery Period
All items	Store Section, ULM	Within 30 Calendar Days from award of contract

10. COMPLIANCE CHECKLIST

No.	Document	Attached (Yes/No)
1	NTN & GST Registration Certificates	
2	Bid Security (2%) in CDR	
3	Authorized Dealership Certificate	
4	Technical Specifications (Literature)	
5	Price Schedule duly filled & signed	
6	Warranty Commitment Certificate	

For any further clarifications or inquiries, bidders may contact:

Sarmad Khan
Assistant Director (Planning & Development)
University of Lakki Marwat
Contact No: 0321-9005153
Email: pnd@ulm.edu.pk