



## SHORT TENDER DOCUMENT

### Supply of Computer Equipment

Name of Vendor : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

**Submission Deadline**

**January 22, 2025**

**UIT University**

ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Karachi


Phone No. (92-21) 111-978-275, 3497 8274

Email: [admin@uitu.edu.pk](mailto:admin@uitu.edu.pk) | URL: [www.uitu.edu.pk](http://www.uitu.edu.pk)

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## Tender Advertisement

	
<b>REQUEST FOR PROPOSAL</b>	
<b>Supply of Computer Equipment</b>	
<i>REF No. UIT/Admin/2025/001</i>	<i>January 1, 2025</i>
<p>UIT University's is a not-for profit 27-year old higher education institution (HEI) providing education in fields of Engineering, Computer Science, Management and Social Science, it intends to invite <b>"Request for Proposal"</b> (FRP) from reputed GST/NTN registered firms / companies / suppliers from Karachi or any other city (subject to delivery and availability of support in Karachi) for supply of Computer /IT equipment on "For Karachi Basis". All Taxes shall be applicable as per government rules.</p> <p>The proposal are required to be submitted in two separate envelopes with the title <b>"Technical Bid"</b> and <b>Financial Bid</b> as per Performa. All proposal shall be opened and evaluated by the Procurement Committee.</p> <p>The RPF can be obtained from UIT University's, Karachi (ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphani Road Karachi) office from Wednesday, January 1, 2025 onwards during office hours from 09:00 am to 05:00 pm from UIT University's Website, <a href="http://www.uitu.edu.pk">www.uitu.edu.pk</a></p> <p>The duly filled-in <b>RFP shall submitted by or before 22-Jan-2025 at 5:30 pm</b>. The RFP will be opened on Thursday, 23-Jan-2025 at 11:00 am on the above-mentioned address in the presence of supplier's representatives who care to attend. All proposal must be accompanied by earnest money @ 1% (in the form of cheque / PO in favor of UIT University's) of total bid value quoted in Financial Bid.</p>	
<b>Issued by</b>	
Head HR and Administration UIT UNIVERSITY ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphani Road, Karachi Phone No. (92-21) 111-98-78, 275, 3497 8274   Email: <a href="mailto:admin@uitu.edu.pk">admin@uitu.edu.pk</a>   <a href="http://www.uitu.edu.pk">www.uitu.edu.pk</a>	

## Brief Introduction of the Vendor / Company

Sr.	TE	Factors	Description
1	✓	Company's Name	:
2	✓	Corporate Status	:
3		Date of Establishment	:
4	✓	Years of Service	:
5	✓	NTN No.	:
	✓	GST No. (if any)	:
6		Owner / Proprietor CE Name	:
7		CNIC No.	:
8		Mailing Address	:
9		Contact / Focal Person Name	:
10		Contact / Cell No(s). of Focal Person	:
11		Fax No(s).	:
12		Email Address	:
13	✓	Local / International Quality Certification (ISO, etc), if any	:
14	✓	Local & International Recognition / Award Winning (no. of times) in last 5 years	:
15	✓	No. of Departments	:
16	✓	No. of Employees	:
17	✓	No. of Clients (as of now)	:
18	✓	No. of Clients served in last one year	:
19	✓	Annual Turnover (2023-24)	:
20	✓	Accounts are audited by auditing firm (Yes/No)	: <input type="checkbox"/> Yes <input type="checkbox"/> No
21	✓	Annual Report is published (Yes /No)	: <input type="checkbox"/> Yes <input type="checkbox"/> No
22	✓	<b>Attachments</b>	: <ul style="list-style-type: none"> <li>a) Copy of Company Registration Certificate;</li> <li>b) Copy of valid NTN Certificate;</li> <li>c) Affidavit that company had never been black-listed;</li> <li>d) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness' certificate</li> <li>e) Copy of valid Sales Tax Registration Certificate (if applicable);</li> <li>f) Copy of ISO 9001 / 2000 Certificates (if any);</li> </ul> <hr/> <ul style="list-style-type: none"> <li>g) List of major clients with contact person (regular and occasional);</li> <li>h) List of major works completed in last 2 years;</li> <li>i) List of management and technical staff;</li> <li>j) Proposed Supply schedule for each option;</li> </ul>
23		<b>Note</b>	: All RFP Pages need to be stamped and signed by company
24	✓	<b>Deadline for Submission</b>	: 5:30 PM on January 22, 2025

TE: Tick marked will be considered for Technical Evaluation (TE)

Note: Both the sheets need to be stamped if submitted in hard copy.

<b>Company's Stamp</b>		<b>Signature</b>

# Financial Bid, Timelines and Payment Schedule

## Financial Bid

Write amount from excel sheet.

Sr.	Description of Activities	Unit	Qty	Rate	Amount (in PKR)	Remarks
1	<b>Desktop PC Core i7 (Refurbished)</b> HP / Dell / Lenovo - Base Unit IDS PCI - OR Equivalent   Intel Core i7   8th Generation (or better)   16GB RAM   1TB SSD Drive   Nvidia GeForce RTX 3060 Graphics Card   Logitech New Wired Keyboard   Logitech New Wired Mouse   Complete with 2 Pin Round Power Cables and appropriate PSU and Casing	No.	51			
2	<b>22 Inch Led (Refurbished)</b> 22 Inch LED" (Refurb) Bazeless   Complete with power and HDMI cables	No.	51			
3	Warranty 1 year local warranty provided by the supplier	-	-	-		
4	All systems must be of the same brand and model and All LEDs must be of the same brand and model	-	-	-		
<b>TOTAL AMOUNT</b>						

Other Terms (if any)

### List of Major Clients with Contact Details

(Specify page no. of introductory booklet in case it is not specified here)

[illegible]

Use extra sheet in the same format if required.

## List of Major Works Completed

(Specify page no. of introductory booklet in case it is not specified here)

[illegible]

Use extra sheet in the same format if required.

## List of Major Staff

(Specify page no. of introductory booklet in case it is not specified here)

[illegible]

Use extra sheet in the same format if required.

# Terms and Conditions

## Pre-submission / selection Terms

1. The Vendor may visit UITU and meet relevant officer for any kind of information or clarification before the submission of RFP otherwise no submissions or excuse or condition will be considered after submission or before awarding the contract or after that during the project;
2. There is no RFP participation and processing fee;
3. During evaluation of proposals, 60% and 40% weightages will be given to company's technical and financial proposals respectively;
4. Required information be submitted on prescribed format or specify page in introductory booklet whereas all RFP pages shall be stamped and signed for the assurance that bidder has gone and understood information provided and sought;
5. The participating Vendor shall meet necessary documentation requirement for technical and financial evaluation;
6. Quotation / rates should be valid for the whole project from the issuance of work order and mobilization advance and there shall not be any escalation during the project and the client will not be liable to consider any request of the selected Vendor or to amend work order due to any inflationary impact / escalation in the cost / or any other factor which may affect the cost except taxes for which proof need to be provided;
7. The selected Vendor shall not use any influence (political or otherwise) for pre-qualification or selection otherwise, if found, the client has full right to reject the proposal without specifying any reason or justification in this regard;
8. There is no security money for submission of RFP;
9. In case of seeking mobilization advance, the selection bidder / Vendor needs to submit mobilization advance bank or insurance guarantee or security cheque;
10. Incomplete proposal or those received after deadline date and time will not be entertained;
11. The RFP will be first assessed by Administration and IT Department followed by submission to the Procurement Committee for necessary consideration and decision about the selection of Vendor;
- 12. The quote / rates shall be inclusive of income and others applicable taxes;**
13. Incomplete or incorrect or misinterpreted or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;
14. UITU reserves the right to accept or reject any or all RFPs either on the basis of technical grounds or any other reason(s) without informing to the participants / bidders / Vendor.

## Technical Pre-Qualification Requirements

15. In the section of Company / Vendor Information, the tick mark factors will be considered for technical evaluation.
16. The participating Vendor should have experience of supplying IT and Computer Equipment;
17. The participation Vendor should have internal expertise to depute its own resources and experts required for completing the project;
18. The Vendor should have its own team of professionals;
19. The Vendor should have at-least 3 to 5 years' professional experience in above-mentioned areas for working with reputable clients;
20. The Vendor should not be blacklisted by the authorities or any professional organization or by the client in the past for any project completed or undertaken;
21. Mode of Submission: This will be single stage one envelope procedure. Vendor is required to submit (i) Technical Bid and (ii) Financial Bid addressed to Head Administration
22. Other Terms
  - 22.1 Delivery Venue and Time: Delivery shall be made at UITU premises and within the period of two weeks from the date of Issuance of Work Order otherwise must specify.
  - 22.2 Selection Criteria: Any one among the two Option A and Option B will be selected based on technical strength, cost, availability and decision of the Procurement Committee.



- 22.3 Physical Verification: The payment due on complete delivery will be released after physical verification of items delivered within 15 working days.
- 22.4 In case of late delivery, the University reserves the right to impose penalty @ 2% per week.
- 22.5 Payment will be made through crossed cheque in favor of company's name mentioned on the Technical Bid.
- 22.6 Undertaking for replacement of goods / services will be required
- 22.7 Sample / proof (if required) need to be approved by the University
- 22.8 Invoice, delivery challan and warranty certificate (if applicable) need to be submitted with delivery
- 22.9 Rejected materials have to be replaced by the vendor or otherwise amount will be deducted
- 22.10 The supplier need to comply with all other terms and conditions agreed as per quotation
- 22.11 All goods / services need to be delivered at the University's premises (except otherwise specified)
- 22.12 Change in rates or amount shall not be considered
- 22.13 Applicable taxes will be deducted as per law of the land

For further information and clarification, please contact:

**Mr. Abid Ali, Senior Officer Admin. / Mr. Akhter Saeed, Senior Officer IT Infrastructure**

ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Karachi

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