**BID DOCUMENT**

**(RFP)**

**NAME of Work: Supply, installations & fixation of Multimedia Projectors & Accessories and network equipment & accessories for New Academic & Library Block at main Campus Gilgit. And supply of DSLR camera & accessories and branded computer for Public Relations Directorate (KIU TV) at main campus Gilgit.**



**OPENING DATE :** **February 11, 2020**

**OPENING TIME :** **11:30 am**

**VENUE : University Conference Hall**

**Karakoram International University**

**University Road, Gilgit**

**Website:** [**www.kiu.edu.pk**](http://www.kiu.edu.pk)

**Email:** dd.purchase@kiu.edu.pk

**Tele No.05811-960010-13(ext. 231) Fax No. 05811-960049, 960032**

**(Price Rs.1000)**

1. **Definitions:**
	1. KIU: Karakoram International University
	2. RFP: Request for Proposal
	3. BOQ: Bill of Quantities
	4. EOF: End of file
	5. S/F: Supply and Fixation
	6. Warranty/services of items/parts: All hardware, support, repair, replacement, backups etc. and services of all software including its installation, configuration, updates, upgrades, and principal online support.
	7. Items: Computer, Camera, Projectors & accessories, network equipment and accessories
	8. Bidder: The participant firm who has submitted the proposal
	9. Selected bidder: Bidder selected for award of tender for a particular work
2. **Scope of Work:**

Following requirements define the scope of work of this tender:

* 1. The Selected Bidder will be responsible for the supply, installation, configuration, integration, testing and commissioning of supplied equipment and components at KIU Main Campus as per requirements of KIU.
	2. Selected Bidder must ensure that the supplied equipment is operational, new, perform properly, and meet RFP’s Technical Specification mentioned in BOQ and it is not going to be EOF & End of support for next five years. And equipment part remain available with the vendor for said period.
	3. Official Hands on Training to nominated KIU Professionals.
	4. At the time of installation and commissioning, Selected Bidder must provide comprehensive documentation of Configuration and Manuals etc.
	5. The selected bidder shall be responsible for the provisioning of extended warranties and service.
	6. The selected bidder will be responsible to respond to events on urgent basis as per SLA mention in this RFP.
	7. Selected bidder shall be responsible for minimum 3 years of Services.
1. **Bids Requirements**

The objective of bids requirements is to provide bidders with the information to submit their bid in response of RFP. Bidders must follow requirements for their proposals/bids:

* 1. For this tender PPRA’S Para 36(b) “one stage, two envelop bidding procedure” for open competitive bidding shall be adopted.
	2. Bids shall comprise of single envelope containing two separate envelops i.e. Technical and Financial Proposal and clearly marked Technical and Financial proposals.
	3. The bid shall not be considered without earnest money.
	4. Technical proposals shall contain Company profile, Location of branch offices, Company experience in related field, Technical staff details, Project Completed, major Client list, Technical specifications (brochures, etc.) of quoted hardware, equipment & material with their make (If not enlisted with KIU) and Authorization & relationship with principal firms.
1. **Selection procedure**
	1. A two step process will be used for the selection of a bidder for the award of this tender.
	2. KIU’s intent in issuing this Tender Document is to award a contract to the lowest evaluated and best responsive bidder who meets specifications as laid out in the BOQ and who fulfill all Mandatory Requirements mentioned in General Terms and Conditions. If any of the requirements or equipment specifications is not met by the bidder, the bid will be considered as non-responsive and will not be considered for financial evaluations.
2. **Minimum requirements for Service Level Agreements(SLA)**

Following requirements for SLA applicable for this RFP:

* 1. The selected Bidder shall provide 03 year’s warranty/services/hardware parts replacement and software support. The bidder shall ensure that all equipment (items) and its parts are new and free from any sort of defects.
	2. The backup of an item and any of its parts with same specifications shall be provided within 24 hours and replacement shall be provided within 72 hours.
	3. Any cause of delay in response and rectification of fault will lead to financial penalties to the selected bidder and details of penalties will be incorporated in SLA.
1. **Terms of payment**
	1. Ninety percent (90%) of the contract amount will be paid after successful completion of work subject to certification of University Technical Committee to that effect.
	2. Ten Percent (10%) of the payable amount against each invoice/payment will be retained as security/retention money. 10% retained money will be released after successful completion of 1st year warranty Services. Or contractor may submit or extend performance bank guarantee of equivalent amount which will be released after 1st year of warranty services.
	3. Payments shall be made through cross cheque in the Pak Rupees.
	4. Taxes will be deducted at source as per government rules at the time of payment.
	5. Income tax in case of local suppliers will be deducted as per rates applicable in GB and in case of suppliers from down country; income tax will be applicable as per Federal Government rates.
2. **Liquidated Damages**
	1. liquidated damages shall be applicable as under:
3. A penalty of 0.01% per day up to a maximum of 10% of contract cost can be imposed for delays in supply.
4. In case of failure in supply of items, 2% earnest money shall be forfeited and the supplier will be blacklisted as per PPRA rules
5. **Mandatory Requirements**

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| --- | --- | --- |
| S# | Mandatory Requirements | Relevant Doc is at Page# or (Enclosure Flag.) |
| 1. | Only authorized distributor /Reseller can participate in this tender (documentary proof is mandatory)  |  |
| 2. | Quoted Product (all items) are Technical Compliance as listed in BOQ |  |

1. **Terms and Conditions of Successful bidder**
	1. The selected bidder shall provide the technical documentation as well as user’s manual for each item both in the form of hard copy and soft copy.
	2. All the material required for work completion other than explicitly mentioned in the BOQ of this RFP will be the responsibility of the successful bidder.
	3. Successful bidder is responsible to fix/install, configure and test each item at main campus according to BoQ.
	4. University’s inspection committee will provide clearance certificate for supplied items and reject the equipment, if not found according to the accepted specifications.
	5. The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
	6. Selected bidder must certify that the OEM cartridges provided to the University are fully equal to cartridge standards of performance and quality of print.
	7. The Selected bidder will arrange for the return of all erroneously ordered or shipped items at no cost to the University.
	8. Selected bidder shall warrant each cartridge against defects in material and workmanship for a minimum of one year from the date of delivery of the product.
	9. Selected bidder shall replace, without charge, any cartridge that fails to provide acceptable print quality or does not meet OEM specifications, regardless of the amount of ink remaining.
	10. Additional terms and conditions may be added to the work orders/ agreements by KIU.
	11. The successful bidders responsible to provide onsite operational training for KIU staff.
2. **General terms and conditions:**

The following General terms and conditions apply to all categories of this RFP:

* 1. A bank draft/pay order equal to 2% of the total bid value from any scheduled bank in favor of Karakoram International University should accompany the tender as earnest money. The tender without earnest money or less than 2% of bid value will be considered as void tender and is liable to be rejected.
	2. The earnest money in shape of cheque will not be accepted and bid will be cancelled.
	3. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited.
	4. Sealed Technical bids supported with technical catalogs will be opened on **February 11 2020, 11:30 am at University Conference Room.**
	5. Sealed tenders should be sent via courier services to the Deputy Director Purchases, Karakoram International University, which should reach in at least by 11:00 am in KIU. By hand tenders may not be accepted.
	6. Incomplete and conditional tenders will not be entertained.
	7. **The earnest money 2% of the successful bidder shall be deposited in security deposit account of KIU after supply of items as mentioned in BOQ and will be adjusted in final bill of the supplier.**
	8. **The bidder should be registered with UNIVERSITY in relevant category; RFP will be issued to the enlisted firms with KIU.**
	9. The university reserves the rights to reject all or any of the bids as per clause 33 of the Public Procurement Rules, 2004
	10. Validity period of the bids shall be 90 days.
	11. The decision of the University shall be binding on all concerned and will in no case be challengeable at any forum or any court of law.
	12. Bids are liable to be rejected, if they are not in line with the terms, conditions and specifications stipulated in this RFP.
	13. During the examination, evaluation and comparison of bids the KIU, at its sole discretion, may ask the bidder for clarification of its bid.
	14. The request for clarification and response shall be in writing/email and no change in price or substance of the bid shall be sought, offered or permitted.
	15. Delivery time for all items is four (4) weeks to six (6) weeks after receipt of supply order.
	16. Bids submitted via email or fax will not be entertained.
	17. **Bidders have to quote only one option, Bids having more than one option will be treated as non-responsive.**
1. **Clarifications:**

Queries regarding this RFP shall be submitted in writing to:

 Muhammad Nazakat Khalid Amin Wajid Hussain

 Deputy Director Purchases Director IT Director Coordination /Director Finance

 Ph. 05811-960010-13(ext231) Ph.: 05811-960938 Ph.: 05811-960036
EMAIL: dd.purchase@kiu.edu.pk khalid@kiu.edu.pk wajid.hussain@kiu.edu.pk

**I have read and accept all the terms and conditions. (To be filled by bidder)**

Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BILL OF QUANTITIES**

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| 1. **Items Required for New Academic and Library Block**
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| **S#** | **Item** | **Specifications** | **Quantity** |
| **Lot # 1** |
|  | **Multimedia Projectors** | **Projection System:** DLP, **Native Resolution:** XGA(1024x 768), **Resolution Support:** VGA(640 x 480) to WUXGA\_RB(1920 x 1200), **Brightness (ANSI lumens):** 3600, **Contrast Ratio:** 20,000:1, **Display Color:** 1.07 Billion Colors, **Native Aspect Ratio:** Native 4:3 (5 aspect ratio selectable), **Light Source:**Lamp, **Light Source Wattage:** 200W, **Light Source life:**Normal 5000 hours, Eco 10000 hours, SmartEco 10000 hours‎Lampsave 15000 hours, **Throw Ratio:** 1.96~2.15, **Zoom Ratio:**1.1X, **Keystone Adjustment:** Vertical: ± 40 degrees‎**Image Size:** 30″~300″, **Speaker:** 2W**Interface:****PC (D-sub):** x 1, **Monitor out (D-sub 15pin):** x 1, **S-Video in (Mini DIN 4pin):** x 1, **Composite Video in (RCA):** x 1,**HDMI:** x 2, **USB Type Mini B:** x 1, **Audio in (3.5mm Mini Jack):**x 1, **Audio out (3.5mm Mini Jack):** x 1, **RS232 (DB-9pin):** x 1**IR Receiver:** x 2, **Security Bar:** x 1,**Compatibility:****HDTV Compatibility:** 480i, 480p, 576i, 576p, 720p, 1080i, 1080p ‎, **Video Compatibility:** NTSC, PAL, SECAM ,‎**Power Supply:** AC 100 to 240 V, 50/60 Hz**Operating Temperature:** 0~40℃**Accessories:** Standard**Warranty:** 03 years | **07** |
| **Lot # 2 (S/F)** |
|  | **Projection screens**  | Projection screens (6x8 feet) | **01** |
|  | **Projection screens** | Projection screens (6x6 feet) | **06** |
| **Lot # 3 (S/F)** |
|  | **HDMI Cables** | HDMI Cables, 10 meters, 2.0, 4k | **07** |
|  | **VGA Cables** | VGA Cables, 10 meter | **07** |
|  | **Power Cables** | Power Cables, 2 core, 10 meter | **07** |
|  | **Ceiling kit** | Ceiling kit, 3 feet | **07** |
|  | **Safety Cage** | Safety Cage with lock & keys, should be compatible with selected projector model  | **07** |
| **Lot # 4 (S/F)** |
|  | **Data Cabinet**  | 6U data cabinet | **1** |
|  | **Switch 48 Port** | Layer 3, APM86392 600 MHz Dual-Core CPU, 48 x 10/100/1000 Mb/s Ethernet Ports, 4 x SFP Uplink Interfaces with 01 SFP module, 108 Gb/s Forwarding Bandwidth, 216 Gb/s Switching Bandwidth, Intelligent Traffic Management, MAC-based VLAN Assignment, one year warranty | **1** |
|  | **Patch panel** | 24 port | **2** |
|  | **IOs** | Cat-6, RJ45 jacks | **80** |
|  | **Face plate** | Face Plate 2 Port, RJ45 jack with shutter | **30** |
|  | **Boxes** | Face Plate boxes | **30** |
|  | **Patch cord**  | 1 meter  | **50** |
|  | **Patch Cord**  | 3 meter | **50** |
|  | **Cat 6 Network Cable**  | UTP, Coaxial Cable 300m | **5** |
|  | **PVC duct**  | (as per requirement) |  |
|  | **PVC pipe**  | (1 inch) 10 feet length | **60** |
|  | **Connector**  | RJ45 connectors | **1 packet** |
|  | **Accessories**  | (ties, bolts, nails) as per requirement |  |
|  | **2 pair TP copper wire**  | Telephone cable (90 meter length roll) | **2** |
|  | **TP Distribution board**  | telephone sub-line Box 30 pairs box with module | **03** |
|  | **TP drop wire** | 500 meter telephone drop wire | **01** |
|  | **Installations** | Installation, fixation, testing, commissioning and overall integration | **1 job** |
| **2. Items required for Public Relations Directorate (KIU TV)** |
| **Lot # 5** |
| **S#** | **Item** | **Specifications** | **Quantity** |
|  | **DSLR Camera** | Type: Digital, AF/AE single-lens reflex camera with built-in flash, Image sensor type: CMOS Sensor, Pixels: Approx. 24.2 megapixels, Aspect Ratio: 3:2 (Horizontal: Vertical)Max resolution 6000 x 4000Image ratio w:h 1:1, 4:3, 3:2, 16:9Effective pixels 24 megapixelsSensor photo detectors 26 megapixelsSensor size APS-C (22.5 x 15 mm)Sensor type CMOSProcessor DIGIC 6Color space sRGB, Adobe RGBColor filter array Primary color filterISO Auto, 100-16000 (expands to 25600)Boosted ISO (maximum) 25600White balance presets 6Autofocus: Contrast Detect (sensor), Phase Detect, Multi-area, Center, Selective single-point, Tracking, Single, Continuous, Touch, Face Detection, Live ViewAutofocus, assist lamp: Yes, Manual focus: YesNumber of focus points: 45,Minimum shutter speed 30 secMaximum shutter speed 1/8000 secVideography features:Resolutions 1920 x 1080 (60p, 30p, 24p), 1280 x 720 (60p, 30p)Format MPEG-4, H.264Videography notes Choice of ALL-I or IPB codecsMicrophone StereoSpeaker MonoUSB USB 2.0 (480 Mbit/sec)HDMI Yes (mini-HDMI)Microphone port YesHeadphone port YesWireless Built-InWireless notes 802.11/b/g/n with NFCRemote control Yes (Wired, wireless, or via smartphone)Lens: 70 – 135 mm | **01** |
|  | **Memory Card** | 128 GB SanDisk memory card class 10 for camera | **01** |
|  | **Flash Light** | Apkina AP600 TTL Flash or equivalent for Canon/Nikon | **01** |
|  | **Tripod** | Material: Aluminum alloy, Folded Length: 320mm, Max Height: 1410mm, Min Height：350mm, Max tube diameter: 230mm, Head Type: 360° Swivel Fluid HeadTourism Tripod Q555 Portable or equivalent  | **01** |
|  | **Sound Recorder** | Boom Sound Recorder | **01** |
|  | **Mic** | Boya Mic (C) | **01** |
|  | **Woofer Speaker** | Audionic woofer speaker | **01** |
|  | **Green Screen** | Green screen Chroma key | **01** |
| **Lot # 6** |
|  | **Branded Desktop Computer** | Core i7, 8th Generation processor or latest, 250GB SSD, 2TB SATA, 8GB Graphics Card, 32 GB DDR4 RAM | **01** |
|  | **LED**  | 27” Monitor - FHD 1920 x 1080 at 60 Hz / HDMI / DisplayPort / VGA / 1xUSB Upstream Port / 2xUSB Downstream bottom / 2xUSB, Dell or equivalent  | **01** |
| **3. Items required for Urdu department and External Examination Section** |
| **1.**  | **Branded Desktop Computer** | Core i5, 9th Generation processor, 1TB SATA, Intel B360 chipset, 4GB DDR4 RAM, 20.7” LED, LAN, Mouse, Keyboard | **02** |

Director IT Deputy Director Purchases