**BID DOCUMENT**

**(RFP)**

**NAME of Work: Supply, installations & fixation of various IT & Electronic items for KIU Hunza Campus.**



**OPENING DATE :** **September 15, 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 Sub 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 1 year 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 technical specifications compliance sheet, 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 |
| 1. | Authorization letter from the sole distributor /Reseller/partner is mandatory for core equipment |
| 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 sub 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. The Selected bidder will arrange for the return of all erroneously ordered or shipped items at no cost to the University campus.
   7. Additional terms and conditions may be added to the work orders/ agreements by KIU.
   8. The successful bidders responsible to provide onsite necessary 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 **September 15, 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](mailto:dd.purchase@kiu.edu.pk) [khalid@kiu.edu.pk](mailto:khalid@kiu.edu.pk) [wajid.hussain@kiu.edu.pk](mailto: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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| **Items Required for KIU Hunza Campus** | | | |
| **S#** | **Item** | **Specifications** | **Quantity** |
|  | **Desktop computers** | MT, Core i5 - 9500, 9th Generation processor, 1TB SATA, Intel Q370 chipset, 8GB DDR4 RAM, 20.7” LED, LAN, Mouse, Keyboard, Dos | 25 |
|  | **LED TV** | Screen Size: 65", LED type: Regular, Resolution: 1920 x 1080 (Full HD), USB Connectivity: 2, HDMI Input: 3, PC-Input: 1, Panel: A Grade, with wall-mount kit | 05 |
|  | **Online UPS with battery bank** | 02 KVA/48V, True sine wave, input voltage: 48VDC, output voltage: 220 VAC, 30 – 60 minutes battery backup with full load | 04 |
|  | **Stabilizers** | Branded AVR, 7000 watt, input capacity: 90 – 260 volts | 02 |
|  | **Color Printer** | Printer Technology: Laser  Connectivity, Standard: WiFi, USB, Ethernet  Mobile Printing Capability: Yes  Wireless: Yes  Display: 2.7 colour LCD screen  Print Speed Color: Up to 21 ppm  Print quality: Up to 600 x 600 dpi  Duplex printing: Yes  Memory: 256 MB  Input capacity: Up to 250 sheets  Output capacity: Up to 100 sheets | 01 |
|  | **Scanner** | Type: Flatbed , 20PPM  Scan Speed: 10 x 15 cm (4 x 6-in) color photo (600 dpi) is about 20 sec  216 x 279 mm (8.5 x 11) page (300 dpi) is about 15 sec,  Maximum supported size: Maximum size: 215.9 x 297.2 mm (8.5 x 11.7 in),  Preview speed: Up to 8.5 sec | 02 |
|  | **S/F of Water Geyser** | solar geyser, capacity: 150 ltr | 06 |
|  | **S/F of Electric Water Cooler** | Cap steel body**,** 750 /1000 BTU compressor, Steel tank 20 /35 liters | 03 |
|  | **Fridge** | 500 Liters, Low voltage startup 100V, 3 year compressor1 year parts Brand warranty | 01 |
|  | **Deep Freezer** | Dual compartment- separate freezer and refrigerator compartments, Capacity: 500 (L / Cu. ft.) | 01 |
|  | **Photocopier Machine with ADF** | Functions: Print, Copy, Scan,  ADF: Yes  Copy Speed: 25 ppm (A4), 15 ppm (A3),  Memory: Standard: 2.0GB RAM,  Paper Supply Capacity (A4, 80gsm): Standard: 1,200 sheets  Paper Output Capacity (A4, 80gsm): Standard: 250 sheets,  First Copy Out Time (A4): Approx. 5.9 seconds or less,  Multiple Copies: Up to 9,999 copies,  Magnification: 25% - 400% (1% Increments) | 01 |
|  | **Laptop** | Intel Core i7-10510U processor, 1.8 GHz base frequency, up to 4.9 GHz with Intel Turbo Boost Technology, 8 MB L3 cache and 4 cores, Intel UHD Graphics 620, Display size: 14.0 inch non-touch, 1TB SATA, 8 GB DDR4-2666 SDRAM (8 GB x 1),  RJ-45/Ethernet port, Wireless LAN, Camera: 720p HD camera, DOS | 10 |

Director IT Deputy Director Purchases