

**VIRTUAL UNIVERSITY OF PAKISTAN**  
**M.A. Jinnah Campus, Defence Road, off. Raiwind Road, Lahore**  
*<http://www.vu.edu.pk>*

**TENDER DOCUMENT**

**INTERNATIONALLY KNOWN BRANDED DESKTOP COMPUTERS**

**Tender No. VU/15-16/02/196**

This tender will be opened on **March 1, 2016 at 12:00noon** in the office of Director Finance VU, M.A Jinnah Campus, Defence Road, off Raiwind Road, Lahore.

Name of Firm / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Cell No. \_\_\_\_\_

GST Reg. No: \_\_\_\_\_ N.Tax Number: \_\_\_\_\_

Active email address (CAPITAL letters): \_\_\_\_\_

**Status of Firm/Company** (Pls. tick appropriate box)

Manufacturer  Authorized Distributor  Premier Partner / Reseller

**ITEMS MARKED WITH (\*) MUST BE ATTACHED; OTHERWISE YOUR BID WILL BE DECLARED AS NON-RESPONSIVE**

**TERMS AND CONDITIONS:**

1. Notice issued in the media is a part of this tender document.
2. Tender must be accompanied with a **Pay Order / Demand Draft amounting to Rs. 1,000/-** (non-refundable) as tender fee favouring Virtual University of Pakistan. Tender without tender fee shall not be accepted.
3. Tender should be addressed to the Director Finance, Virtual University of Pakistan.
4. Bid document duly completed should reach the Procurement Department, Directorate of Finance, Virtual University of Pakistan, not later than **11:30am on March 1, 2016**. Late Tenders will not be entertained. No telegraphic or faxed bid will be accepted. Bids will be opened at **12:00noon on the same date** in the office of the Director Finance, Virtual University of Pakistan, Lahore in the presence of bidders or their authorized representatives who may choose to attend.
5. VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier
6. Original Tender Document, along-with item specifications must be attached. (\*)
7. The bidder must submit a current/valid certificate of authorized dealership/distributorship issued by the principal/manufacture of the quoted items. (\*)
8. Please attach financial soundness certificate / Account Maintenance Certificate issued by your bank, having business affairs for at least last three years. (\*)

9. The bidder must submit an affidavit on Rs.100 stamp paper that the firm/company is not black listed from any Government/Semi-Government/Non-Government organization. Draft given at end of document. (\*)
10. The bidder must submit the list of Directors/Partners/Owners along with the bid. (\*)
11. The bidder must be a registered tax payer with FBR on Active Tax Payer List (ATL) and certificate must be attached for NTN and GST. (If GST is exempted, please provide necessary evidence). (\*)
12. Copies of last tax returns of Income Tax and GST must be attached with the bid. (\*)
13. GST should be exclusively/separately indicated in the Tender document and bill/invoice.
14. Bidders should quote their rates clearly on the tender document for each item in figures and words. The bid shall remain valid for a period of **three (3) months** from the date of opening of bid. Bid validity for a shorter period will be rejected as non-responsive. (\*)
15. The Bidder will furnish, as part of its bid, a bid security (earnest money), **equal to 5% of maximum bid price or option with maximum price inclusive of all taxes** in shape of DD/PO/CDR only (Cheques shall not be accepted). The bid security is refundable to the unsuccessful bidders after finalization of the tender. Bid security of successful bidder will be retained till expiry of the Warranty period of supplied items. (\*)
16. The bidder will arrange demo according to the specification quoted in the bid, as and when required by the university.
17. The brand should be established since a minimum of ten (10) years (certificate required, issued by the principal). (\*)
18. Local partner representation should be at least five (5) years (certificate required, issued by the principal). (\*)
19. List of active clients must be attached with the bid preferably with copies of purchase order(s) or volume of business (\*)
20. Virtual University of Pakistan (VU) reserves the right to increase or decrease the quantity of Goods specified at Page No. 4 at the time of award of tender / contract. VU also reserves the right to place the order on partial shipment basis.
21. The items, which will be supplied, should conform to the standard specifications and free from defects in all respects.
22. Items must be delivered to VU, Head Office at the address mentioned below or as instructed by the university within **Sixty (60) days** of receipt of purchase order. No extensions will be allowed without prior intimation. Penalty @ **2(Two) % per month** or a part thereof, of the value of goods not delivered in time will be imposed which may lead to cancellation of order without any liability to university. The said company may also be blacklisted for a period of atleast two years.
23. Bids should clearly indicate manufacturer warranty for a period mentioned below against each item from the date of delivery for each item tendered. The bidder shall be responsible to provide free installation, commissioning and free comprehensive replacement warranty on site (VU, Head Office at Lahore and/or any of its Campuses in other cities of Pakistan) including service with parts for the said warranty period from the date of delivery.
24. The bidder must have qualified staff and office/workshop at three major cities, i.e., Lahore, Islamabad/Rawalpindi, Karachi (Please mention the current addresses in the bid) (\*) in order to ensure timely repair/maintenance of the supplied items. The bidder should clearly indicate the cities where they will be able to arrange effective after sales service and how the service will be offered / provided.
25. The bidder will ensure the availability of spare parts, backup support and backup units in order to meet a repair turnaround time of three (03) working days at the most.

26. Income tax and GST will be withheld as per Government rules.
27. Payment will be released after submission of Sales Tax Invoice, duly verified by the technical department. The payment will be made in accordance with SRO 660(I) 2007.
- a. 70% of the invoice price will be paid upon request on completion of delivery or part thereof.
  - b. 30% payment shall be made within **Forty Five (45) days** subject to issuance of **Final Acceptance Certificate / Quality Testing and Assurance Certificate**.
28. The University reserves the right to accept or reject any bid or annul the procurement process at any time as prescribed under PPRA Rules.

**EVALUATION CRITERIA:**

- i. Initial scrutiny of tender documents / bids
- ii. Financial Evaluation
- iii. Technical Evaluation
- iv. Demo Unit Evaluation
- v. Selection of compliant unit(s)
- vi. Award of tender to lowest compliant evaluated bidder(s)

**Procurement Department**  
**Directorate of Finance**  
Virtual University of Pakistan  
M.A Jinnah Campus,  
Defence Road, off Raiwind Road,  
Lahore  
UAN: 042-111-880-880 Ext 333, 177

## SPECIFICATIONS FOR DESKTOP COMPUTERS

ITEM	<b>Desktop Computer</b>
Brand	
Model	
Origin	
<b>Processor</b>	Intel Core <b>i5-6500 Processor</b> (6M Cache, upto 3.6 GHz) 6th Generation
<b>Chipset</b>	Intel <b>Q170</b> with vPRO support
<b>Memory</b>	8GB (2 x 4GB) DDR4-2133 MHz DDR4 SDRAM
<b>HDD</b>	500GB (or more)HDD SATA,7200 rpm, <b>16MB Cache</b> (or higher), 6.0Gbps transfer rate; (Seagate Barracuda or better) RAID 0 & 1 support
<b>Audio</b>	Integrated <b>High Definition</b> Audio or better
<b>NIC</b>	<b>1 x 10/100/1000 Mbps</b> Ethernet, preferably with Remote Wake Up.
<b>Slots</b>	1 x Full height PCI-E x16 1 x Full height PCI-E x4 1 x Full height PCI-E x1
<b>Ports</b>	<b>Audio:</b> Back-panel connectors for line-in, line-out, microphone-in, Front-panel connectors for headphone-out and microphone-in. <b>Video/Display Port:</b> 1 x VGA, 1 x DP (Display Port) <b>USB:</b> 6 x USB 3.0 ports (2 front + 4 rear), 4 x USB 2.0 ports (2 front + 2 rear).
<b>Power Supply</b>	<b>240W</b> or more (Active PFC, min 90% Efficient) with Type G (Flat 3 pin) power cable.
<b>Chassis</b>	Tower casing (heavy gauge, lockable with <b>intrusion detection</b> )
<b>Mouse</b>	<b>Optical mouse</b> (Business class) with scrolling wheel (Same brand as System) and mouse pad.
<b>Keyboard</b>	104 Keys Standard keyboard (Business class) (Same brand as System).
<b>Headphones</b>	Full-size headphones multimedia (circumaural: cup shaped earpieces with pads that fit over and around the ear) with microphone; (preferably same brand as System).
<b>Display</b>	<b>23" flat LED</b> color display; 16.7 mi colors (or Better), Resolution: 1920 x1080 with VGA cable & type G (Flat 3 pin) Power cable. (Same brand as System).
<b>System Capability</b>	Business class machine; capable of running Open Source/Linux Operating System.
<b>Warranty</b>	<b>3 years</b> comprehensive on-site replacement warranty.

Sr. No.	Description	Unit Price	17% GST (If applicable)	Total Unit Price	Qty	Total Amount
1	Desktop Computers				200	

**Manufacturer:** \_\_\_\_\_

**Country of Manufacture:** \_\_\_\_\_

**Warranty:**

- Three years comprehensive on-site replacement warranty for complete unit (Certificate required).

**Note:**

- You must fill all of the above spaces, failing which your bid will be disqualified.
- Demo will be required.
- Only authorized dealers/distributors of the above items will be entertained (current/valid Certificate issued by the principal/manufacturer required).
- Please also enclose detailed specifications etc., on your letterhead and include item brochures as applicable; failing which your bid will be disqualified.
- You must attach the required documents marked with (\*) in terms and conditions above and declaration by the bidder as below; failing which the bid will be disqualified.

**Declaration by the Bidder  
should be on Rs.100/- stamp paper**

I, \_\_\_\_\_ being owner / proprietor / director / representative of this firm / company hereby certify that I have read all the terms & conditions of this office and are acceptable to me. All items will be of the best quality according to the standard specification. I will be bound to replace any items if found substandard, unsatisfactory or defective without any claim to Virtual University of Pakistan. If I fail to do so, I understand that VU has the right to confiscate the earnest money and black list our firm/company.

I hereby also confirm to provide three (3) years comprehensive on-site replacement warranty for complete unit(s).

**SIGNATURE & STAMP**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_