

INVITATION TO BID

No: NUST/LPC-2024/TD-125

1. Military College of Signals (MCS), a constituent college of National University of Sciences and Technology (NUST) invites sealed bids for **purchase of Office/ Class Room Equipment, Dell Tower Computers & HP Printers** from the original manufactures / authorized distributors / suppliers / contractors registered with Income Tax and Sales Tax authorities.
2. Bidding documents containing the detailed terms & conditions, method of procurement, procedure of submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance/ guarantee etc. are available for the interested bidders at Military College of Signals, Humayun Road Lalkurti, Rawalpindi from 0830 hrs to 1500 hrs. Price of the bidding documents is Rs.200/-(Non-refundable) in the form of cheque / bank draft in favour of Commandant Military College of Signals. Bidding documents can also be downloaded from <https://mcs.nust.edu.pk/news/> free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach President Local Purchase Committee, **MCS before or by 1000 hrs on 24 December 2024. Bids will be opened on the same day at 1030 hrs.** This advertisement is also available on PPRA website at www.ppra.org.pk

President Local Purchase Committee

Military College of Signals

Humayun Road Lalkurti Rawalpindi Cantt

Phone: 051-5563725,

Email: localpurchase@mcs.edu.pk

Organization Name	Military College of Signals, a campus of National University of Sciences and Technology.
Address	President Local Purchase Committee, Military College of Signals, Humayun Road Rawalpindi
City	Rawalpindi
Tel No.	051-5563725
Fax No.	-
Receipt No	-
Tender No	NUST/LPC-2024/TD-125
Description	Office/Class Room Equipment
Remarks	For detail, please see attached file
Advertisement Date	
Closing Date	24 December 2024
Closing Time	1000 hours
Opening Time	1030 hours
Tender Documents	Attached
Estimated Cost	
Tender Nature	National
Earnest Money	Commandant MCS
Bid Validity	90 days extendable upto 120 days
Bidding/Tender Document Cost	Can be procured from MCS at the rate of Rs: 200/- (Non-refundable) in the form of cheque / bank draft in favour of Commandant Military College of Signals or Download free from https://mcs.nust.edu.pk/news/
Remarks	For details, please see attached tender documents

TENDER DOCUMENTS

MILITARY COLLEGE OF SIGNALS RAWALPINDI

MCS/LPC-2024/TD-125

GENERAL TERMS AND CONDITIONS

1. The tender document can be purchased from Military College of Signals at the cost of Rs: 200/ (Non-refundable) in the form of cheque / bank draft in favour of Commandant Military College of Signals or can be downloaded from MCS, NUST or PPRA website free of cost.
2. The bids shall be submitted in a sealed package that the contents are fully enclosed and cannot be known until duly opened.
3. The bid should be addressed to **President Local Purchase Committee, Military College of Signals, Humayun Road, Rawalpindi**. The sealed bid must reach President LPC before 1000 hours on 24 December 2024. Technical bid will be opened at 1030 hours on 24 December 2024 and financial bids will be opened at 1000 hours on 27 December 2024. **No bid will be accepted after the given time.**
4. All bids will be opened publicly in the presence of bidders or their representative who may choose to be present at given time and date. The representative of the bidders must be in possession of legitimate authority letter. Mobile Phones are not allowed in tender room.
5. **Office/Class Room Equipment**. Single stage–two envelope procedure will be followed for (Office/Class Room Items only) as following:
 - a. The bid shall comprise a single package containing two separate envelopes (the financial proposal and the technical proposal).
 - b. The envelopes shall be marked as **“Financial Proposal”** and **“Technical Proposal”** in bold and legible letters to avoid confusion.
 - c. Initially only the envelope marked “Technical Proposal” shall be opened.
 - d. MCS will evaluate the technical proposal as attached with this document, without reference to the price and reject any proposal which does not conform to the specified requirements.
 - e. During the technical evaluation no amendments in the technical proposal shall be permitted.
 - f. Financial Proposal will be opened for technically qualified bids publicly.
6. The bid must be unconditional and complete in all respects and be submitted in a file/folder/bound form with all the sheets/ documents secured properly. Bid not fulfilling the conditions will be rejected.
7. All items should be according to the specifications (attached as annexure-A).
8. All quoted prices will be firm, final and in Pak Rupees.
9. No bidder will be allowed to alter or modify his bid after the bids have been opened. However, the Military College of Signals may seek and accept clarification to the bid that does not change the substance of bid.
10. The quoted prices should be inclusive of IT & GST / Govt taxes, where applicable. The lowest evaluated bid will be considered for each section separately. Income Tax will be deducted from the payment of the contractor as per prescribed rule.
11. Bid security equal to 2% of the quoted price in the form of a pay order/bank draft made in the name of “Commandant Military College of Signals, Rawalpindi” should be included with the financial offer along with tender submitted. Insufficient/ incorrect amount may result in the cancellation of Tender.
12. There should be no cutting, crossing, rubbing or overwriting in the quotation.

13. The validity period of quotations must be indicated and should be 90 days, extendable upto 120 days from the date of opening of tender, if need arises.
14. Samples of the quoted items are required to be produced on demand.
15. Rates of items (serial) will be evaluated/ compared as separate entity.
16. The bidder should indicate the warranty period of all the items.
17. The minimum requirement for guarantee period is three years from authorized manufacturer/ OEM dealer in Pakistan.
18. 10% amount of the total value of works to be deducted from the bill at the time of payment to the contractor and will be refunded after completion of guarantee/ warranty period.
19. Technical specifications / performance characteristics and guarantee/ warranty of all items will be listed and Brochures / Leaflets describing the equipment will also be provided along with the bidding documents.
20. Unit price for all items must be mentioned in the bid in accordance with the specifications attached with this document. Any variations to this must be reflected and underlined for ease in scrutiny. Any query regarding any item specification should be clarified from the authority before signing the agreement.
21. The College reserves the right to increase or decrease the quantities or totally drop certain items and award tender in full, in parts or in sections.
22. Those submitting tenders may be present at the time of opening of tenders. However, this will not confer any right on term in respect of consideration, acceptance or otherwise of those tenders.
23. MCS may reject all bids or proposals at any time prior to the acceptance of a bid proposal.
24. The bidder having highest aggregate of financial and technical score, if not in conflict with any other law, rules, regulation or policy of the Federal Government, will be awarded the procurement contract, within or extended period of bid validity.
25. A formal agreement on Stamp Paper will be executed between the President Local Procurement Committee and the supplier to whom the contract will be awarded, before the supply. Agreement format is attached as Annexure D.
26. Successful bidder will furnish 10% performance guarantee for a period of three years.
27. Tendering firms will be required to provide the samples of selected items, which will be approved by the user prior to award of tenders.
28. The equipment/ stores/ accessories/ tools are to be delivered within 10-12 weeks from the date of signing of contract. If delivery period is extended, the supplier shall arrange the extension of Bank Guarantee within 30 days after the original delivery period to keep its validity after acceptance of stores. A fine at the rate of 1% will be imposed for 1st 10 days and 10% for subsequent 7 days after which order may be cancelled and second lowest bidder shall be asked to provide the equipment on his risk & cost and deposited earnest money will be confiscated.
29. Military College of Signals will neither issue any letter for clearance of items being tendered nor will be responsible for their clearance in any way whatsoever. Delivery of items till MCS will be solely contractor's responsibility.
30. No payment will be made in advance. All the payments will be made after users' acceptance certificate/ issue of Certified Receipt Voucher (CRV).
31. Following will be mandatory requirement for the award of tender:
 - a. The firm should be Income tax and GST registered
 - b. The firm should be on Active Tax Payer List (ATL).
32. Following information must be included about the firms participating in tender: -
 - a. Authorized dealership. (In case of branded equipment).
 - b. National Tax Number.
 - c. GST Registration Number.

- d. Complete Postal Address.
 - e. Telephone, Fax, E-Mail and web address.
 - f. Company profile/references in Pakistan (relevant to this offer only).
33. Schedule For Submission and Tender Opening
- a. Sale of Tender documents: At 0830 to 1300 hrs wef 10 December 2024
 - b. Document Cost (Non-refundable): Free of cost can be download from PPRA, NUST or MCS web site or can be purchased @ Rs. 200/- from MCS
 - c. Date/Time of submission: Till 1000 Hours on 24 December 2024
 - d. **Opening of Tender :** **At 1030 Hours on 24 December 2024**
Tech bid of Office/Class room equipment.
 - e. **Financial bid will be opened at 1000 hours on 27 December 2024.**
34. Tender format is attached as Annexure A and equipment specifications are attached as Annexure B.
35. Certificate of conformity (COC) from OEM is required to be enclosed with the bid.
36. Please follow Instructions and format for preparing the tender bids.
37. Submitted tenders will be evaluated as per evaluation criteria attached as Annexure C.
38. The bid not qualifying the tech specification or consisting of non-compatible items will be disqualified.
39. Check list has been attached as Annexure E.
40. In case of any conflict/ ambiguity PPRA Procurement Code will prevail.
41. Efforts will be made to mutually settle any ambiguity or dispute between contractor and MCS with mutual consent, however final decision will lie with Commandant MCS.
42. Procuring agency has the right to blacklist the firm in case of fake information or late delivery.

Lieutenant Colonel
President Local Purchase Committee
Tele Mil: 8006-33051,
051-5563725
E Mail: localpurchase@mcs.edu.pk

FORMAT FOR TENDERING

S/No	Items	Qty	Unit Price	Total Price	18% GST (If or as applicable)	G. Total
1						
2						
3						
4.						
	Grand Total					

MCS/NUST TENDER DOCUMENTS
LPC-2024/TD-125

Office / Classroom Equipment Budget Allocation – FY 2024-25

Ser	Item, Description	Qty	Office /Class Room Name	Dept
1.	Dell Core i5, 8th Gen 8GB RAM, 512 GB SSD Tower CPU with Mouse Keyboard with 19” LED Monitor	3	SSQ Block (CR 27 to CR 30)	EE
2.	Ricoh M2700 A3 black and white multifunction Printer OR HP LaserJet Pro Multifunctional 3103fdn B&W 3 in 1 Printer OR HP LaserJet Pro MFP 4103fdw Printer	1	Faculty Office	EE
3.	Dell Core i5, 8th Gen 8GB RAM, 512 GB SSD Tower CPU with Mouse Keyboard with 19” LED Monitor	3	Faculty Office	CSE
4.	Dell Core i5, 8th Gen 8GB RAM, 512 GB SSD Tower CPU with Mouse Keyboard with 19” LED Monitor	2	Faculty Office	IS
5.	Dell Core i5, 8th Gen 8GB RAM, 512 GB SSD Tower CPU with Mouse Keyboard with 19” LED Monitor	2	Faculty Office	H&BS

Technical Evaluation Performa
For **Computers & Printers**

Technical Evaluation Proposal	70%
Part A: Mandatory	-
Part B: General Evaluation	30%
Part C: Additional Feathers/Specs	40%
Financial Proposal	30%

Part A) Mandatory Requirement				
1.	Firm is registered in Income tax and sales tax department and will produce Sales Tax and Income Tax Registration certificate. The firm should be included in Active Tax Payer List			
2.	Firm has to produce Authorization dealer/OEM certificate of the principle/ manufacturer for Pakistan.			
3.	The bidders must have office in Pakistan			
4.	Financial strength verified through a bank certificate			
5.	The firm should not be blacklisted by any government organization.			
Part B) General Evaluation				
Corporate Profile				
Ser	Attributes	Max. Score	Weightage	Criteria
1.	Offices in Rawalpindi / Islamabad	5	5	Firm has its Office in the Islamabad/ Rawalpindi.
2.	Authorized Dealer	20	20	Principle directly participating in the bid.
			15	Firm has produced Authorization Dealership certificate of the principal / Manufacturer for Pakistan.
3.	Details of Repair and Maintenance Facilities	10	10	Firm has repair and maintenance / Support facility in Islamabad / Rawalpindi with direct support or authorization of principal.
			5	Firm has repair and maintenance facility in Rawalpindi / Islamabad.
4.	Spare Parts Availability	10	10	Firm will supply Spare Parts within 15 days.
			7	Firm will supply Spare Parts within 1 month.
			3	Firm will supply Spare Parts within 3 months.
5.	Delivery Duration	10	10	Delivery within 2 months.
			7	Delivery within 3 months.

6.	Financial Strength verified through a Bank Certificate	5	5	Firm has more than Rs. 5 million Annual Turnover for last one (01) year and bank statement are provided confirming company sound financial position.
			3	Firm has between Rs. 3 million to Rs. 5 million annual Turnover for last one (01) year and bank statement are provided confirming company sound financial position.
			2	Firm has between Rs.1 million to Rs. 3 million annual Turnover for last one (01) year and Audit Report is provided confirming company sound financial position.
7.	Similar Projects Completed (Documentary proof and references are required)	10	10	Firm has completed more than or equal to twenty (20) similar projects.
			7	Firm has completed ten (10) to Nineteen (19) similar projects.
			5	Firm has completed five (05) to nine (09) similar projects.
8.	Manufacture/brand life	10		Marks will be given as per their experience. One mark per year.
9.	Branded; Sony, HP, Dell or Equivalent	20	20	As per evaluation by technical Committee
Sub Total		100		

Part C) Additional Features/Specs

Sr.#	Attributes	Max. Score	Weightage	Criteria
1.	Quoted Product Compliance to international standards	5	5	Number of standards of product of Bid in consideration/ Maximum number of standards amongst all the Bids * 5

2.	Specification Compliance	15	15	To be assigned by the Technical Evaluation Committee
3.	Quoted Product extra features bundled to her than required in tender specifications (Higher Generation, Higher HD Technology Additional Memory, greater Hard disk capacity, Higher graphics card, Additional USB or memory card technical support, additional yearly warranty above 3 years etc).	15	15	Number of extra features of product of Bid in consideration / Maximum. It will be decided by Technical Evaluation Committee
4.	Technical Bid Completeness (documentary proof, brochures, diagrams etc)	5	5	To be assigned by Technical Evaluation Committee
Sub Total:		40		

Note:

1. Financial proposal will be opened of the bidder who has secured minimum 40% from technical weight age (i.e.,70%) or 42 Marks.
2. During the warranty period, all charges related to repair and maintenance will be borne by the firm irrespective of where the repair takes place.

AGREEMENT

This agreement is made on _____ day of _____ between the Registrar NUST/ Dy Comdts / Dy DGs, of the first party (here in after called the NUST) and of the second party (**Firm name**) (here in after called the contractor). Whereas the NUST having invited tenders for the Rector of the NUST / Comdts / DGs decided to accept the tender of the second party. Now this deed witnesses as follows: -

1. The NUST/Colleges/ Institutes hereby appoints the second party for the following work: -

The NUST/Colleges/Institutes agrees to pay the following rates: -

to the contractor after the completion of the job.

2. The contractor undertakes to complete the job according to the designs and samples approved by the Rector/ Comdts/ DGs within days from the date of signing of this agreement. In case of delay the Rector/ Comdts/ DG's reserves the right to impose a penalty not exceeding 1% of the total amount of the contract for each day of delay subject to 10% of the total amount of the contract.

3. If the work is not executed to the satisfaction of the first party, the Rector/ Comdts/ DG's reserves the right to reject it altogether or impose penalty not exceeding 50% of the amount of contract.

4. 10% amount of the total value of works to be deducted from the bill at the time of payment to the contractor and will be refunded after completion of -----year of guarantee/ warranty period.

5. If the progress of the work is not to the satisfaction of the Registrar/ Dy Comdts/ Dy DG, the Rector/ Comdt of College/ DG's of Institutes has the right to cancel the order, get the work done by some other bidder subject to the condition that if the first party has to pay any amount in excess of the agreed amount the difference will be recovered from the second party.

6. All the material required for the work will be of the second party.

7. Each party agrees to perform its part of the contract and in case of default binds itself to indemnify the others.

8. In case of any dispute between the two parties on any matter arising out of this contract, the case shall be referred to Rector NUST/ Comdts of Colleges/ DGs of Institutions whose decision shall be final and binding on both the parties.

9. This agreement has been prepared in triplicate. The original will remain with the first party and the duplicate with the second party.

In witness there of Mr, Registrar NUST/ Dy Comdts/ Dy DGs

President LPC have affixed their signatures to this document on the day and year above mentioned.

Signature _____

Signature _____

(2ndParty)

(1st Party)

(with address and stamp)

MCS Rawalpindi

Witnesses

Witnesses

1. _____

1. _____

2. _____

2. _____

Note: Any additional clause can be added/ deleted in the contract agreement if deemed necessary and covered under PPRA code.

(To be Printed and Typed on Company's Letter Head)**Under taking Checklist– Mandatory**

S/No	Required Documents	Attached? [x]/[/]	Placed At
1	NTN certificate		
2	Sales Tax Certificate		
3	Literature of each quoted equipment		
4	Firm's Registration Certificate since foundation till date		
5	Bid security (Not less than 2% of the quoted value) in fin Bid		
6	Detail, if Black Listed, Warned etc		
7	Letter of Authorization as local agent firm from Principal		
8	Complete Technical Specification & Catalog attached		
9	Profile of firm for performing such project (Attached)		
10	Guarantee/Warranty		
11	Bid is valid for at least 120 days		
12	Each item is quoted separately		
13	Prices are quoted on FOR basis in Pak Rupees		
14	Delivery Time shall not be more than 90days after signing of contract		
15	Make, Origin and Manufacturer is as indicated in the quotation		
16	All quoted items are new and genuine		
17	Acceptance of terms & conditions of tender without any condition		

Company Address:_____

Signature:_____

Contact Person:_____

Name:_____

Cell#:_____

Designation: _____

Date:_____

Company Seal