

## **TENDER NOTICE NO**

### **Procurement of Laboratory Equipments, Laptop, Printer and Other Office Accessories**

Swabi Chamber of Commerce & Industry, invites sealed bids from the original manufacturers / authorized distributors / suppliers, registered with Income Tax and Sales Tax Departments for **"Procurement of Laptop, Printer and Other Office Accessories"** as per details and specification given in "Bill Of Quantity".

1. Bidding documents, containing detailed terms and conditions along with the list of items and equipments required are available for the interested bidders at the address given below upon the payment of Rs.1000/- (Non-Refundable) through pay order in favor of joint **Account Titled "Trade and Development Authority of Pakistan and Swabi Chamber of Commerce and Industry"** **Account No. "PK36NBPA0406004172942988"** National Bank of Pakistan main branch Swabi for this project. Bidding document may also be downloaded from <http://swabichamber.org.pk/> and <https://www.uoswabi.edu.pk/>.

2. Bid Security equivalent to 2% of total bid value in the form of Pay Order/ Demand Draft/ Banker's Cheque in favor of Accounts Officer Swabi Chamber of Commerce and industry, Swabi shall be submitted with the sealed proposal. Bids without the Bid Security will be non-responsive.

3. The sealed bids, prepared in accordance with the instructions in the bidding documents, and complete in all respects must reach at the address given below within 15 days i.e. March 30<sup>th</sup>, 2024 after publishing this advertisement in newspapers. The Bids will be opened the same day at 01:00pm in Main Campus University of Swabi. **This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) and [www.kppra.gov.pk](http://www.kppra.gov.pk).**



**Muhammad Babar Hamayun**  
**President**

**Swabi Chamber of Commerce & Industry**

1-B near EZDMC Office, Gadoon Amazai Industrial Estate -23454, District Swabi

Phone: (0938) 270396 | Email: [scci.swabi@swabichamber.org.pk](mailto:scci.swabi@swabichamber.org.pk)

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### 1. **BACKGROUND:-**

Swabi Chamber of Commerce & Industry, invites sealed bids from the original manufacturers / authorized distributors / suppliers, registered with Income Tax and Sales Tax Departments for **"Procurement of Laptop, Printer and Other Office Accessories"** as per details and specification given in "Bill of Quantity".

### 2. **SCOPE OF SERVICES**

The successful bidder (s) will be required to provide the items and equipments along with accessories as per specifications and requirement detailed in BOQs at the premises of University of Swabi (main campus), located at Anbaar, District Swabi, Khyber Pakhtunkhwa.

### 3. **INSTRUCTIONS TO THE BIDDER:-**

The bids may be submitted along with the following documents:

1. The bidder (s) will submit the bids along with tender application form as per **Annex-I**.
2. The bidder (s) will submit their profile containing name of firm, its status, address, telephone number (s), fax number and other relevant information as per **Annex-II**.
3. The bids will be considered as non-responsive in case of non-completion or misdeclaration.
4. An affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
5. Copy of STN & NTN Certificates may be enclosed with the bid.
6. **"Bill of Quantity"** duly filled and attested may be attached.
7. Swabi Chamber of Commerce and Industry reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders
8. The Bidders are hereby informed that the Swabi Chamber of Commerce & Industry shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
9. The price quoted should be in Pak Rupees inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for ninety (90) days.
10. Rates should be quoted on the FCS basis (Free delivery at Consignee's Store).

11. In case of supply of sub-standard / expired items / goods, the performance guarantee along with items supplied will be confiscated.

**4. Procedure of Competitive Bidding**

Single Stage – Single envelope procedures, as per rule no. 36 (a) of Public Procurement Rules, 2004, will be followed as per following:

1. The bid shall comprise a single package containing single/ one separate envelopes.
2. The financial bid found to be the lowest evaluated bid shall be accepted.

**5. Submission and opening of Bids**

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted within 15days i.e. March 30<sup>th</sup>, 2024 after publishing of this advertisement in newspapers. The bids will be opened on the same date at 01:00pm at Main Campus, University of Swabi address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

**6. Bid Security**

All the Bidders are required to submit 2% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker's Cheque and in favor of joint **Account Title** "Trade and Development Authority of Pakistan and Swabi Chamber of Commerce and Industry" **Account No.** "PK36NBPA0406004172942988" with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

**7. Evaluation Procedure**

The bids will be evaluated on the basis of criteria, and specifications mentioned in BOQs against each items as per evaluation criteria stipulated herein the bidding document. The unit price must be quoted in Pakistan Rupees and should be inclusive of all the taxes applicable.

**8. Delivery of items:**

The successful bidder will be liable to supply the requisite items within sixty days (60) from the issuance of date of purchase order.

**9. Performance Guarantee (Optional)**

The Successful bidders will be required to furnish a performance guarantee of 10% of contract amount. The performance guarantee will be confiscated if the successful bidder (s) fails to provide the goods/ items as per BOQs and timelines. The successful bidder (s) will provide one (01) Year service repair and maintenance warranty for the supplied items/machinery.

**10. Payment Schedule**

The successful bidder (s) will be required to supply the items for which the work order has been issued as per rates and specification of quotes. After acceptance of the goods/items by the Swabi Chamber of Commerce and Industry and issuance of Work Completion Certificate/ Delivery Challan, the supplier can process his case for payments. The supplier would submit his bill containing the details about Invoice number, date, list of items supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made on actual basis after successful completion of work/ supply of items as assigned and the case regarding partial payment will not be accepted.

**(To be separately sealed along with Bid Security)**  
**FINANCIAL BID**

**Name of the Firm:** \_\_\_\_\_

All prices must be inclusive of all applicable taxes (i.e. GST, Income Tax etc.)

S/No	Equipment	Quantity	Specification
01	Power Stabilizer	Only Nine	Universal A-200 Stabilizer
02	Laptop	Only One	15" 8GB Ram or above, 256GB SSD, 11 <sup>th</sup> generation or above
03	All-in-one printer	Only One	Printing, Scanning, Copier
04	Inverter A/C	Only Two	1.5 Ton DC Inverter Gold Fin
05	Power Backup	Only One	2400 WATTS 60amp OFF Grid MPPT Solar Supported with batteries

**Technical Qualification:**

1. Valid Registration with income tax department (Valid NTN) along with Sales Tax Return Number (STRN).
2. Undertaking must be attached showing that the equipment/supplies quoted by the firm are imported through legal channel(s) and no grey channel/ smuggled product / international warranty/ refurbished equipment is quoted.
3. A certificate on the official letterhead that the quoted products are hundred percent (100%) comply with the technical specifications mentioned in the bidding documents.
4. Affidavit in Original:

“in which clearly mentioned the name of Company and Purpose of issuance on the back of Stamp paper duly signed and stamped by the Owner and attested by Oath Commissioner.

Regarding “that the Firm (Name) has never been blacklisted and has not been involved in any litigation or arbitration resulting from contracts completed or under execution by the Bidder” for the current month of submission of Bidding document.



**Muhammad Babar Hamayun**  
**President**

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Phone: (0938) 270396 | Email: [scci.swabi@swabichamber.org.pk](mailto:scci.swabi@swabichamber.org.pk)

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## TENDER APPLICATION FORM

Ref No.....

Dated.....

President,

Swabi Chamber of Commerce &amp; Industry

1-B near EZDMC Office Gadoon Amazai Industrial Estate -23454, District Swabi.

Subject: Tender for Supply Laptop, Printer and  
Other Office Accessories

1. Name of Applicant / Firm.....
2. Address.....  
.....
3. Phone No..... Mobile No ..... Fax No.....
4. Past Experience .....
5. Income Tax Certificate..... (Copy attached)
6. GST Certificate..... (Copy attached)
7. Certificate of Authorized Vender / Sole Distributor.....
8. Bid Amount .....
9. Earnest Money @ 2% of the Bid Amount.....
10. Paid By ..... Pay Order No..... Dated..... Bank.....
11. Cost of Tender Application Form (Non Refundable) Rs.1000/- Paid By Pay Order
12. No..... Dated..... Bank.....

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**Signature of Applicant & Stamp**

**TECHNICAL EVALUATION SHEET**

1. Company Name:

\_\_\_\_\_

2. Company Profile Establishment

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3. Date of Incorporation: \_\_\_\_\_

4. Location of Head Office: \_\_\_\_\_

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