

ISLAMABAD MODEL COLLEGE FOR GIRLS,
HUMAK, ISLAMABAD



BIDDING DOCUMENTS FOR PURCHASE OF IT-
EQUIPMENT/SOLAR PANEL "ISLAMABAD MODEL
COLLEGE FOR GIRLS, (F.A) HUMAK, ISLAMABAD"

IMCG, Humak Islamabad
Ph. 051-4493301

GOVERNMENT OF PAKISTAN
ISLAMABAD MODEL COLLEGE FOR GIRLS (F.A) HUMAK, ISLAMABAD

INVITATION TO BID

**PURCHASE OF IT EQUIPMENT/ SOLAR PANEL “ISLAMABAD MODEL COLLEGE FOR GIRLS,
HUMAK, ISLAMABAD”**

Sealed Bids are invited from the original manufacturers / authorized distributors/ general order suppliers who are registered with Income Tax, Sales Tax Departments, PPRA-EPADS and who are on Active Taxpayers List of the Federal Board of Revenue for supply of following mentioned items:

Sr. #	Item Description
1	Interactive White Board with complete solution
2	Smart interactive Display (All in One)
3	Solar Panel-15KW hybrid (complete unit)

2. The bidding documents, containing detailed terms and conditions can be downloaded from [PPRA \(EPAD Portal\)](#).

3. The hardcopy of bids, prepared in accordance with the instructions in the bidding documents, must reach to Chairperson Purchase Committee at Islamabad Model College for Girls, Humak, Islamabad and electronic copy of the bids is required to be submitted online **PPRA e-Procurement portal- EPADS** at www.eprocure.gov.pk on or before **10:00 hours on 20th January, 2025**. Bids will be opened the same day at **10:30 hours** in the presence of representatives of Firms at the Office of IMCG Humak (F.A) Islamabad. In the case of unavoidable circumstance, the tender will be opened on the next working day as per schedule.

4. Bids which are received through **PPRA e-Procurement portal- EPADS** will be considered only. Late submission of bids on EPADS will not be accepted. Any bid not submitted through EPADS shall stand rejected as per PPRA's S.R.O No. 296(1)/2023. The S.R.O is available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).

5. The institution will not be responsible for any cost or expense incurred by the bidders in connection with preparation or submission of bids. Further details can be sought from Chairperson Purchase Committee, Ph: # 051-4493301.

Chairperson Purchase Committee
Islamabad Model College for Girls, Humak, Islamabad
Email: imcghumak@hotmail.com

LOT-I (Interactive White Board)

S. #	Description	Specification	Qty
01.	Interactive White Board with complete solution	<p>Smart IP Interactive White board: Size 86" diagonal, IR Technology, Lynx Writing Software with registration Key</p> <p>Multimedia Projector: 3600 to 4000 Lumens, XGA Resolution, 2 HDMI Inputs, 1 VGA In, One VGA Out, contrast Ratio 20,000:1, DLP Technology, 2 Years warranty parts and Labor</p> <p>Installation: Installation of Multimedia Projector, Ceiling Mount Kit 2X2, VGA Cable 15MTR, Power Cable 15MTR, HDMI cable 15MTR, with Ducting and Labor charges. (With complete Installation)</p>	02

LOT-II (Smart Interactive Display)

S. #	Description	Specification	Qty
01.	Smart Interactive Display	<p>Interactive Smart LED/Interactive White board ALL in One Size 75", 4K UHD, Android base, Screen recording with Voice on LED, Official Writing Software, Minimum 30 Touch points, LED life minimum 50,000 hours, Speaker with sound output, Windows based machine with minimum 8GB RAM and 256GB SSD, Wall hanging Bracket with Fitting / Movable LED Stand (With complete Installation)</p>	02

LOT-III (Installation of Solar 15 KW hybrid)

S. #	Component	Description, Brand, Model No. and Origin	Qty	UoM
1	PV Panels	A-Grade Tier-1, N Type, Bifacial 585 W. 10 OEM 25 Years performance	26	No
2	Inverter	Grid Tied-Growatt or equivalent X2 Pro. On grid 15 KW, Hybrid 10 KW. (5 Years Warrenty) OEM Provided	2	No
3	Mounting structure	Garter Structure (H-Bar) H-Beam Girder (12 gauge) C-Channel (14 gauge)	1	
4	Civil PAD			
5	DC Cable	CuPVC/PVC-6mm ² ,. TJ, Newage or equivalent		
6	DC grounding Cable	Panel to Panel Earthing 2.5 mm ² , TJ, Newage or equivalent		
		Structure to Structure – 4 mm ² , TJ Newage or equivalent		
7	AC Cable	1 x 4C PVC - 6mm ² RYBB –Inverter to DB, TJ Newage or equivalent		
		4C PVC 16 mm ² Meter to Disconnect Switch, TJ, Newage or equivalent		
8	Miscellaneous items	Cable routing – PVC conduit, Rawal Bolt, Rawal Plug, MC4 connector, Nylon Cable ties, PVC tape, SS Nut Bolt, Epoxy, flexible pipe, lugs, screw		Job
9	DC earthing	As per AEDB standard		
10	Installation	Installation and commissioning of PV system		
11	Net metering	Documentation		
		NEPRA Fee		
		Meter Cost		
12	Protection	1 (63 Amp. 4-Pole AC breaker) 3 (20 Amp. 2-Pole DC breaker) 1 (SPD 4-Pole AC) 3 (SPD 2-Pole DC) DB box		
13	Battery	48 V 100 Amp Li- battery , 01 bank		

**TERMS AND CONDITIONS FOR TENDER PURCHASE OF IT EQUIPMENT/SOLAR
PANEL**

1. GENERAL:

- i. Single stage - Single envelope bidding procedure shall be applied. Bid shall contain one single envelope containing separately financial proposal and technical proposal.
- ii. The hardcopy of bids, prepared in accordance with the instructions in the bidding documents, must reach to Chairperson Purchase Committee at Islamabad Model College for Girls, Humak, Islamabad and electronic copy of the bids is required to be submitted online **PPRAe-Procurement portal- EPADS** at **www.eprocure.gov.pk** by Reputed Tax registered firms.
- iii. Bids which are received through **PPRA e-Procurement portal- EPADS** will be considered only. Any bid not submitted through EPADS shall stand rejected as per PPRA's S.R.O No. 296(1)/2023. The S.R.O is available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).
- iii. Tender will only be issued to the owner of the firm or his/her authorized representative having legal power of attorney registered with First Class Magistrate for the work especially; general power of attorney is not acceptable.
- iv. Conditional, incomplete and overwriting in bids without initials will not be accepted. A bidder can offer/quote price for Lot wise items and contract will be awarded to most advantageous bidder.
- v. Telephonic / telexed / faxed / telegraphic/emailed quotations will not be entertained.
- vi. The Bidder should quote the price according to the technical specifications as provided in the bidding document. The specifications of item, different from demand of enquiry, will straightaway be rejected.
- vii. The Bidder is required to offer competitive price. The prices should be including all Taxes/General Sales Tax (GST) which are applicable under Rules.
- viii. Price offered should be for the entire quantity of each item demanded; partial quantity offers shall straightaway be rejected. Conditional/Optional offers will also be considered as non-responsive bidder.

- ix. Any bid received by the purchaser after the specified bid submission date and time will be rejected.
- x. A bid once opened in accordance with the prescribed procedure shall be subject to only those Rules, Regulations and Policies that are in force at the time of issuance of Tender Notice.
- xi. The purchaser will disqualify a bidder if it finds at any time that the information submitted by him concerning his quotation as supplier was false and/or misstated.
- xii. The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and the conformity to the bidding documents shall furnish, as part of its Bid, a bid security (5%) for each lot (applied) mentioned against each should be submitted in the envelope containing the technical proposal. The bidders must quote their NTN/GST along with their offer and will be checked on the active taxpayer list of FBR, failing which their offer will be rejected. The purchaser may ask for a performance guarantee in the shape of a Bank Guarantee of up to @5% of the total bid amount from successful bidder.
 - a. Bid Security shall be in Pak. Rupees and be in the shape of CDR, Pay Order or Banker's Cheque in the name of "Principal, Islamabad Model College for Girls, Humak, Islamabad (IMCG, Humak)" issued by any scheduled bank of Pakistan.
 - b. It should be valid for ninety (90) days beyond the validity of the Bid.
 - c. The Security of unsuccessful bidders' will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser.
 - d. The successful bidder's bid security will be discharged upon the bidder signing the contract.
 - e. If a bidder withdraws its bid during the period of bid validity and if a bidder not accept the arithmetic correction to its bid price; or in the case of a successful Bidder fails to sign the contract or fails to provide the services within the delivery timeline specified in Schedule of Requirements, the bid security may be forfeited.
- xiii. The earnest money deposited along with bid will be refunded to all unsuccessful bidders within 10 days of contract award. Whereas the earnest money of successful bidder will be treated as performance guaranty and will be returned

after the expiry of warranty period i.e. one year after the confirmation/verification/inspection by the purchase committee.

- xiv. The successful bidder will have to supply all items/equipment within one month of the issue date of supply order.
- xv. Price negotiation as per existing PPRA rules is not allowed.
- xvi. No joint venture will be acceptable.
- xvii. The payment of items is coupled with inspection / commissioning of items; therefore, supplier should make sure that bid is complete in all respects including consumables and incidentals etc.
- xviii. Suppliers have to provide samples of each item before opening of financial bids so that the samples be evaluated for adherence to specification as well to qualify technically. The authorized officer(s)/Purchase Committee will approve the samples by signing on each approved sample. All subsequent supplies should be in conformity with the approved samples placed at IMCG, HUMAK under safe custody of Purchase Committee.
- xix. In case of non-supply/incomplete supply of the item(s) as per contract or required standard or if the supplier is unable to rectify the deficiency within 15 days, the performance security will stand forfeited,
- xx. The estimated quantity of the items has been mentioned in the bid documents. However, the quantity of any item may be increase or decrease, depending on the merits and circumstances of each case.
- xxi. The rate of all the items should be separately quoted along with the total price of Lot wise for eligibility. The tender will be awarded on lot wise bases.
- xxii. All items as per attached list must be provided as per attached specifications.
- xxiii. On late delivery the vendor will have to face the penalty as per PPRA rules.

2. REQUIRED DOCUMENTS:

Application should be accompanied with the following documents:

- i. Company Profile with list of its recent clients
- ii. Attested Copy of CNIC.
- iii. Copy of NTN Certificate of the Firm.

- iv. Proof of Financial capability and experience.
- v. Partnership Deed, in case of partnership or Affidavit declaring himself/herself sole proprietor of the Firm.
- vi. Clear identification with address of After Sale Service Centre,
- vii. Verified Bank Statement/ Bank maintenance certificate of the Bidder i.e, Financial Year 2023-24.

3. TAXES:

- i. The rates quoted should be inclusive of all applicable taxes
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The project authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the supplies are exempted from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

4. BIDDING:

- i. The bidder may bid for Lot wise items only.
- ii. Rates should be quoted with delivery/commissioning at the site.
- iii. The bidders should quote final rates both in words as well as in figures.
- iv. Tender document must also be filled in, stamped and signed by authorized representative of the bidder.
- v. The bidder shall provide the technical literature of the equipment.
- vi. Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any overwriting, not authenticated with signatures of authorized person, shall in no circumstances be accepted.
- vii. The quotation should be submitted on the basis of accounting unit specified.

5. BID EVALUATION:

- i. The bids shall be evaluated in accordance with terms & conditions of this tender documents.
- ii. Ability of the firm to most closely confirm to the prescribed specifications.
- iii. Rates offered by the firms.

6. CLARIFICATION OF BIDDING DOCUMENT:

The bidder requiring, any further clarification or information of the bidding document may notify by contacting Chairperson Purchase Committee, Islamabad Model College for Girls, Humak, Islamabad. The Chairperson Purchase Committee will respond to any request for information or clarification of the bidding documents which it receives no later than (02) two days prior to the deadline for the submission of bid.

7. SIGNING OF BIDS:

The authorized person signing the bid shall initial all the pages of the bid, where entries are made.

8. RIGHT WITHIN PROVISION OF PPRA RULES:

- i. The Committee reserves the right to reduce or increase the quantity/lot, accept or reject any bid and to stop the bidding process and reject all bids, at any time prior to award of supply order without incurring any liability toward the bidders. The grounds for rejection of bid(s) shall be provided upon request of the bidder(s) but not bound to justify as per rule 33 of PPRA Rules.
- ii. The Committee has the right to increase/decrease in the quantity.
- iii. The Committee reserves the right to claim compensation for the loss caused by the delay, or any other damage pointed out at the time of delivery.

9. CONVINCING:

Unsolicited advice/clarification and any personal approaches at any stage of evaluations/purchase process that may lead to influence the process are strictly prohibited and will lead to disqualification.

10. DELIVERY OF EQUIPMENT /ITEMS:

The delivery of equipment / items shall be made at the site / location within one month of the date of supply order. The bid price should be inclusive of the commissioning, installation, packing (if any) and delivery cost.

The supplier shall provide the items/material as per tender requirements in standard packing, the packing (if required) of the Goods as is required to prevent their damage or deterioration during transit to their final destination.

11. INSPECTION OF EQUIPMENT / ITEMS:

Upon delivery at the specified premises, the equipment's/items shall be inspected by an authorized officer(s)/Purchase Committee in the presence of supplier or his/her representative. Equipment's/items not in conformity with the supply order shall be rejected. The rejected equipment(s) shall be removed by the supplier ' within 7 days at vendor's expenses. A formal delivery challan shall be prepared against items found as per specification and accepted thereon.

12. MODE OF PAYMENT:

Payment shall be made in the form of cross cheque, which shall be issued after receipt of equipment's, inspection & verification and installation & operation/commissioning according to schedule. All taxes, insurance etc will be deducted from bills as per applicable taxation rules.

13. PENALTY:

For failure to comply with agreed delivery schedule, the liquidated damages will be as under:

- i. 1% of the cost of that items mentioned in the supply order that remain undelivered/un-finished for each day of non-supply up to maximum of twenty (20) days exceeding the job completion/delivery period.
- ii. If the material is not supplied even after payment of penalty for 20 consecutive days, the Islamabad Model College for Girls, Humak, Islamabad, reserves the right to cancel the contract and to get the required job/items from elsewhere at the risk and cost of the defaulting contractor/firm and the equivalent

price/amount will be deducted from the securities deposited by the firm/supplier.

14. PRICE REASONABILITY CERTIFICATE:

The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.

15. PRICES:

Prices charged by the supplier for goods delivered and services performed under the contract will be in accordance with the prices quoted by the supplier in its bid and also referred in the contract.

16. EVALUATION CRITERIA:

Compliance to general terms and conditions stated above is must for all bidders. In addition, conformity with the specification is deemed to qualify technically.

17. ARBITRATION:

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary there to whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance/ Redressal Committee of Islamabad Model College for Girls, Humak, Islamabad.

The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law.

18. GUARANTEE / WARRANTY:

The supplier shall furnish one year after sales service guarantee/ warranty for successful operation of equipment / items from the date of installation. In case of Malfunctioning / defect in any equipment / item, the supplier shall replace them free of cost within 15 days; otherwise the supplier will return the entire paid. Amount to the department, immediately.

Islamabad Model College for Girls, Humak, Islamabad

UNDERTAKING **TENDER FORM 2024-25**

I have read the terms and conditions regarding the "**Purchase of IT Equipment**". I hereby undertake to abide these terms and conditions in Letter & spirit.

Company/Firm Name: _____

National Tax No.: _____

Sales Tax Registration No.: _____

Date of Registration: _____

Owner(s) Name(s): _____

Authorized Representative (if any): _____

Complete Address: _____

Telephone No.: Office: _____

Mobile: _____

AUTHORIZED SIGNATURE/STAMP

Dated:- _____

Attachment:

- Copy of CNIC
- Copy of NTN Certificate
- Copy of Sales Tax Registration Certificate
- Bank Draft/Pay Order/Call Deposit
- Affidavit regarding Non Blacklisting

Note: - The above undertaking must be attached with tender.