Section I
Standard Instructions to Bidders

The following data shall be applicable:

S#	Attribute	Details
1.	Name of Purchaser	Bahria University Lahore Campus.
2.	Purchaser's Address	47 C, Civic Center, Johar Town, Lahore
3.	Collection of Bidding Documents from	Procurement Office, Ground Floor BULC Lahore
4.	Price of Bidding Documents	Rs. 1,000/- in cash. Nonrefundable, receipt will be provided as per attached format.
5.	Communication / Correspondence	Deputy Director/President Purchase Committee BULC 47 C, Civic Center Johar Town, Lahore. Email address: dd.bulc@bahria.edu.pk Tel: 042-99233408-15 Ext.217
6.	Bid Submission format	The bids and prices must be submitted on the formats set out in Section-V of this document. The bids submitted on different formats may be considered non-responsive and may be rejected.
7.	Submission of Bids by Hand	Bids are to be dropped in a Bid Box Placed at the Procurement Office
8.	Submission of Bids by post	In case a bidder prefers to submit bid through courier, he must ensure that it is dispatched timely enough to reach procurement office before the date and time specified in section-II of bidding document. The bids so dispatched must be addressed as under: The President Purchase Committee Bahria University Lahore Campus 47 C, Civic Center Johar Town , Lahore
9.	Non Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders, who have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consultancy for the preparation of the design, specifications, and other documents to be used under this Invitation for Bids. Bidders under a declaration of ineligibility for corrupt and fraudulent practices.
10.	The price quoted shall be	In Pak Rupees i.e. inclusive of all applicable taxes & transportation and labor charges, if any. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
11.	Amount of bid security	Bid Security amounting to **Rs. 180,000/-**

12.	Form of Bid Security	a. The bid security shall be in the form of irrevocable, en-cashable call-deposit/bank draft/pay order in name of Bahria University. b. No personal cheques will be acceptable at any cost. c. The previous bid security (if any) will not be considered or carried forward. d. The tenders found deficient of the amount as bid security compared to total bid price will not be considered. e. Bid security is refundable however, its claiming back shall be responsibility of the bidder. The bidder or its authorized representative will collect it from procurement office by hand acknowledging receipt by signing in the bid security R & I register.
13.	Bid validity period.	Bid should remain valid for 90 days from the closing date. Bid validity period for commercial bids shall be communicated when the same would be called for (if called separately).
14.	Criteria for Financial bid evaluation.	a. Total cost (inclusive of all applicable taxes, transportation and labor charges. b. A Bidder, if he so chooses, can bid for selective items from the list. c. However, Bidders cannot bid for partial quantities of an item. The bid must be for the whole quantity of an item required. d. The bidder has to quote only one rate for each item as per tender specification, no separate accessories will be accepted.
15.	Criteria for Technical Bids Evaluation	A committee of experts will be constituted for this purpose, which shall evaluate bids keeping in view the proposed material, technology and design. The committee may ask for fresh / revised technical proposals also.
16.	Percentage for quantity increase or decrease	The quantity can be increased or decreased up to maximum of 15% as per Purchaser requirements for first/subsequent order.
17.	Execution	The work order (as per attached format) will be issued to the contractor who shall sign for its acceptance. The formal contract will be signed with mutual consent and if the terms and conditions of the deal are complex/involve heavy cost/part payments/loan adjustments etc.
18.	Further Order	-
19.	Defect liability period	a. One-year defect liability period shall apply. b. The client shall promptly notify the constructor in writing of any claims arising during the defect liability period. c. Upon receipt of such notice, the bidder shall, within the period specified with all reasonable speed, repair the defective pats thereof without costs of the client. d. If the bidder, heaving been notified, fails to remedy the defect(s), within a reasonable period, the client may proceed to take such remedial action as may be necessary, at the contractor's risk and expense and without prejudice to any other rights which the client may have against the constructor under the Contract.

		e. Date of putting the facility into usage shall be reckoned for start of defect liability period. Retention money maximum up to 5% can be withheld for one year.
20.	Guarantee / Warranty	a. The Supplier warrants that the Goods supplied under this order are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the purchase order. The Supplier further warrants that all Goods supplied under this purchase order shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. b. One-year comprehensive warranty with parts, Standard Comprehensive Warranty by OEM shall also be required. c. Certificate of Warranty should be backed by Principal Manufacturer having existence/ authorized service centers in Pakistan (preferably in Lahore) d. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. e. Upon receipt of such notice, the Supplier shall, within the period specified with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser. f. If the Supplier, having been notified, fails to remedy the defect(s), within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract. g. Date of commissioning/putting the equipment into usage shall be reckoned for start of warranty period. Retention money maximum upto 5% can be withheld for one year.
21.	Arbitration	The order / contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to the order / contract shall be settled amicably by both the parties. If not settled, the matter shall be referred to Director Bahria University Lahore Campus as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any court of Law.
22.	Liquidated Damages	1% of the cost of entire order of such items as remained not supplied for every day up to maximum of 10 days. If supply is not made even after penalty for 10 consecutive days, the university has the right to cancel Purchase order and purchase it from next lowest bidder on risk and expense of the bidder.
23.	Any Other Condition	Any other condition specific to this procurement/ service order not included in this tender document can be included or communicated through work order, whose format is given in section V(3) or letter of intent which shall be served before concluding contract.

Section II
Special Instructions to Bidders

S#	Attribute	Details
24.	Name of Project	Purchase of Laptops and GPU Work Station
25.	Tender Published on	16-09-2026 over PPRA website
26.	Medium	PPRA website, EPADS and BU Website & 2xDaily Newspaper
27.	Source of Funds	Bahria University's Revenue
28.	Deadline for bid submission	05-10-2026 at 1130hrs
29.	Time, date, and place for bid opening.	05-10-2026 after 1200hrs (only technical bids) Bahria University Lahore Campus
30.	Bidding Procedure	Single stage Two envelop procedure shall apply
31.	Qualification of Bidders and documents to be attached with the bids.	a. The bidder must have at least five years of experience in similar field (proof be attached). b. The bidder must have handled similar or high value projects. Documentary evidence to this effect must be provided with the Bid, which includes copies of purchase order, certificate from client for successful completion of contract, etc. c. To undertake such heavy loads, the bidder must have capability with technical infrastructure/setup comprising of technical staff machines and other associated facilities. d. The bidder will facilitate visit of the assessment team from the university to ascertain the capability and infrastructure of the firm, if required by the university. e. The bidder must submit National Income Tax, Sales Tax Registration Certificates and Income Tax clearance certificate on the last income Tax return. f. The bidder must submit an affidavit on stamp paper of Rs.100/- to the fact that bidder has not been blacklisted by any organization of the Federal/Provincial Government. g. The bidder must submit leaflets, brochures & catalogues of quoted products, where applicable.
35.	Subject and file No.	**Purchase of LAPTOPS AND GPU WORK STATION** File No. **BULC/2026/NRPU/HEC/0209/EQUIPMENT**
36.	Acceptance of Goods	A Committee of experts from BULC shall be constituted to inspect the goods delivered/works completed. The committee may use any sources, tool or technique to test the goods delivered/works completed by supplier/constructor. Payment would be made on production of acceptance certificate issued by the committee. The date of acceptance shall be reckoned as the date of delivery. However, date of commissioning shall be reckoned for start of warranty period.
37.	Pre-bid meeting/visit to site	Interested parties may visit for preparation of bids, to seek any further information, any time before the closing date for bid submission. However, to save time and to address queries of all bidders, a pre-bid meeting has been arranged on **28-09-2026** at **1400hrs**.

Section III

Schedule of Requirements

The delivery schedule stipulates hereafter is a delivery period during which the delivery is required to be completed, tested and accepted.

S#	Description	Qty	Delivery schedule	Location
1.	**GPU Work Station (Ultra 9 285K)**	01 Nos	Within 15 Days after issuance of purchase order	Bahria University Lahore Campus 47- C Civic Center Johar Town Lahore.
2.	**Laptop (Ultra 7 258V)**	01 Nos		
3.	**Laptop (Ultra 7 155U)**	01 Nos		

Section IV

Technical Specifications LAPTOPS AND GPU Work Station

Sr. #	Description	Specification Parameter	Quantity
1	**GPU Work Station (Non-Branded)**		01
	CPU: Intel Core Ultra 9 285K Motherboard: Z890 GPU: RTX 5090 32gb RAM: 64 GB DDR5-6000 (2×32 GB) Storage: 2TB PCIe 5.0 NVMe SSD (Samsung Evo 990 Pro) PSU: 1650w 80+ PLATINUM Cooling: 360mm AIO Case: ATX CASE Professional Key Board, and Professional Wireless Mouse. 23.8 Inches FHD LED **01-year Warranty**		
2	**Laptop (Ultra 7 258V)**		01
	Intel Core Ultra 7 258V (Series 2) 8-Core Processor 32-GB 1-TB SSD Intel Arc 140V GC 14" 3K 1800P OLED 120Hz x360 Touchscreen Convertible Display BKB W11 TPM (Eclipse Gray, 1 Year Local Warranty, NEW)		
3	**Laptop (Ultra 7 155U)**		01
	Intel Core Ultra 7 155U 12-Core Processor 8-GB 512-GB SSD Intel Integrated GC 16" WUXGA 1200p IPS AG 300nits Display PolyStudio Audio Backlit KB Carry Case, Pike Silver, NEW)1 Year Local Warranty		

Section V Standard Forms

1. Bid Form

To: [name and address of Purchaser]

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this “Bid Form” will remain with the Purchaser.

We also agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this ________________ day of ________________ 20___.

______________________________ ______________________________
[Signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of ______________________________
(Company Stamp)

2. Price Schedule in Pak. Rupees

Name of Bidder ______________________________ NTN Number __________________________________

Sr.#	Descriptions of item	Qty	Unit Rate (with all applicable taxes &Tpt charges etc.)	Amount of total quantity	Bid security amount to Rs.
1.	**GPU Work Station (Ultra 9 285K)**	01 Nos			
2.	**Laptop (Ultra 7 258V)**	01 Nos			
3.	**Laptop (Ultra 7 155U)**	01 Nos			
Total Rs.					

Name of Bidder / Firm:

____

____________________________________ Signature______________________

Date: _____________ Seal:

3. FORMAT OF WORK / SUPPLY ORDER

BAHRIA UNIVERSITY LAHORE CAMPUS
Discovering Knowledge

No. BULC/2026/NRPU/HEC/0209/EQUIPMENT

M/s ______________________________ Date_____________

PURCHASE ORDER

Reference:

1. This is with reference to your Quotation dated _____________ for **Purchase of Laptops and GPU Work Station** for IT Department at Bahria University Lahore Campus. You are informed that your financial bid has been accepted by the purchasing committee. You are therefore required to provide following items as per specifications:

S#	Description	Qty	Total Bid
1.	GPU Work Station (Ultra 9 285K)	01 Nos	Rs.
2.	Laptop (Ultra 7 258V)	01 Nos	Rs.
3.	Laptop (Ultra 7 155U)	01 Nos	Rs.

(Rupees ____ Only)

2. The terms and conditions for the subject Purchase Order are listed below please:

a. **Specifications:** You are required to supply specification as mentioned in Section IV of tender documents.

b. **Schedule of work:** You are required to complete supply of above-mentioned items within 15 Days from the date of issuance of this Purchase Order.

c. **Warranty/Support:** One-year comprehensive warranty with parts, Standard Comprehensive Warranty.

d. **Rate:** Rates quoted by you are inclusive of all taxes and irrevocable and no escalation will be allowed.

e. **Tax deduction:** Income tax / GST will be deducted at source as per Government rules.

f. **Inspection Training and Trials**: The item will be accepted by a committee constituted by the user department (IT) after ascertainment of quality / genuineness / quantity / etc. through inspection and testing, configuration and training.

g. **Liquidated Damages**: Failure to comply with the scheduled delivery date and installation, penalty will be imposed as follows:

i. L.D @ 1% of the total cost of entire order for every day upto maximum of 10 days.

ii. If the item is not supplied even after penalty days, Bahria University Lahore Campus has the right to cancel the supply order and purchase it from elsewhere at your risk and cost.

h. **Payment:**

i. Payments will be made through cheque in the name of M/s ______________________.

ii. No payment will be made as advance.

i. **Retention Money:** The entitlement of payment will be restricted to the progressive of supply, deducting 05% retention money. 95% payment will be made on completion of delivery of items / completion of supply and remaining 05% will be retained for maintenance period on 01 Year.

j. **Arbitration:** The contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to this contract shall be settled amicably by the both parties. In case of any difference/dispute arising between the parties the matter shall be referred to Director Bahria University Lahore Campus as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any court of law.

3. If the contents of this Purchase Order are acceptable to you then kindly return the enclosed duplicate copy duly signed and stamped as a token of your acceptance.

4. Prompt completion of supply will be appreciated.

Signature________________
Purchaser
President Purchase Committee

Signature____________
Contractor

Copy to:

Internal:

R E C E I P T:

Received a sum of Rs. 1,000/- (Rupees One Thousand Only) as non-refundable payment from

Mr. ________________________________, CNIC No. ___________________________________

Mobile No.________________________________On account of Tender Documents supplied to

M/s ________________________________Address _______________________________________

____ in response

to Bahria University Lahore Campus Tender Notice.

*Receipt No.*___________________

Date ________________ ***For Purchase Officer***

ISSUE NOTE: (This portion will be retained in office)

Tender Document No. **BULC/2026/NRPU/HEC/0209/EQUIPMENT** issue to M/s________________

Address____

____Received a sum of Rs. 1,000/- (Rupees

One Thousand Only) as non- refundable payment from Mr. ______________________________

______,

NIC No.__________________________________ Mobile No.__________________________

Signed
For President Purchase Committee
Bahria University Lahore Campus
47 C, Civic Center Johar Town Lahore
Tel No. (042)992331408-15

Date___________________

TENDER DOCUMENT

TITLE OF PROJECT	PURCHASE OF LAPTOPS AND GPU WORK STATION
TENDER ADVERTISMENT DATE	16-09-2026
PRE-BID MEETING	28-09-2026
PRE-BID MEETING MINUTE FORWARDING	29-09-2026
TECHNICAL BID OPENING DATE	05-10-2026
NOTIFICATION OF SHORTLISTED FIRM	Will be announced after short listed
FINANCIAL BID OPENING DATE	Will be announced after short listed.

Name of the Company / Dealer (Block Letter):

____

____

Address of the Company / Dealer (Block Letter):

____

____

Signature and Seal Telephone No: _____________________ Fax No.______________________

Email: ____

Tender Fee of Rs.1000/- (Non-Refundable) Vide Cash Receipt No.________________

Dated______________ Earnest Money of Rs. _______________ (Re-fundable) Vide Demand

Draft / Pay Order No.____________________ Dated:_________ Date of Submission: __________