

NATIONAL UNIVERSITY OF MODERN LANGUAGES
ISLAMABAD

**TENDER DOCUMENT FOR SUPPLY/ INSTALLATION OF DESKTOP COMPUTERS FOR THE ESTABLISHMENT OF
COMPUTER LABS AT MAIN CAMPUS, ISLAMABAD**

Note

- The bidding firms are bound to fill the rates only in the attached tender form (**Page# 2-3**).
- The responses shall be according to the PPRA 36 (a) rule, however, financial evaluation would be assessed item wise. (**Technically Qualified, Financially Lowest**)

TERMS AND CONDITIONS:-

1. All the potential bidders are advised to read carefully all the terms and conditions prior to submission of their bids. The bids must accompany a covering letter indicating acceptance of all clauses and instructions of the tender.
2. Bids must be submitted electronically through EPADS v2.0, whereas, prospective bidders may contact PPRA (1st floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237) for registration, training and technical assistance. Proposals sent to NUML by fax, email or any other electronic mode other than EPADS shall not be accepted. Soft copy of the proposal and supporting documents must also be uploaded on EPADS.
3. The bidders are also required to submit bid by **15th October, 2026 at 1100 Hrs** in sealed envelope to the office of Director Administration, Jinnah Block, which will be opened on same date at **1130 Hrs** in the presence of available bidders through EPADS v2.0. Moreover, timely submission of sealed envelope is the sole responsibility of the bidder. **It is the responsibility of firm to provide requisite documents for Technical evaluation as per clause 18.**
4. The bidders are required to provide the information on prescribed Performa as per PPRA notification, while engaging in the procurement worth Rs. 50 million and above. (**Annexure "A"**).
5. The Bidder shall furnish earnest money as per the following items in the form of Bank Draft/Pay Order issued by a scheduled bank of Pakistan in the favour of "Rector-NUML", valid for six months (**06 months**).
 - i. **Desktop Computers** = Rs. 2,210,000/-No Bid shall be entertained without the earnest money. Earnest money of the successful bidder will be released on completion of the project. Payment of non-refundable tender fee, amounting Rs. **15,000/-** in shape of Bank Draft/Pay Order must also be submitted to office of the undersigned with the bid.
6. The successful bidder shall be responsible to maintain the equipment, during the warranty period which is 1 Year (**or provided by the manufacturer**) and **10%** of the total bill shall be retained as security, which will be released after satisfactory completion of the warranty period, whereas, the warranty will start from the date of successful installation and testing of the equipment on client side. The bidders are required to provide OEM / MAL Certificates. Moreover, The End of Life / End of support, of the quoted equipment must NOT be announced by the principal.
7. During the warranty period, an engineer of the firm will visit the site within 24 hours to remove the fault free of cost and provide relevant support/assistance in case of any complaint.
8. The rates quoted shall be in PAK Rupees inclusive of all taxes and shall be valid for **90 days**; however, the project must be completed within **60 days** after placing order. In case of failure to delivery in the specified time, a penalty @0.10% of the contract amount will be imposed on daily basis for the total number of days delayed. However, the penalty should not exceed than 10% of the contract amount.
9. NUML will not allow any compensation to the Selected Bidder for any variations in the rate of exchange of rupee against dollar or any other currency. No additional claim arising out of change in legislation, exchange rate variation and price in instability or any sort of taxes will be entertained.
10. In case of non-provision of the desired equipment, the firm may be blacklisted for future supply and earnest money will be confiscated.
11. All the equipment will be delivered at Main Campus (Islamabad) for inspection and after inspection it is the responsibility of the firm to install and configure at desired locations.
12. Payment will be processed after submission of satisfactory report by the constituted Technical/Inspection Committee.
13. The University reserves the right to increase or decrease the quantity of the equipment/item while placing the order.
14. NUML reserves the right to reject all the bids/proposals at any time prior to acceptance of a bid or proposal without disclosing reasons.
15. In case of dispute, Rector NUML will act as the Arbitrator whose decision will be binding on both sides and will in no case be challengeable at any court of law.
16. Pre-conditions set by the contractor/bidder in addition to the abovementioned terms & conditions will not be accepted, and will lead to the rejection of the bid.

17. SUPPLY/INSTALLATION OF:

S. #	Item Name	Qty	Percentage of Tax	Each at rate (PKR)	Total (PKR) (inclusive taxes)
a.	Desktop Computers (HP/Dell/Lenovo) Tower Casing (QTY = 130) Intel Core – i7, 13 th Generation (or Higher) RAM – 1x16 GB DDR5 (2666 Mhz or higher) upto 32GB supported, SSD Drive = 1x 512 GB NVMe Built-in 1 Gbps LAN Card. Operating System: DOS LEDs: LED Display: 22 inch or higher (viewable vision 21.5” inch) Availability of same ports of display on CPU and LED Keyboard, Mouse of same brand with standard accessories. Or Equivalent	130			

18. Technical Evaluation/Eligibility Criteria:

S. #.	Particulars	Page No of the attached Documents	Remarks
a.	NTN/STN/Professional Tax and ATL		Attach Documentary proof alongwith page No.
b.	Bid Security Money (Earnest Money)		
c.	Payment of non-refundable tender fee, amounting Rs. 15,000/- in shape of Bank Draft/Pay Order.		
d.	OEM/MAL Certificates		
e.	An affidavit (on stamp paper worth 100/-) Not blacklisted by any Government/Semi Government Organization		
f.	Financial Health: attached Bank statement for the last one year		
g.	Submission of Tender document that includes Percentage of Tax, Unit Rate and Total amount inclusive of all taxes.		
h.	Experience of firm in the relevant field.		

Note: Each and every page of this document must be signed and stamped by the authorised signatory of the firm. We, the under-mentioned firm, hereby undertake to abide by the abovementioned terms & conditions and also confirms authenticity of the documents.

Name of Firm & Address _____ Tele Phone No. _____

GST No. _____ (Please attach a copy of GST Certificate) Draft/Pay order No. _____

_____ Date _____ Amount _____

Issued by _____

Authorised person's name with Signature & firms Seal

Dated _____

Declaration of Ultimate Beneficial Owners information;

1. Name : _____
2. Father's Name:/Spouse's Name : _____
3. CNIC/NICOP/Passport No: _____
4. Nationality: _____
5. Residential address: _____
6. Email address: _____
7. Date on which shareholding, control or interest acquire in the business. _____
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entries or other legal person or legal arrangement in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (company/Limited Liability Partnership/Association of Person/Single Member Company/partnership Firm/Trust/Any other individual, body corporate (to be specified))	Date of incorporation/registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding control or interest of BO in the legal person or legal arrangement	Percentage of shareholding control or interest of legal person or legal arrangement in the Company	Identity of natural person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	9
Name and Surname(in Block letters)	CNIC No. (in case of foreigner Passport No)	Father's/Husband's Name in full	Current Nationality	Any other Nationality	Occupation	Residential address in full of the registered/principal office address for a subscribers other than natural person	Number of shares taken by cash subscribe (in figure and words)
			Total numbers of shares taken (in figures and words)				

10. Any other information incident to or relevant to Beneficial owners(s).

Name and signature
(Person authorized to issue notice on behalf of the company)