



National Skills University Islamabad

Faiz Ahmed Faiz Road, Sector, H-8/1, Islamabad

Request of Proposal (RFP) for

Purchase of IT Equipment's for NRPU Project

Submission of Bids: 09th October, 2026 at 10:30 am

Opening of Bids: 09th October, 2026 at 11:00 am

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Section 1. Letter of Invitation

National Skills University Islamabad, a Federally Chartered Public Sector University, invites sealed bids from well-established/reputed firms, having offices in Islamabad/Rawalpindi, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for **“Purchase of IT Equipment’s for NRPU Project”**.

2. Interested eligible bidders prepare e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.pa.epads.gov.pk). Hard copy of CDR’s of Bid Security i.e., 2% of the contract value & **Rs. 5,000 processing fees** in favor of **Treasurer National Skills University Islamabad (FTN 9011011-7)** must be submitted online on E-PADS and physically along with sealed bidding documents on or before **09th October,2026 at 10:30.**

3. The period of Contract shall be effective for a period of One (01) year starting from the date of signing of Contract Agreement. Single Stage – Single Envelop (36-a) procedure will be adopted. The electronic bids must be submitted by using EPADS on or before **09th October,2026 at 10:30.** Electronic Bids will be opened on the same day on **09th October,2026 at 11:00.**

This advertisement is also available on the NSU website at www.nsu.edu.pk and on PPRA website www.ppra.gov.pk

National Skills University reserves the right to reject any or all bids as per PPRA rule.

Assistant Director – Purchase & Store

National Skills University,
H-8/1 Islamabad, Pakistan
E-mail: Imran.hanif@nsu.edu.pk

Section 2. Instruction to Bidders (ITB)

A.GENERAL TERMS	
1.Introduction	1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by NSU. This ITB will be governed under Clause 36(a) of Public Procurement Rules, 2004, as amended from time to time and instructions of the Government of Pakistan received during the completion of the project. 1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by NSU. NSU is under no obligation to award a contract to any Bidder as a result of this ITB. 1.3 NSU reserves the right to cancel the procurement process at any stage without any liability of any kind for NSU, upon notice to the bidders or publication of cancellation notice on NSU website.
2.Fraud & Corruption, Gifts and Hospitality	2.1 NSU strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of NSU vendors and requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation. 2.2 Bidders/ vendors shall not offer gifts or hospitality of any kind to NSU staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. 2.3 In pursuance of this policy, NSU: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a NSU contract.
3.Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any Government/ Semi-government/ or any other international organization. Vendors are therefore required to disclose to NSU whether they are subject to any sanction or temporary suspension imposed by these organizations. 3.2 It is the Bidder's responsibility to ensure that its employees, subcontractors, service providers, suppliers and/ or their employees meet the eligibility requirements as established by NSU.
4. General Terms	4.1 The Bidder should be registered with the Sales Tax and Income Tax Department. 4.2 An affidavit on legal stamp paper worth Rs. 100 to the effect that the Bidder has not been blacklisted by any Government/ semi-Government organization. 4.3 An affidavit that there is no litigation against the firm.

B. PREPARATION OF BIDS	
5. General Considerations	5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid. 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the NSU accordingly.
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/ or submission of the Bid, regardless of whether its Bid is selected or not. NSU shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any, and all related correspondence exchanged by the Bidder and NSU, shall be written in the language(s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: a) Documents Establishing the Eligibility and Qualifications of the Bidder. b) Financial Bid (i.e. Price Schedule). c) Bid Security. d) Any attachments and/ or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 5 and providing documents required in those forms. To award a contract to a Bidder, its qualifications must be documented to NSU's satisfaction.
10. Price Schedule	10.1 The Price Schedule shall be prepared using the Form provided in Section 5 of the ITB and taking into consideration the requirements of the ITB. 10.2 Any requirement described in this ITB but not priced in the Price Schedule, shall be assumed to have been included in the prices of other activities or items, as well as in the final total price.
11. Bid Security	11.1 A Bid Security shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for the duration as referred to in BDS. 11.2 The Bid Security shall be included along with the Bid. If Bid Security is not found in the Bid, the Bid shall be rejected. 11.3 If the Bid Security amount or its validity period is found to be less than what is required by NSU, NSU shall reject the Bid.
12. Currencies	12.1 All prices shall be quoted in the currency indicated in the BDS.
13. Bid Validity Period	13.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by NSU and rendered non-responsive. 13.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel.

14.Extension of Bid Validity Period	14.1 In exceptional circumstances, prior to the expiration of the Bid validity period, NSU may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid. 14.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid. 14.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
15.Clarification on ITB (from the Bidders)	15.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to NSU staff member, NSU shall have no obligation to respond or confirm that the query was officially received. 15.2 NSU will provide the responses to clarifications through the method specified in the BDS.
16.Amendment in ITB	16.1 At any time prior to the deadline of Bid submission, NSU may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders. 16.2 If the amendment is substantial, NSU may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
C.SUBMISSION AND OPENING OF BIDS	
17. Bid Proposal Submission	17.1 The Bidder shall submit a duly signed and numbered all pages of the complete Bid in an Outer Envelope sealed and marked as per ITB 17.7, and in accordance with PPRA Rule 36 (a). 17.2 The Outer Envelope should contain one sealed envelope, which comprising the Forms (A – C) and supporting documents in accordance with requirements in the BDS. Sealed envelope containing the Form D: Price Schedule Form shall be marked as "Financial Proposal". 17.3 The Bid Security as referred to in BDS must be placed in the "Financial Proposal" but in a duly sealed envelope and marked as "Bid Security". Bid security envelope will be opened with financial proposal. 17.4 Bid can be delivered either personally, or by courier as specified in the BDS. 17.5 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity. 17.6 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the General Contract Terms and Conditions.

	17.7 Hard copy submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: (a) The signed Bid shall be marked "Original" (b) The Bid Proposals must be sealed and submitted in an envelope, which shall: i. Bear the name of the Bidder. ii. Be addressed to NSU as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. iv. If the envelope with the Bid is not sealed and marked as required, NSU shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.
18. Deadline for Submission of Bids and Late Bids	18.1 Complete Bids must be received by NSU in the manner, and no later than the date and time specified in the BDS. NSU shall only recognize the actual date and time that the bid was received by NSU. 18.2 NSU shall not consider any Bid that is received after the deadline for the submission of Bids.
19. Withdrawal, Substitution, and Modification of Bids	19.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted at any time prior to the deadline for submission. 19.2 A bidder may withdraw, substitute, or modify its Bid by sending a written notice to NSU, duly signed by an authorized representative. The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 19.3 Bids requested to be withdrawn shall be returned unopened to the Bidders, except if the bid is withdrawn after the bid has been opened.
20. Bid Opening	20.1 The Tender Committee of NSU will open the Bid in the presence of Bidders' representative(s) who choose to attend. 20.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/ seals, the number of folders/ files and all other such details as NSU may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders. 20.3 In case of public holiday on bid opening day, bids will be opened on next working day.
D.EVALUATION OF BIDS	
21. Confidentiality	21.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders, even after publication of the contract award. 21.2 Any effort by a Bidder to influence NSU in the examination, evaluation and comparison of the Bids or contract award decisions may, at NSU's decision, result in the rejection of its Bid and may subsequently be subject to consequences.

22. Preliminary Examination	22.1 NSU shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. NSU reserves the right to reject any Bid at this stage.
23. Evaluation of Eligibility and Qualification	23.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/ Qualification requirements specified in Section 4: Evaluation Criteria. 23.2 In general terms, Bidders that meet the following criteria may be considered qualified: a) They are not included in the list of blacklisted or barred companies published on PPRA website by NSU, any federal or provincial government department. b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary experience, quality certifications, quality assurance procedures and other resources applicable to the supply of goods required. d) They can comply fully with the NSU General Terms and Conditions of Contract. e) They do not have a consistent history of court/ arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Evaluation of Bid Proposals	24.1 The evaluation team shall review and evaluate the Bids based on their responsiveness to the Schedule of Requirements and Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents.
25. Due diligence	25.1 NSU reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder. b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team. c) Inquiry and reference checking with Government entities with jurisdiction over the Bidder, or with previous clients, or any other entity that may have done business with the Bidder. d) Inquiry and reference checking with previous clients on the performance of ongoing or completed contracts, including physical inspections of previous works, as deemed necessary. e) Physical inspection of the Bidder's offices, branches, or other places where business transpires, with or without notice to the Bidder;
26. Clarification of Bids	26.1 To assist in the examination, evaluation, and comparison of Bids, NSU may, at its discretion, request any Bidder for a clarification of its Bid. 26.2 NSU's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by NSU in the evaluation of the Bids in accordance with the ITB.

	26.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by NSU, may not be considered during the review and evaluation of the Bids.
27. Right to Accept, Reject, Any or All Bids	27.1 NSU reserves the right to accept or reject any proposal in response to the ITB, to render any or all the proposals as non-responsive, and to reject all Proposals in response to the ITB at any time prior to award of contract, while assigning the reason(s) thereof. 27.2 <u>NSU shall not be obliged to award the contract to the lowest priced offer.</u>
28. Bidder Grievance	28.1 NSU's grievance procedure provides an opportunity for appeal to those persons or firms did not award a contract through a competitive procurement process. If a Bidder believes that it was not treated fairly, the Bidder may lodge a complaint to the NSU's Grievance Committee as per the provision of PPRA Rule 48.
E. AWARD OF CONTRACT	
29. Evaluation	29.1 NSU will conduct the evaluation solely based on response to this tender received from the firms. 29.2 Evaluation shall be undertaken in the following steps: a) Preliminary Examination and other compliances b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Evaluation of prices 29.3 Price comparison shall be based on the landed price, including transportation, insurance, and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)
30. Integrity Pact	30.1 Bidders will also be required to submit a signed Integrity Pact on a stamp paper of appropriate value as part of their response. In case the bidder qualified for supply of items more than Rs. 10 million .
31. Right to Accept, Reject, Any or All Bids	31.1 NSU reserves the right to accept or reject any proposal in response to this tender, to render any or all the proposals as non-responsive, and to reject all the responses at any time prior to award of contract, while assigning the reason(s) thereof. 31.2 NSU shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all items(s) without any change in unit price or other terms and conditions at the time of order placement.
32. Award Criteria	32.1 Prior to expiration of the period of Proposal validity, NSU shall award the contract to the Bidders that are found to be responsive to the requirements and has offered the lowest price. 32.2 <u>Award of contract will be based on Item wise. More than one bidder can be qualified depending on the prices quoted against each item.</u>
33. Contract Signing	33.1 After the approval of any Work Award, a Contract Agreement on Rs. 100 stamp papers of appropriate value shall be executed by NSU with selected Bidder (i.e. Vendor) within 15 days from the date of issuance of Lol (Letter of Intent)/ Acceptance of Award. 33.2 Failure to signing of Contract Agreement by the selected Bidder Firm with NSU within the stipulated time may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, NSU may award the Contract to the Second highest rated or call for new Proposals.

34.Right to Vary Requirements at the Time of Award	34.1 At the time of award of Contract, NSU reserves the right to vary the quantity of goods, by up to a maximum fifteen per cent (15%) of the total offer as per the provision in PPRA without any change in the unit price or other terms and conditions.
35.Bank Guarantee for Advanced Payment	35.1 No Payment will be released in advance. Payment will be made after complete supply of items.
36.Liquidated Damages	36.1 NSU shall apply Liquidated Damages for the damages and/or risks caused to NSU resulting from the Vendor delays or breach of its obligations as per Contract. a) In case of delay the Registrar, NSU reserves the right to impose a penalty not exceeding 10% of the total amount of the Contract Value at the rate of 2% for each week of delay. b) If the Vendor fails to complete work as per NSU requirement, the Registrar, NSU reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the Contract. c) If the Vendor fails to provide supplies as per NSU requirements, NSU may forfeit his Performance Security, and the work will be done at the risk and cost of Bidder. d) In case of any dispute, the matter will be referred to Registrar, NSU whose decision will be binding on both the parties.
37. Force Majeure	37.1 "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Purchase Order/ Work Order/ Contract, the dispute will be referred to Registrar, NSU whose decision will be final.
38. Delivery of Goods	38.1 Vendors will be required to deliver the goods without claiming any additional cost. Goods in quantities as determined and communicated by NSU " Purchase of IT Equipment for NRPU Project" are available at Form – D.
39. Payment Provisions	39.1 Payment will be made only upon NSU's acceptance of the equipment performed. The terms of payment shall be within thirty (30) days, after receipt of invoice, and certification of acceptance of goods issued by the proper authority in NSU with direct supervision of the Vendor. Payment will be affected by bank draft/pay order in the currency of the contract. 39.2 The Vendor shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the NSU.

Section 3. Bid Data Sheet (BDS)

The following data for the goods and/ or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1.		Introduction	National Skills University (NSU), established with the aim of facilitating the higher education sector to serve as Socio-Economic Engines for the development of Pakistan. The NSU is the first federal technical university in the country to impart skills in the youth of Pakistan. The President of Pakistan approved NSU Charter on March 12, 2018. The National Skills University Islamabad is highly dynamic and driven by national statistics related to demands for skilled manpower in the country. With innovative teaching methodologies focusing on skills for contemporary and emerging technologies, world-class training tools, and instructors with deep expertise in their field, we help shape our students as the workforce highly sought by employers within the country and abroad. To augment its vision, NSU has always believed and encouraged technology as a tool for the higher education sector to leapfrog and catch up with the pace of socio-economic development of the developed world. The NSU with mandate of Engineering Technology has always given special focus to "skill education" of the youth for the enablement and employability in the country.
2.		Scope	The scope of the procurement is to Purchase of IT Equipment for NRPU Project requested in BoQ at National Skills University Islamabad offices by the reputed registered Firms/Vendors duly authorized distributor, a reseller of a manufacturer with a valid certificate. The selected bidder will be responsible for the supply of all IT Equipment at National Skills University Islamabad on their own resources, no advance payment shall be made for mobilization of equipment.
3.	7	Language of the Bid	English
4.	14	Bid Validity Period	120 days
5.(i)	11	Bid Security	Two Percent (2%) bid Security of Total Contract Value
5.(ii)		Performance Security 10% of the Contract Value.	Retained amount will be released after expiry of Warranty period.

6.	36	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 2% up to 10% of contract price. Max. number of weeks of delay 05, after which NSU may terminate the contract.
7.	12	Currency of Bid	Pakistani Rupees (PKR)
8.	26	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
9.	26	Contact Details for submitting clarifications/ questions	Focal Person in NSU: Assistant Director (Purchase & Store), National Skills University, Sector H – 8/1, Islamabad. E-mail address: Imran.hanif@nsu.edu.pk
10.	19	Deadline for Submission	Friday 09th October, 2026 at 10:30 am
11.	18	Number of Set(s) of Bid	Proposal(s) - One (01) Original Financial Proposal(s) - One (01) Original
12.	18	Allowable Manner of Submitting Bids	☒ Courier/ Hand Delivery
13.	18	Bid Submission Address	☒ By Courier / Hand Delivery: National Skills University Islamabad, Faiz Ahmed Faiz Road, Sector H- 8/1, Islamabad.
14.	20	Date, time and venue for the opening of bid	Date and Time: <u>09th October, 2026 at 11:00 am</u> Main Auditorium, National Skills University Islamabad, Faiz Ahmed Faiz Road, H-8/1 Islamabad.
15.	23, 24	Evaluation Method	Eligible and qualified bids meeting the NSU requirements
16.		Evaluation Method for the Award of Contract	Most Advantageous Bidder
17.		Expected date for commencement of Contract	<u>22nd October, 2026</u>
18.		Maximum expected duration of Contract	One year from the date of submission of contract and the price shall be valid for one year.
19.	32	NSU will award the contract to:	Multiple Bidders in response to each tender document
20.		Type and Contract Terms and Conditions that will apply	NSU General Terms and Conditions for Contracts for Goods.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/ No basis:

- Appropriate signatures
- Minimum Bid documents provided.
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period.

Minimum Eligibility and Mandatory Qualification Criteria

Eligibility will be evaluated on a Pass/ Fail basis.

ELIGIBILITY			
S.#	Subject	Criteria	Reference Returnable Form(s)
1.	Bidder's Status	Participating as ☐ Individual Company ☐ Sub-Contractor	Evidence required in the form of document
2.	Legal Status	Bidder is a legally registered entity in Pakistan. Bidders are also registered with FBR and/or SECP for Income Tax and Sales Tax. The firm must be included in the Active Taxpayer list (ATL).	Form B: Bidder Information Form
3.	Location of Offices & Employees detail	Bidder has office/sub office in Islamabad/Rawalpindi	Form B: Bidder Information Form
4.	Company in Operation	Bidder is in operation for at least Three (03) years.	Form B: Bidder Information Form
5.	Financial Strength	Average annual turnover of Rs. 2 Million or more	Form B: Bidder Information Form
6.	Relevant Experience	List & sum number of projects of similar value/ complexity in last 3 years.	Form B: Bidder Information Form
7.	Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any Government/ Semi-government/ Autonomous organization in Pakistan, in accordance with ITB clause 3. Non-Blacklisting certificate will be required.	Form A: Bid Submission Form On Rs. 100 Stamp Paper
8.	Bankruptcy	The bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form On Rs. 100 Stamp Paper
9.	Certificates	Bidder related: i. Certificate of Registration of the business ii. NTN and GST certificates. iii. Active taxpayer evidence	Form B: Bidder Information Form

Section 5: Returnable Bidding Forms / Checklist

This section serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Proposal of Bid:

Have you duly completed all the Returnable Bidding Forms?	
Specification of Items: Annexure – A	
✦ Form A: Bid Submission Form	☐
✦ Form B: Bidder Information Form	☐
✦ Form C: Qualification Form	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Bid:

✦ Form D: Price Schedule Form	
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Specification of Items: Annex – A

S.#	Attributes	Required Specs	Compliance Yes/ No	Comment	Reference Brochure is at page#
Category – 1 IT Equipment's					
ITEM: 1 Development Workstation for Research Assistant (HP/Dell or Equivalent)					
	Computer	Workstation Core i-5, 14 th Generation, RAM: 16GB DDR 5, SSD: 512GB Nvme Gen4, GPU: G-Force GT4GB DDR 5, LED: 23.8 inches Series 3 Pro Keyboard, Mouse, Window 11 Pro, Ports: 2 x USB, 1 x HDMI, 1 x Rj-45 Ethernet port, 1 x Audio Three Years Warranty Note: All the items must be configured, deployed and commissioned by vendor along with onsite technical support.			
ITEM: 2 Development Workstations for Undergraduate Student Assistants (HP/Dell or Equivalent)					
	Computer	Workstation Core i-5, 14 th Generation, RAM: 16GB DDR 5, SSD: 256GB Nvme Gen4, GPU: Intel Built-in, LED: 23.8 inches Series 3 Pro Keyboard, Mouse, Window 11 Pro, Ports: 2 x USB, 1 x HDMI, 1 x Rj-45 Ethernet port, 1 x Audio Three Years Warranty Note: All the items must be configured, deployed and commissioned by vendor along with onsite technical support.			
ITEM: 3 Tablets for Data Collection, Training and On-site Validation (Samsung/Xiaomi or Equivalent)					
	Tablet	Screen Size: 13.1 inches LCD RAM: 8 GB, 128 GB Storage Body Thickness: 6.0mm Weight: 664g Software: Android 15 with One UI Rear Camera: 13MP Front Camera: 12MP ultra-wide Battery Capacity: 10,090 mAh One Year Warranty			
ITEM: 4 Tablets for Data Collection, Training and On-site Validation (Samsung/Xiaomi or Equivalent)					
	Tablet	Screen Size: 14.6 inches LCD RAM: 12 GB, 256 GB Storage Dimensions: 326.3 x 208.5 x 5.1 mm Weight: 692g			

		Features: Fingerprint Rear Camera: 13MP Front Camera: 12MP ultra-wide Battery Capacity: 11,600 mAh One Year Warranty			
ITEM: 5 Network LaserJet Printer (HP/Dell or Equivalent)					
	Printer	Paper output: 150 sheets output bin Normal: 40PPM Dimension: 381 x 634 x 241 mm Weight: 8.56 Kg Duplex Print: Yes Print Resolution: 1200 x 1200 dpi Print Wi-Fi Connectivity One Year Warranty			
ITEM: 6 External Backup Drivers (Seagate/Samsung or Equivalent)					
	External Backup Drivers	Portable external backup drives, each having minimum 5 TB capacity, USB 3.2/3.1 connectivity, Password protection, 256-bit AES encryption support, Automatic backup software, USB bus power, original data cable, protective carrying case. Two-year warranty			
ITEM: 7 4K LED Display for Project Lab, Training and Stakeholder Validation (Eco Star/TCL or Equivalent)					
	Smart LED 65"	65-inch 4K UHD Smart LED Display with native 3840 × 2160 resolution, minimum 60 Hz refresh rate, HDR support, built-in 4K upscaling, minimum three HDMI inputs, USB connectivity, Wi-Fi, Bluetooth, Ethernet, wireless screen mirroring, built-in minimum 20-watt speakers, original remote control, Heavy-duty wall mount, professional installation, high-speed HDMI cable, surge protector, and One-year comprehensive warranty			
ITEM: 8 Biometric Attendance Machine for Project Team Access and Attendance Record (ZKTeco or Equivalent)					
	Biometric Machine	5-inch touchscreen, multi-biometric terminal with face, fingerprint, palm, RFID card and PIN Verification; minimum 1,500 face and fingerprint capacity; minimum 50,000 transaction capacity; TCP/IP, Wi-Fi, USB, Wiegand and RS-485 connectivity; anti-spoofing and mask detection; Locally hosted attendance/access-control software; electromagnetic lock; no-touch exit button; door sensor; emergency break-glass switch; backup battery; ten RFID cards; complete installation; One Year warranty			

Form A: Bid Submission Form

(To be Submitted in an envelope duly sealed and marked as Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NSU-ITB-0001-22		

We, the undersigned, submit our Bid for the award of contract to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number]. We hereby submit our Bid, which includes this Bid proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization.
- b) have not been suspended, debarred, sanctioned, or otherwise identified as ineligible by any. Organization in Pakistan.
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the NSU, and to conduct business in a manner that averts any financial, operational, reputational, or other undue risk to the NSU.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/ or sanctioning by the NSU.

We offer to supply the goods in conformity with the Bidding documents, including the NSU General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should NSU accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

(To be Submitted in an envelope duly sealed and marked as Proposal)

Legal name of Bidder	[Complete]
Legal address & Branch Offices	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a NSU registered vendor?	☐ Yes ☐ No If yes, [Provide previous work order]
No. of full-time employees	[Complete] (attach list)
No. of Technical Staff (if any)	
FBR certificate, SECP certificate	[Complete]
Contact person that NSU may contact for requests for clarifications during Bid evaluation (Only Lead Bidder)	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	1. Company Profile 2. Proposed timetable for delivery plan for goods at the designated site after award of Contract. 3. Certificate of Registration of the business. 4. Proven records of no less than 3 Project of similar value and complexity. 5. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (3 years).

Form C: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NSU-ITB-0001-22		

Previous Relevant Experience

Please list all Projects successfully completed in the last 3 years, covering following aspects.

- a) Previous similar projects/ assignments.
- b) Similar activities performed in different cities across Pakistan.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by NSU.

Project name & City of Assignment	Client &Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

History of Non-Performing Contracts

☐ Non-performing contracts did not occur during the last 3 years			
☐ Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in PKR)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Financial Standing

Annual Turnover for the last 3 years	Year	PKR
	Year	PKR
	Year	PKR
Latest Credit Rating (if any), indicate the source		

Financial information (in PKR equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required.

Form D: Price Schedule Form

(To be Submitted in a separate and sealed envelope duly marked as Financial Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NSU-ITB-0001-21		

[The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods.]

We, the <<Name of Bidder>>, hereby submit our Financial Bid as below. We assure you of our full compliance with the required specifications, delivery schedule and other terms without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the RFP. Our Financial proposal as below is submitted for your kind consideration.

Sr. No.	Item	Minimum Specification	A	B	E
			Qty	Unit Cost in PKR Inclusive of all Taxes	Total Cost in PKR E = A*B
Category – 1 IT Equipment's					
1.	Development Workstation for Research Assistant	As per specifications mentioned under technical compliance Category-1 item 1 and sub-clauses of this document.	01		
2.	Development Workstations for Undergraduate Student Assistants	As per specifications mentioned under technical compliance Category-1 item 2 and sub-clauses of this document.	02		
3.	Tablets for Data Collection, Training and On-Site Validation	As per specifications mentioned under technical compliance Category-1 item 3 and sub-clauses of this document.	01		
4.	Tablets for Data Collection, Training and On-Site Validation	As per specifications mentioned under technical compliance Category-1 item 4 and sub-clauses of this document.	01		
5.	Network LaserJet Printer	As per specifications mentioned under technical compliance Category-1 item 5 and sub-clauses of this document.	01		
6.	External Backup Drivers	As per specifications mentioned under technical compliance Category-1 item 6 and sub-clauses of this document.	02		
7.	4K Smart LED 65"	As per specifications mentioned under technical compliance Category-1 item 7 and sub-clauses of this document.	01		
8.	Biometric Attendance Machie for Project Team Access & Attendance Record	As per specifications mentioned under technical compliance Category-1 item 8 and sub-clauses of this document.	01		
Total Bid Value in PKR in Figure with all Govt. Taxes: i.e., Sum of Cost of all the quoted items					
Total Bid Value in PKR in Words with all Govt. Taxes i.e., Sum of Cost of all the quote items					

Total price in words: _____

Name & Designation of Authorized Person: _____

Signature: _____ (Please affix company stamp here)

Note: Quoted rates must be added to all Govt. taxes.