



**THE PUNJAB EDUCATIONAL ENDOWMENT FUND, PEEF**

**TENDER DOCUMENT**  
**FOR PURCHASE OF 20 COMPUTER SYSTEMS**

**The Punjab Educational Endowment Fund (PEEF)**  
**(A Company Setup under section 42 of the Companies Ordinance 1984)**

**Invitation for Proposal of Computer Systems**

Punjab Educational Endowment Fund (PEEF) intends to purchase Computer Systems. The supplier will be responsible for providing quality products (branded) as per PEEF requirements shared below.

Details of general & technical requirements is shared as under and copy of this invitation can be downloaded from our official website <http://www.peef.org.pk/Downloads.asp> and PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)

**20 (Twenty) Computer Systems with following details are required:**

Sr. No.	Item	Description
1	Type	Desktop, Branded and Professional Computer
2	Processor	Intel® Core™ i5-7500 Processor (6M Cache, 3.3 GHz) or Higher
3	Memory	DDR4 (8 GB) or Higher
4	Hard Disk	(01 TB,7200 RPM) or Higher
5	Video Card	HD Graphics and HDMI Port
6	Monitor	18.5" or larger LED Display (of same Quoted Brand)
7	Ports	USB (04) or more
8	Network	Gigabit Ethernet
9	keyboard	USB Keyboard - QWERTY (of same Quoted brand)
10	Mouse	USB Mouse (of same Quoted brand)
11	Casing	Tower / Micro Tower Chasis with Standard Power Supply
12	Warranty	3 Years with Parts Onsite Warranty backed by OEM
13	Others	DVD Writer
14	Operating System	DOS

Interested firms should apply with both technical and financial proposals in separate sealed envelopes.

The Proposals along with the required documents and earnest money 2% must be submitted on or before November 29, 2017 not later than 11:00 a.m. to the undersigned in a sealed envelope marked "**Quotation for Computer Systems**".

Bids will be opened at 11:30 a.m. on November 29, 2017.

**Manager Administration & HR**  
**The Punjab Educational Endowment Fund (PEEF)**  
**Link Wahdat Road, Lahore.**  
**Phone: 042-99260051-54 Ext: 115**  
[www.peef.org.pk](http://www.peef.org.pk)

## **GENERAL INSTRUCTIONS**

### **1. Background**

The PEEF facilitate the Needy and Talented students all over the Punjab and provides quota base scholarship for other provinces of Pakistan. PEEF intends to purchase **20** computer systems. Interested parties preferably possessing expertise in Branded IT Equipment can apply for the above mentioned computer systems.

### **2. Terms and Conditions**

- Only sales tax registered and N.T.N. holder firms may participate in the tender.
- Rate of each computer system must be quoted separately inclusive of sales tax, where applicable. It should clearly be mentioned on the quotation letter that “the rates are inclusive of GST and all other taxes”. If The Quotation letter does not bear the above mentioned statement, it shall not be considered.
- Earnest money @ 2% of the total estimated purchase price in the shape of CDR/Bank Draft of schedule bank should accompany the tender otherwise tender will not be entertained.
- 2% earnest money is refundable and will be returned to the unsuccessful bidders after the award of purchase order to the selected bidder.
- Income tax will be deducted at source as per government rules.
- Quantity of supply may change according to PEEF requirements. The supplier will be bound to accept the repeat orders as per quoted rates within financial year.
- Only genuine product price with said specification may be quoted by interested bidders.
- Vendors with authorized partnership from the manufacturer may quote their price with said specifications.

### **3. Contract Period**

Delivery of the desired goods/services will be completed within 30 days after the issuance of purchase order and agreement between both parties.

### **4. General Condition of Bid**

- The proposals from bidders should reach on or before **29<sup>th</sup> November 2017** no later than 11:00 am.
- Bid submitted by bidders must remain valid and open for acceptance for sixty (60) days from the bid submission date. During this period the bidder shall maintain the availability of resources offered in proposals.
- The PEEF will determine to its satisfaction whether the Bidder, having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- The office Tender Committee will open the tenders in the presence of the bidders or their representatives.
- Bid documents filed by the bidders with over writing/ tempering/ cutting/ erasing will be canceled.

## **5. Technical Proposal**

The bidders are required to submit following basic documents for technical assessment:

- Partnership letter from the manufacturer
- List of firm's major clients.
- Organizational Structure of the firm /company.
- Technical capabilities in terms of human resources.
- Valid NTN company/firm registration certificates
- Only sales tax registered and N.T.N. holder firms may participate in the tender.
- Earnest money @ 2% of the total estimated purchase price in the shape of CDR/Bank Draft of schedule bank should accompany the tender otherwise tender will not be entertained.
- It will be the responsibility of the supplier to take back the supply declared not according to the specification at his own risk and cost.
- Tender envelop must be signed and stamped by the competent authority of the firm

## **6. Financial Proposal**

- The financial proposal must be submitted on letterheads, indicating the name of the company.
- Financial proposal must share complete cost of computer systems.

## **7. Award of Contract**

The PEEF will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has claimed the lowest rate, provided that such Bidder has been determined to be eligible.

The PEEF, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in operator capacities, may require the operator to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not: Provided that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.