



UNIVERSITY OF LAYYAH

[www.ul.edu.pk](http://www.ul.edu.pk)

## **E-TENDER NOTICE**

### **TERMS & CONDITIDONS**

### **PROCUREMENT OF COMPUTERS**

E-Bids are invited from Bidders i.e., firms/companies/sole proprietor/ general order Service Providers etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.). The bidders should submit E-bids against tender. The E-bids shall be received as per **single stage single envelope** procedures.

Sr. No.	Description	Estimated Cost	Bid Security (Fixed)
1	<b>Procurement of Computers</b>	Rs. 4,950,000/- (PKR)	Rs. 247,500/- (PKR)

1. All E-bids must be accompanied by a Bid Security of the estimated price, as mentioned in the Table above, in the name of "Treasurer University of Layyah", and in the form of CDR/Demand Draft. Late E-bids shall be rejected.
2. The complete E-bids must be submitted online on e-Procurement System (EPADS) website i.e., <https://punjab.eprocure.gov.pk> as per the following schedule:

<b>E-Bid Meeting Place</b>	Committee Room, University of Layyah, City Campus, Kachehry Road, Layyah
<b>E-bid Submission Date &amp; Time</b>	<b>22 December, 2025 @ 11:00 AM</b>
<b>E-bid Opening Date &amp; Time</b>	<b>22 December, 2025 @ 11:30 AM</b>

3. Original Bid Security Instrument must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at Procurement Office University of Layyah, City Campus, Kachehry Road, Layyah
4. Bidding Documents are immediately available after date of publication. The University of Layyah will not be responsible for any cost or expense incurred by the bidder in connection with the preparation or delivery of E-bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can also be downloaded from the website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

### **Director Purchase & Store**

#### **UNIVERSITY OF LAYYAH**

City Campus, Kachehry Road, Layyah

Phone: (+ 92) (0606) (920238-240)

URL: [www.ul.edu.pk](http://www.ul.edu.pk)

# **TENDER DOCUMENT**

## **PROCUREMENT OF COMPUTERS**

**Submission Date & Time: 22<sup>nd</sup> December 2025 at 11.00 A.M.**

**Opening Date & Time: 22<sup>nd</sup> December 2025 at 11:30 A.M.**



**DIRECTOR PURCHASE & STORE**  
**UNIVERSITY OF LAYYAH**  
City Campus, Katchehry Road, Layyah  
0606-920240

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## 1. FIRM PROFILE

<b>Name of Firm/ Company</b>	
<b>Year of Registration</b>	
<b>Name of Owner</b>	
<b>CNIC NO.</b>	
<b>Office Address</b>	
<b>Registration No.</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Professional Tax Prayer Certificate</b>	
<b>Name, Designation and Mobile Number of Firm's Representative:</b>	
<b>Valid Office Telephone No.</b>	
<b>Valid E-mail</b>  <b>(For Official Correspondence)</b>	
<b>Signature &amp; Stamp</b>  <b>(Authorized Representative)</b>	

## 2. INVITATION FOR BIDS

**University of Layyah** invites sealed bids from eligible Bidders for the Procurement of below mentioned as a whole tender for the University of Layyah under Punjab Procurement Rules, 2014.

Sr. #	Description
1	<b>PROCUREMENT OF COMPUTERS</b>

Interested eligible Bidder can obtain detailed bidding documents online from **EPADS and PPRA Punjab** too. The bidders take the bidding document from the website of PPRA Punjab ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) as per Rule 12(1&2) the same is available on EPADS. The bidders **will submit bid online through EPADS**. The submission of bid by hand or postal service will not be entertained.

Sealed and complete bids in accordance with the requirements of the bidding document along with the copy of **5% of bid security** of an estimated cost (available in bidding document) must be submitted online through EPADS. The original bid Security must reach at the office on or before **11.00 A.M on 22-12-2025** in favor of Treasurer, University of Layyah, Katchehry Road, Layyah. **The Technical bid shall be opened dated 22-12-2025 at 11:30 AM** in the presence of Bidder/Contractor's representative (who choose to attend) in the office of the **Director Purchase & Stores, University of Layyah, Katchehry Road, Layyah**.

For obtaining any further information or clarifications,  
please feel free to contact at  
**Tel: +92 0606-920239, 240,**  
The bidder also take clarification on EPADS.

### 3. TYPE OF COMPARATIVE BID

As per Rule 38(2)(a), **Single Stage – Single Envelope Bidding Procedure** shall be followed. The said procedure is reproduced as follows:

- a) After the evaluation and approval of the technical proposals, the procuring agency shall evaluate the financial proposals of the technically accepted bids, with in the bid validity period;
- b) The lowest evaluated bidder shall be awarded the contract.

#### **Bidding Details (Instructions to Bidders)**

In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

**Queries of the Bidders** (if any) for seeking clarifications regarding the specifications must be received in writing to the Purchaser till **12-12-2025 at 04:00 P.M.** Any query received after said date shall not be entertained. All queries shall be responded to within due time. The bidder shall take clarification online through EPADS till **12-12-2025 at 04:00 P.M.**

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. Failure to supply required items/services within the specified time period will invoke penalty as specified under PPRA Rules.

### 4. TENDER SCOPE

**The Director Purchase & Store, University of Layyah, Katchehry Road, Layyah**, (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for Procurement of Computers (hereinafter referred to as "the Goods") for the subject project configuration, deployment, commissioning, testing, after-sale support, of said Goods.

The goods shall be delivered at the address given below. The bidder will be responsible for the deployment of Items at the University of Layyah, Katchehry Road, Layyah.

(Hereinafter referred to as “the Services”).

<b>Sr. No.</b>	<b>Delivery Point</b>	<b>Delivery Period</b>
1	University of Layyah, Katchehry Road, Layyah	Within 30 days after issuance of work order

## **5. NOTE**

- Verifiable documentary proof for all requirements is a mandatory requirement, non-compliance will lead to disqualification. Original documents of all attached documents are required to be presented/ got verified by the Committee.
- In case of any confusion/mistake in tender Document, the prevailing rules of the Government of the Punjab shall supersede and will be considered final i.e. PPRA Rules 2014, EPADS etc. further the decision of Purchase Committee under PPRA Punjab will be considered final.

## **6. TENDER COST**

- The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

## **7. JOINT VENTURE / CONSORTIUM**

- Joint venture / consortium is not eligible for this tender.

## **8. EXAMINATION OF THE TENDER DOCUMENT**

- The Tenderer is expected to examine the tender documents, including all instructions and terms and conditions under PPRA Rules 2014.

## **9. CLARIFICATION OF THE TENDER DOCUMENT**

- Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via EPADS and in writing only.

## **10. AMENDMENT OF THE TENDER DOCUMENTS**

- The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

1. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab

## 11. PREPARATION / SUBMISSION OF TENDER

- The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape and sequence mentioned in technical evaluation criteria.
- The Tender shall be in two parts i.e. the **Technical Proposal and the Financial Proposal**.
- **Technical Proposal** shall comprise the Mandatory Requirements for technical proposal, without quoting the price, according to section 19 Technical Evaluation criteria and all others mentioned in this tender document.
- **The Financial Proposal** shall comprise the following.
  - ✓ Financial Proposal Submission Form (Annex-B)
  - ✓ The bidder must mention/provide the make and model of the product/item which the bidder will supply/provide.
- This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) Documents, Annexure, Copies, Certificates, Brochures, Literature, Drawings, Letters, Forms and all relevant documents as part of the bids submitted by the Tenderer.

## 12. TENDER PRICE

- The quoted price shall be:
  - ✓ in Pak Rupees;
  - ✓ inclusive of all taxes, duties, levies, insurance, freight, etc.;
  - ✓ Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
  - ✓ Including all charges up to the delivery point at University of Layyah, Katchehry Road, Layyah.

- If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).
- In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of then item. In case of Contract of imported Equipment/Services offered Ex- Warehouse/Off-the-Shelf from within the Purchaser's country, import duties and sales and other taxes already paid shall be shown separately (if required by the Purchaser).

### 13. BID SECURITY (EARNEST MONEY)

- The Tenderer shall furnish the Bid Security (Earnest Money) as under:

- ✓ For a sum equivalent to 5% of estimated Price; as given in this document;

Sr. #	Description	Estimated Cost	Bid Security Amount (PKR)
1	Procurement of Computers	Rs. 4,950,000	Rs. 247,500

- ✓ Denominated in Pak Rupees;
  - ✓ As part of technical bid envelop, failing the original Bid Security will cause rejection of bid.
  - ✓ In the form of Demand Draft/Call Deposit Receipt, in the name of Treasurer, University of Layyah, Katchehry Road, Layyah.
  - ✓ Have a minimum validity period of one hundred & Fifty (150) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- The Bid Security shall be forfeited by the Purchaser, on the occurrence of any /all of the following conditions:
    - ✓ If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
    - ✓ If the Tenderer does not accept the corrections of his Total Tender Price; or
    - ✓ If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
    - ✓ The Bid Security shall be returned to the successful Tenderer upon furnishing of the **Performance Security that will be 10%.**

### 14. TENDER VALIDITY



- The Tender shall have a minimum validity period of one hundred & Fifty (150) days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response there to shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting Bid security.

## **15. MODIFICATION / WITHDRAWAL OF THE TENDER**

- The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the opening of financial.

## **16. OPENING OF THE TENDER**

- Tenders (Technical Bids) shall be opened at date and time mentioned above in presence of the Tenderer(s) who intend to participate in **the Committee Room, University of Layyah, Katchehry Road, Layyah** for which they shall ensure their presence without further invitation, as per provision of Rule-30 of PPRARules, 2014. In case the last date of bid submission falls in / within the official holidays/ weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- No Tenderer or its representative will be allowed to keep any digital device (camera, cell phone etc.) during tender opening meeting at given time and location.

## **17. CLARIFICATION OF THE TENDER**

- The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

## **18. CORRECTION OF ERRORS / AMENDMENT OF TENDER**

- The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
  - ✓ If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
  - ✓ If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the

quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

- ✓ If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- No credit shall be given for offering delivery period earlier than the specified period.

## **19. TECHNICAL EVALUATION CRITERIA**

- In Legal Mandatory Section, all the conditions are required to be fulfilled.
- The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.
- The Bids which do not confirm to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be reject.
- In Legal Mandatory Section, all the conditions are required to be fulfilled.
- A technically eligible bidder, based on conditions listed in this document, not meeting the 70% pass marks limit will be rejected in Technical Evaluation, All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be evaluated.
- Provided that if NONE or ONLY ONE (single) bidder exceeds the 70% pass mark, then the Purchaser SHALL decrease the Pass Mark limit to 65%. In other words, if TWO or more bidders exceed 70%, then the Pass Mark will NOT be decreased to 65%.

**The technical proposals shall be evaluated by the technical evaluation**

**Committee in the light of following evaluation criteria.**

<b>Sr. #</b>	<b>Description</b>	<b>Points</b>
1	Age of Firm minimum three years	Mandatory
2	Valid Income Tax Registration (Status = Active with FBR)	Mandatory
3	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
4	Tax Returns Income for the last three years	Mandatory
5	Original bid security DD/CDR	Mandatory
6	Professional Tax	Mandatory
7	Valid Authorized Dealership/Reseller Certificate	Mandatory
8	Audit report of firm last three years from Registered Auditor/Chartered Accountant	15
9	Compliance with the technical specifications of all items to be procured mentioned vide Annex-A of this document (Each page of tender document & Specification of items (Annex-A) must be duly signed/ stamped by the bidder). <b>Physical Sample is required by all the bidders. It will be retained by the procuring agency till the delivery of tendered items by the successful bidder to compare the sample and delivered item quality..</b>	50
10	Worth of projects of similar nature completed in four (04) years during last four (04) years (Millions) (2021 to 2025). 0 to 9.99 Million = 10 10.00 to 19.99 Million= 20 (The bidder must submit clear copies of Purchase Order/ Work Order, Completion certificate)	20
11	Last two years Bank statement showing 75% of balance of total worth of the tender available in account once during last 2 years.	15

**Note:**

- Verifiable clear documentary proof for all above requirements is mandatory requirement. In case of any one from mandatory is missing or non-Compliant, the bid shall be considered Rejected. In case of duplication of documents, the bidder must submit multiple copies according to annexures and Serial number as required.

**20. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY**

- Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- The committee shall investigate and decide upon the complaint within fifteen days of receipt of the complaint.
- Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

**21. SITE VISIT**

- The Bidders are advised to visit and inspect the Location of installation/delivery **University of Layyah, Katchehry Road, Layyah** and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a Contract for installation of allied equipment for providing required internet bandwidth. All cost in this respect shall be at the bidder's own expense.
- The Bidders and any of their personnel or agents will be granted permission by the Purchaser to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Bidders, their personnel and agents, will lease and indemnify the Purchaser, his personnel and agents from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of such inspection.

Annexture-A			
Sr. #	Description	Qty	Estimated Amount
01	<p><b>Mini Tower PC</b></p> <ul style="list-style-type: none"> <li>• Intel Core i5 Processor or Higher, 14<sup>th</sup> Generations or above.</li> <li>• 16GB Ram, 512 BG SSD PCIe NVMe, Intel Graphics Card, Wifi Card,</li> <li>• Same Brand Keyboard, Mouse</li> <li>• Same Brand 22" LED</li> <li>• Windows 11 (Registered)</li> <li>• 3 Years Warranty</li> <li>• Brand. Dell / Lenovo or Eq</li> </ul> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>At time of Technical Evaluation, Bidder is required to bring one complete Computer system as sample. Successful bidder sample will be retained with the procuring agency to compare the final delivered systems specifications.</li> <li>The bidder must provide a valid authorized dealership/reseller certificate of the brand. The vendor is responsible for the installation of said equipment (s).</li> </ol>	25	4950,000

**Annex-B**

(Financial Proposal Submission form)

To

**Treasurer,**  
**University of Layyah**  
Katchehry Road, Layyah  
0606-920239

Subject: **Submission of Financial Proposal against the Advertisement**

We are hereby submitting our Financial Proposal in the sealed envelope against your request for the tender document against the Advertisement

2. Our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_/- , (In figure) \_\_\_\_\_ (In words). This amount is inclusive of all taxes. Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in tender document.

3. We also confirm that the Government of Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the tender document.

4. We understand you are not bound to accept any Proposal you receive.

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Yours sincerely,  
Authorized person Signature with Official Seal

**Affidavit for the Correctness of Information**

(To be printed on PKR 100 Stamp Paper)

It is certified that the information furnished in this tender document is true, correct to the best of my knowledge and belief and nothing has been concealed or tampered with. We have gone through all the terms & conditions of tender and are liable to any punitive action for furnishing false information /documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
(Company Seal)

\_\_\_\_\_  
In the capacity of duly authorized to sign bids for and on behalf of

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

***Affidavit for Price Reasonability Certificate***  
(To be printed on PKR 100 Stamp Paper)

We the \_\_\_\_\_ (Firm Name) \_\_\_\_\_ undertake that the quoted Goods are genuine, brand new, non-refurbished, unaltered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials and in accordance with the specification required by University of Layyah; and that the rates quoted are best rates and reasonable, not more than the rates being charged from any agency in Pakistan, in case of any discrepancy, we hereby undertake to refund excess amount. It is further certified that our firm will be responsible for after sale service and warranty of provided goods as specified by the manufacturer. The firm will be bound to replace cheap and substandard goods. (If any).

Dated this\_                      day of\_    2025

In the capacity of duly authorized to sign bids for and on behalf of

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

\_\_\_\_\_  
(Company Seal)

**Guarantor**

Signature \_\_\_\_\_ CNIC # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_