



SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY
Aiwan-e-Tijarat Road, Karachi

TENDER - 2015
Tender document for

Procurement of Photocopier

FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To: _____

Gentlemen,

1. Having examined the Bidding Documents including Bidding Data, terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 20

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Address _____

Witness:

(Signature) _____

Name: _____

Address: _____



SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi (Pakistan)

Phones: (92-21) 99217501-02-03

Website: <http://www.smiu.edu.pk/>, email: info@smiu.edu.pk

The standard forms of bidding documents

TERMS AND CONDITIONS FOR THE ELIGIBILITY

Procurement of photocopier

- 1 Price to be quoted on Pak Rupee on free home delivery (F.O.R.) basis for all items including all expenses, taxes, documentation etc.
- 2 The items must be brand new and covered by normal warranty/ guaranty of the original manufacturer
- 3 Certificate of Bank and Bank statement of the A/c No.
- 4 Registration with Income Tax Department (NTN certificates) and copy of CNIC of the contractor along with registration with SRB(Sindh Revenue Board).
- 5 Affidavit to the effect that contractor is not black listed.
- 6 The Contractor/Supply should be made in the shortest possible time as per requirement of the University.
- 7 An agreement shall be made on stamp paper between the contractor/supplier and *Sindh Madressatul Islam (SMI) University, Karachi* prior to placing supply / work order.
- 8 Advance payment will not be allowed.
- 9 Payment shall be made by crossed cheque upon submission of bill in duplicate and on verification of the equipment by the I.T Department , concerned / Purchase & Procurement Committee expert representative of the purchase & Procurement Committee and on completion of all formalities.
- 10 Bidder may quote for whole or part of the item's works mentioned in the tender, subject to the approval of the University authorities.
- 11 The University authorities reserve the right to fully or partially, change / forgo the requirement of any item / work and / or amend the specifications & quantity at any stage before award of the contract.
- 12 The University may reject any or all bids subject to the relevant provisions in *SPPRA Rules 2010*.
- 13 10% Performance Security will be submitted by the Contractor/supplier at the time of Agreement in the shape of Pay order,schedule bank guarantee, or it may be deducted from bill for payment. The amount will be released after 06 months(Defect liability period),on the issuance of defect liability certificate by I.T department or the concerned department.
- 14 All those contractors/firm are eligible to apply who has prior work experience of related nature of job
- 16 The earnest money at the rate of 2% in the shape of Pay order/demand draft in the favour of *Sindh Madressatul Islam University* from any scheduled bank should be attached with the tenders. In case earnest money not accompanied with tender will be not entertained.

- 17 Bids must be offered on the prescribed tender form issued by **Executive Engineer (Civil) Sindh Madressatul Islam University Karachi.**
- 18 In case of any holiday or any disturbance the tender will be opened on next working day as per schedule
- 19 Quantity shown in the tender are approximate and no claim shall be entertained for quantity of work executed being **15%** more or less than those entered in the tender or estimate
- 20 No compensation shall be allowed for any delay in execution of the work.
- 21 All equipment/items supplied under the control & shall be executed under the directions of **Dean Faculty of I.T of Sindh Madressatul Islam University Karachi**
- 22 Supplier/Contractor is responsible to pay the **GST** as levied in accordance with the government General Sales
- 23 Income tax will be deducted at the source.

Executive Engineer (Civil)

SMIU, Karachi



SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY
AIWAN-E-TIJARAT ROAD, KARACHI

SMIU/E&S/2015/TENDER

22nd January 2015

TENDER DOCUMENTS

**Sealed tenders will be opened on 9th February 2015:
Procurement of Photocopier**

As per details contained in the Separate Tender Documents for job

1. Sealed Tenders are to be submitted in duplicate by reputed firms/contractors registered with P.E.C, Sales Tax Department on the prescribed tender form and in accordance with the specification and terms & conditions laid down in the tender document.
2. The tender documents can be obtained from the office of the **Executive Engineer (Civil) Sindh Madressatul Islam University** against a written request on deposition of tender fees **Rs.1000/=** in the form of Pay Order / Demand Draft in the favor of **Sindh Madressatul Islam University** on any working day between 10:00 am to 4:00 pm from the date of publication of NIT i-e 22/1/2015 to 06/02/2015.
3. The tender duly completed along with complete profile of the firm and addressed to the **Chairman Tender Committee SMIU, Karachi** be dropped in the Tender Box placed in the office SMIU, Karachi, on 9th February 2015 upto 1400 hours, which shall be opened on the same day at 15:00 Hours in presence of the bidders who may wish to be presented. In case of any unforeseen circumstances the Tender will be opened on the next day at the same time and place.
4. The University reserves the rights to accept or reject any or all tenders, divided business amongst more than one bidder and extend the opening date assigning reason thereof will communicate the ground for rejection of bid/bids/tender on written request of bidder who submitted bid as per PPRA / SPPRA Rules 2010.
5. Tender be purchased and submitted as per specification mentioned in the Tender Documents.

Executive Engineer (Civil)

BOQ PROCUREMENT OF PHOTOCOPIER

S/No	Detail/ Description	Qty	Rate	Amount
1	Technical details Manufacturer Canon Model imageRUNNER 2535i or equivalent Type All-in-one (printer/scanner/copier) Width 22.2 inch (565 mm) Height 27 inch (689 mm) Depth 35.6 inch (907 mm) Weight 172 lbs (78.4 kg) Printer Printer Type Laser Output Type Monochrome Printer Format A3 Print Speed 35 ppm (black A4), 22 ppm (black A3) Print Resolution 1200x1200 dpi Input Feed Capacity 1200 pages (standart), 2300 pages (maximum) Manual Feed Tray Capacity 100 pages Media Types Plain Paper, Transparencies, Stickers, Glossy Photo Paper, Envelopes, Matte Photo Paper. Paper Weight Support 64-128 g/m2 Heating Time 30 s Duplex Auto Printing Yes LCD Screen LCD Yes LCD Type Monochrome LCD Diagonal Size 5.7 inch SCANNER/COPIER Scanner Type Flatbed/Sheetfed Scanner Format A3 Optical Resolution 600x600 dpi Zoom Range 25-400 % Support Standarts TWAIN Copier Resolution (Black) 600x600 dpi Copying Speed 35 ppm (Black A4), 22 ppm (Black A3) Maximum Number Of Copies 999 Features Interfaces Ethernet (RJ-45), USB 2.0 Memory 512 Mb OS Support Windows, Linux, Mac OS Processor Type Canon Custom Processor Speed 400 mHz Power Consumption Operational 1827 W PCL fonts 93 Catalog Canon imageRUNNER 2535i Manual	01		
GRAND TOTAL				