



Department for Youth Affairs  
Government of Sindh



Habib University Foundation

## Tender Notice

### Invitation for Submission of Bids for the Purchasing of Computers

#### Name and Address of Procuring Agency

**Name:** Youth Affairs Department, Government of Sindh for INSPYRE Project through Habib University Foundation

**Address: Youth Affairs Department:** Third Floor, Tughluq House, Sindh Secretariat No. 2, Karachi, Phone: 99213370 and 99213371

**Habib University Foundation:** 147, Block 7 & 8, Banglore Cooperative Housing Society, Tipu Sultan Road, Karachi. Phone: 021-34301051-55, Fax: 021- 34301056

#### Purpose and Scope of the Project

INSPYRE - Inspiring Pakistani Youth to Reach Excellence through counseling and training in Sindh is an innovative youth development program of Youth Affairs Department, Government of Sindh and is being implemented in collaboration with Habib University Foundation, with technical support provided by British Council, Pakistan. INSPYRE aims to provide free of charge, innovative and futuristic career education to youth for their personal growth, career enhancement and economic and social development.

#### Details of Acquiring and Submitting the Bidding Document

1. All bids should be submitted on the Bidding Document attached with this notice. Bidding Document can also be obtained from the Administration Department of Habib University Foundation within fifteen days from the date of publication of this Tender Notice between 10:00 a.m. to 5:00 p.m. (ie FRIDAY 3rd May 2013)
2. Bids may be submitted to the undersigned in SEALED ENVELOPES at the address given below latest by 01:00 p.m. on Monday 6th May, 2013.
3. Tenders/Bids submitted after the deadline will not be accepted and will be returned unopened.
4. Bids will be opened in the presence of tender opening committee and bidders' representatives who choose to attend the meeting at 2:00 p.m. on Monday 6th May, 2013 at Habib University Foundation, 147, Block 7 and 8, Banglore Cooperative Housing Society, Tipu Sultan Road, Karachi
5. The bidder must quote rates including all the taxes and other charges if there are any.
6. All bids should be submitted along with a pay order of 2.5% (Bid Security) of the total tendered cost in the name of "Secretary Youth Affairs Department Government of Sindh". Any offer without the bid security will be rejected.



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7. The provisions in the instruction to bidders and in the General Condition of Contract are the provisions of the Sindh Public Procurement Ordinance.
8. Youth Affairs Department, Government of Sindh reserves the right to reject any bid without assigning any reason.
9. The bidders are requested to give their best and final bids as no negotiations are expected.

**(KHURSHID ALI SHAIKH)**  
**DIRECTOR YOUTH AFFAIRS DEPARTMENT SINDH & PROJECT DIRECTOR "INSPIRE"**

**Address to submit the Sealed Bids**

Mr. Khurshid Ali Sheikh  
C/o Kamran Kashif

Habib University Foundation, Project Department, 147, Block 7 and 8, Banglore Cooperative Housing Society, Tipu Sultan Road, Karachi

Contact No: 34301051-5





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**Bidding Document**

**Invitation for Submission of Bids for the Purchasing of Computers**

Through this Bidding document, all interested and relevant parties are invited to submit their sealed bid as per the following details.

**Details of the Bidder**

Date of submission: \_\_\_\_\_ Ref. Code \_\_\_\_\_

Name of Vendor: \_\_\_\_\_ NTN/GST # \_\_\_\_\_

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

Security Deposit amount: \_\_\_\_\_

DD/Pay order number: \_\_\_\_\_ Bank/Branch name \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

**Bill of Quantities for the Purchasing of Computers (Data and Specification of the Assignment)**

#	Item	Unit	Unit Rate (PKR)	Total
A	<b>Laptop Computers</b>			
	<input type="checkbox"/> HP Pro book 4540 Core i5 - 4gb DDR3 - 500Gb, Graphic Card - 2GB <i>or equivalent</i> carry case - 1 year warranty <input type="checkbox"/> HP 'Laptop backpack' <i>or equivalent</i> OR <input type="checkbox"/> Dell Inspiron 5520 Core i5 4gb <input type="checkbox"/> DDR3 - 000Gb <i>or equivalent</i> Carry case - 1 year warranty <input type="checkbox"/> HP 'Laptop backpack' <i>or equivalent</i>	2		
	<b>Total Amount</b>			

\_\_\_\_\_  
Bidder Seal / Stamp

\_\_\_\_\_  
Signature





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## Important Information for Bidders

### Submitting the Bids

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6. All bids should be submitted along with a pay order of 2.5% (Bid Security) of the total tendered cost in the name of "Secretary Youth Affairs Department Government of Sindh". Any offer without the bid security will be rejected.
7. The provisions in the instruction to bidders and in the General Condition of Contract are the provisions of the Sindh Public Procurement Ordinance.
8. Youth Affairs Department, Government of Sindh reserves the right to reject any bid without assigning any reason.
9. The bidders are requested to give their best and final bids as no negotiations are expected
10. The rates quoted in the Bill of Quantities represent the maximum rates chargeable by the Bidder for such items and are not subject to any escalation for any reason.

### Method of Procurement

1. After the finalization of the tender, purchase order will be issued to the vendor
2. Vendor will be responsible to supply all the items within one week after the receipt of the Purchase Order.
3. Upon receiving the equipment, Good Receive Note will be issued
4. Payment will be made within 10 days of receiving and satisfactory inspection of all equipment.
5. All payments will be made through financial instruments (cheque, pay order etc.) in the name of the Bidder only and are subject to applicable tax deductions.



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#### Evaluation Criteria

1. All the tender prices will be assessed vis-à-vis the specifications mentioned in the Bid Document and the specification quoted in the tender as well as general market rates.
2. After the selection of the tender, physical verification of the equipment will be made to ensure the fulfillment of required specification. If on Physical examination, the quoted and agreed specifications are not met, tender will be disqualified.