

REQUEST FOR PROPOSALS (TENDER)

PROCUREMENT OF STATIONARY ITEMS

SINGLE STAGE ONE ENVELOPE

(FOR Basis)

Estimated Price Rs. 4.998 Million

TENDER PRICE - Rs. 500/-

Last date of submission: February 16th, 2026 till 11:00 AM

FOR OFFICE USE ONLY

Serial No._____

Issued to:- M/S _____

Date of Issue_____

TERMS AND CONDITIONS

OVERVIEW

PMU STEM, Higher Education Department Khyber Pakhtunkhwa intends to purchase IT equipment's items on the basis of "**Single Stage One Envelope**" through E-PAD. The supplier will be responsible for delivery, installation (if required), wherever required office of Directorate of HEART under Higher Education Department.

1. Proposal instructions (for BOQs in FOR)

- 1.1 "Single Stage One Envelope Bidding" procedure shall be applied in response to the RFP (Request for proposal). Each bid envelop shall comprise one envelope containing, financial proposal and technical proposal (if any) plus "legible documents". All bids received shall be opened through E-Pad system and evaluated in the manner prescribed in the bidding document.
- 1.2 Responding organizations shall deliver one sealed copy in original of the "FINANCIAL & TECHNICAL PROPOSAL" till January 16th, 2026 up till 10:00 am, being physically separate, bound, sealed and labeled. Proposals will not be accepted after the due time & date. Proposal shall be delivered at the address given below before time.

Project Director STEM
Higher Education Department, Civil Secretariat Peshawar
PHONE: (091)-9211672

- 1.3 Proposals received after the submission deadline will not be entertained under any circumstances and will be returned unopened to the submitting vendor. It is the sole responsibility of the participating vendor to ensure that the proposals are delivered before the deadline.
Any queries regarding this proposal should be directed to the designated contact person listed below:

For Details: Arsalan Ahmed Section Officer (General), Higher Education Department Contact # 091-9211672	
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- 1.4 Price should be mentioned on FOR basis.
The bidders are not allowed to bid in partial. The Items must be brand new and complete in all respects with original packing of manufacturer and strictly confirming to the given specifications.
- 1.5 The original Request for Proposal documents duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of Bidding shall not be entertained.
- 1.6 Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the Bidding. All pages of the Bidding must be properly signed. Offer with any overwriting and discrepancy shall not be accepted in any circumstances.
- 1.7 Warranty for all Items as approved by the manufacturers/suppliers, should not be less than one year.
- 1.8 A call deposit equal to 2% of the estimated bid price (**mentioned in the tender**) should be accompanying the bidding document as **Earnest Money** drawn in favor of **Project Director STEM, Higher Education Department**. The bidding document shall not be considered without Earnest Money. Bank guarantee will not be accepted. The earnest money will be released after signing the Agreement.
- 1.9 The Successful Bidder's bill will deposit a total of 10% of the contract amount as Performance Guarantee / Security Deposit. The Performance Guarantee / Security Deposit will be returned after successful completion of Defect Liability/ Warranty Period, after repairing the defects in the Items/ replacement found during the warranty period for FOC.
- 1.10 Procuring entity reserves the right to accept or reject all proposals by assigning any reason thereof.

- 1.11 The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 1.12 The decision of the committee will be a binding on all concerned and can be appealed in the grievance committee.
- 1.13 The procuring entity reserves the right to modify the conditions / specifications of the Bidding Document with written intimation to all the participants those who have purchased the Bidding Documents.
- 1.14 Delivery period will be (30) days from the date of issuance of purchase order/supply order.
- 1.15 Delivery, Installation and Training (at Directorate of HEART) be completed according to the agreed upon schedule of works.
- 1.16 In case the Bidders fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Security Deposit shall be forfeited and the Items will be purchased at his own risk and expenses.
- 1.17 The Items will be inspected by inspection committee and may get rejected if not found in accordance to the stated specifications.
- 1.18 The procuring entity reserves the right to claim compensation for the losses caused by delay in the delivery of Items i.e., 1% of contract amount on weekly basis maximum up to 10% of the contact amount.
- 1.19 It is the sole responsibility of the vendor to comply with local, national and international laws.
- 1.20 Successful bidders may be asked to bring their supplies for demonstration and specification test in the Higher Education Department, at their own expenses and risk.
- 1.21 Where reference is made to any specific national or international standards, equal or higher quality will also be acceptable. In case, your offer conforms to standards other than quoted in the Bidding inquiry you are required to submit the followings along with your bid.

- One copy of those standards in English
- Evidence that the standards used is recognized and authoritative to ensure equal or higher quality.

In case the bidder does not submit the required evidence and a copy of each of the standards, its Bid may not be considered.

- 1.22 In case any supplies/material is found not in conformity with the specifications provided in the Bidding, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 1.23 The all proposals submitted will become the property of the University.
- 1.24 Possessing/Providing Dealership Certificate.

2. Evaluation Criteria

All bids shall be evaluated on technical and financial responsiveness. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- 2.1. Technical specifications of all proposed Items
- 2.2. Best warranty of the Items

Financial Evaluation process may include, but not limited to the consideration of the following:

- 2.3. Quoted price
- 2.4. CDR (2% of estimated price mentioned in the tender)
- 2.5. The bidder shall quote price of each item. The procuring entity will issue work order as per requirement against each item. The bidder must quote the price of all items.

Note: The lowest bidder will be considered who quote lowest bid of all quoted items in total.

3 Required Information

Bidders are required to include the following documents/information in their technical proposals (all documents should be duly signed and stamped)

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)

- iii. Minimum three work orders of 02 Million (Mandatory)
- iv. Detailed product information/brochures
- v. Detailed product warranty/guarantee information
- vi. Attested copy of National Tax Registration Certificate
- vii. Attested copy of Sales Tax Registration Certificate
- viii. Attested copy of KPRA Registration Certificate
- ix. Bank letter of financial standing
- x. An Affidavit on Rs.100/- Stamp paper that currently they are not black listed or debarred by any Government/Semi Government department to participate in bidding and to supply Items. Failure to submit such affidavit may lead to disqualification.
- xi. Any additional information the bidder may like to furnish e.g. repair/maintenance workshop owned by supplier and other concerned facility
- xii. Dealership Certificate.

In addition to the above, the proposal must include the following in the order given below:

- i. Detailed Items specifications, proposed quantities duly filled on the Performa attached with this document
- ii. Detailed project implementation schedule which includes the delivery of Items
- iii. Terms and Conditions
- iv. Items prices (FOR) duly entered.
- v. Validity period of the quoted price, i.e. 60 days
- vi. Educational discounts if available/applied to the quoted price

4 Terms and Conditions (FOR Basis)

- 4.1 All prices should be in PAK rupees exclusive of Taxes. GST and /or other Tax amount where applicable should be mentioned in separate column(s) and the total given in a separate column.
- 4.2 All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle procuring entity to

forfeit the earnest money in favor of the ex-chequer/government and/or putting a ban on the future inquires or taking any other suitable action against the bidder.

- 4.3 Delivery of the items will be free of charge at the Higher Education Department during the office hours with a copy of delivery challan.
- 4.4 Items being ordered should be brand new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the proposal. Brochures of the product details must be attached.

Name of Vendor.....

Authorized person.....

Authorized Signature.....

Stamp.....

Office address.....

Tel No.....

Fax No.....

(The filled in Bidding Document should be forwarded to Higher Education Department with covering letter).

DETAILED TECHNICAL SPECIFICATIONS on FOR
Basis
Equivalent OR Higher

S . No.	Items Description	Specifications	Unit	Qty.	Unit Cost	Total Cost
1	Desktop Computers (All-in-One)	Intel Core i5 and i7, 16GB (1x16GB) DDR4 2666MHz Non- ECC RAM , 2.5 inch 1 TB 7200rpm SATA Hard Disk Drive, 21.5" Narrow Bezel FHD IPS (1920x1080) resolution with Glare-Free finish on Non-touch, Intel Integrated Graphics, UPS 650VA/ 390W PSA SOHO AVR Universal Sockets	Set	20	0.1621	3.243
2	LED Screen	<p>Crystal UHD 4K 85 Inch Smart TV 85BU8000 specifications for SAMSUNG Crystal UHD 4K 85 Inch Smart TV 85BU8000. GENERAL SPECS Android Yes Screen size Resolution 4K UHD Led Type LED Smart TV (Youtube, Internet Browsing (e.t.c) Yes Screen Size 85 Inch VIDEO Screen Size 85 Inch Resolution 4K UHD Led Type LED SOFTWARE Smart TV (Youtube, Internet Browsing e.t.c) Yes Bluetooth Yes WiFi Wireless Fidelity) Yes CONNECTIVITY</p> <p>Android Yes DVI HDMI Yes USB Yes Digital-Optical Out</p> <p>DIMENSIONS</p> <p>Dimensions (WxHxD) 2075 x 1237 x 220 mm Weight 55.3 kg Weight without stand 41.5 kg POWER Power Consumption 310 W</p> <p>MISCELLANEOU</p> <p>(version) Support 4K online video, Bluetooth 4.0, Connect smartphone wirelessly. Resolution upgraded, 1280x720p HD Picture quality enhanced, more vivid and clear Portable and fashionable design, easy to carry, Built-in Lens design with lens cover to protect the lens. Equipped with an innovative cooling system, the Lamp can use for 15 years Optional Android 10.0 Support 4K online videos, Bluetooth 4.0, Connect smart Specifications of T6 Android 10.0 V Wifi Smart Optional Support 1080p Hd Led Portable Projector</p>	Set	1	0.75	0.75

3	Microphones, Speaker and cameras set	<p>Product details of Bm 800</p> <p>Condenser Microphone</p> <p>Complete Kit - Home Studio</p> <p>Setup Specification: Frequency Response: 20Hz~20kHz</p> <p>Sensitivity: 45dB±1dB Output</p> <p>Impedance: 1500Ω±30%(at 1kHz)</p> <p>Load Impedance:</p> <p>◆10000</p> <p>Equivalent Noise</p> <p>Level: 16dBA</p> <p>Electrical Current: 3mA</p> <p>Transducer: Condenser</p> <p>Microphone Use: Karaoke</p> <p>microphone Certification:</p> <p>CESet Type: Multi-Microphone</p> <p>KitsOrigin: CN(Origin)Polar Patterns:</p> <p>Uni-directional Diaphragm</p> <p>Small Communication:</p> <p>wireless Package:</p> <p>Yes Model</p> <p>Number: EP033Material: Zinc Alloy +</p> <p>Plastic Frequency Response:</p> <p>30Hz-20KHzSensitivity: 38dB+/2dB</p> <p>Microphone Output Interface:</p>	Set	3	0.335	1.005
		<p>3.5mm Equivalent Noise Level: 16 dba</p> <p>Electrical Current: 3mA</p> <p>Signal to Noise Ratio: 78 Decibels</p> <p>Output Impedance: 150Ω + / -30% Load</p> <p>Impedance: Greater than equal 1000Ω</p> <p>XLR Cable Length:</p> <p>1. Sm Feature</p> <p>2: Recording microphones; accessories</p> <p>Feature</p> <p>3: Recording microphone Feature</p> <p>4: Podcast equipment Feature</p> <p>5: Microphone for Streaming Podcast</p> <p>Specifications of Bm 800</p> <p>Condenser Microphone</p> <p>Complete Kit – Home Studio</p> <p>Setup Brand No</p> <p>BrandSKU260700196</p> <p>PK-2231305765</p>				

		What's in the box 1x bm 800 microphone with xlr cable, shock mount & foam 1 x mic stand with table clamp 1 x pop filter 1 x phantom power with xlr cable 1 x v8 sound card with charging cable & two live cables			
		Total			Rs. 4.998

Total Estimated Amount= PKR 4.998 approximately

