

ADDITIONAL REQUIREMENTS
PROCUREMENT OF LAPTOPS FOR ICON- NUST H-12 CAMPUS ISLAMABAD

1. **Submission of Bids.** Single Stage-Single Envelope procedure through EPADS.
2. **Eligibility Criteria:** The bidder must be:
 - a. Registered with FBR for sales tax/ income tax.
 - b. Be active on tax payer list
 - c. Never Black listed; Affidavit on stamp paper.
 - d. Not under any litigation; Affidavit on stamp paper.
3. **Bid and Attachments to be provided by Suppliers:**
 - a. Bid prices item wise duly totaled up in local currency- PKR, All inclusive.
 - b. Bid must be **valid** for at least **90 days** after the opening date of Financial Bid.
 - c. **Bid Security** Exact equal to **3% of total quoted value** with bid. **Please disregard the amount reflected on EPADS which is just a codal formality.** The same amount i.e 3% (Bid Security) will be reflected in EPAD system when uploading the draft record of bid. **Pay-order / bank draft** will be in favor of **“NUST, Islamabad”** to be handed over at the time of bid opening.
 - d. **Comparison/Selection of Bids:** NUST will have the option to select item wise or Lot wise and cancel bids without any liability as per PPRA Rule no 33.
 - e. **Bidding Documents processing fee** must be provided physically in original at the time of technical bid opening in the shape of Pay Order / Bank Draft of **Rs. 5,000/- (non-refundable)** in favor of **SGL Account, NUST H-12, Islamabad.**
4. Incomplete bid in any aspect will be rejected.
5. Bid(s) may be rejected **if the rate(s) are unclear, incomplete, ambiguous, conditional or not totaled.**
6. **Performance Guarantee for Warranty Period.** Performance Guarantee equal to 5% of the contract value shall be deducted from the final bill at the time of payment and will be released after completion of warranty period.
7. **Right to purchase at Risk-and-Expense of Supplier,** if the selected supplier: **(i)** fails to complete the order, or **(ii)** delays to supply within the delivery time quoted or extended time given by Purchaser, or **(iii)** supplies **sub-standard** items, or **(iv)** supplies low quality items, then NUST reserves the right to purchase single, all or non-supplied quantity of item(s) at the **Risk-and-Expense** of the Supplier, forfeit Earnest Money and resort to administrative actions, etc.
8. **NUST reserves the right to** **(i)** change/delete the required quantity while placing purchase order or add related item in repeat order. **(ii)** reject any bid or procurement process. **(iii)** Amend delivery time. **(iv)** Make clarifications during contract period etc. any time, as per rules.
9. Representatives of bidders are allowed to witness opening of tenders, without conferring any privilege.
10. **Contract Agreement** shall be signed with successful bidder(s) as per Form of Contract and NUST policy on **Rs. 100 stamp paper** which shall be **provided by successful bidder** and delivered before issuance of Purchase Order by P&LP Dte.
11. **Late submission of bids** cannot be uploaded therefore upload bid with in stimulation period.
12. **Arbitration.** The Parties will attempt in good faith to resolve any dispute, controversy or claim through their senior management within fifteen (15) business days. If such negotiations fail, any

- dispute arising out of this Agreement shall be finally settled by Pro-Rector (P&R) NUST as arbitrator where both Parties will be represented by their respective nominees. The award of the arbitrators shall be binding on both the Parties. The venue of the arbitration shall be NUST H-12 Campus, Islamabad and the proceedings shall be governed by the Arbitration Act 1940. Each Party shall bear its own arbitration cost and English shall be the language of arbitration.
13. **Delivery Time:** Delivery, Installation and commissioning time shall be within **6 Weeks** as specified in the respective PO.
 14. Bid openings may be postponed due to unavoidable circumstances, including public holidays, leave, or official commitments of the President or members of the Purchase Committee. In such cases, the bid opening will be rescheduled to the next working day.
 15. Selection/ evaluation of items shall be according to the Evaluation Criteria.
 16. **Payment** will be made after deduction of Income Tax and part of Sales Tax by NUST, as per Govt rules. It is vendor's responsibility to be on Active Tax Payers list of FBR.
 17. The specifications provided in this tender document are the minimum requirements of NUST and will not be compromised. However, in such cases, additionally proposed or alternate specifications should clearly be highlighted to enable NUST to clearly ascertain the impact of modified specifications.
 18. Vendor must provide repair & maintenance coverage during the warranty period.
 19. **Pre-bid Clarifications/Technical Queries:** Firms are advised to contact P&LP Dte via email at ddproc@nust.edu.pk for any clarification/technical queries.
 20. **Technical and Financial Quotations** should be submitted as per the format given separately.
 21. **Selection / Evaluation Criteria:** Comprehensive Bid Evaluation Criteria is provided in the bidding document.
 22. **Bid Opening:** The e-bids must be submitted through E-PADS by **24 Sep 2026 (Thursday)** before **1100 hrs**. Electronic **Bids will be opened on the same day at 1130 hrs** in the presence of Local Purchase Committee (LPC) and firm representatives in **P&LP Directorate Conference Room, Near NT Park, NUST H-12 Campus, Islamabad**.
 23. Bidders are also required to submit a duly compiled hard copy of bid to P&LP Dte at the time of bid opening **which will be in addition to the mandatory requirement of bid uploaded on E-PADS.**

A/Director P&LP
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