

Tender No. 17/2022

UNIVERSITY OF CHAKWAL



TENDER DOCUMENT

For

ESTABLISHMENT OF SMART CLASSROOM & PURCHASE OF LMS SYSTEM FOR UOC

Issued To:

**Secretary, Purchase Committee,
Ph. No.: 0543-552511**

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UNIVERSITY OF CHAKWAL
Procurement Department
Main Campus, Talagang Road, Chakwal.
[Tel:0543-552511](tel:0543-552511)

Tender Notice

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (Two Envelope Procedure)** in terms of Rule No. **38 2(a)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

TENDER NO. 17/2022 ESTABLISHMENT OF SMART CLASSROOM AND PURCHASE OF LMS SYSTEM

LOT No.	LOT Description	Budgetary Amount (Rs.)	Bid Security 2% (Rs.)	QTY	Closing Time and Date	Opening Time and Date
LOT-1	LED Display Screen & HDMI Cable	608,000/-	12,160/-	Detail in Tender Document	27-12-2022 till 11:00 AM	27-12-2022 at 11:30 AM
LOT-2	Desktop System	5,520,000/-	110,400/-			
LOT-3	Ptz Usb Full Hd Cameras, Data Rack, Switch, Networking, Power cable, Light Plug/Power Socket & Installation/Deployment	498,000/-	9,960/-			
LOT-4	Tables & Chairs	624,000/-	12,480/-			
LOT-5	LMS System	1,050,000/-	21000/-			

- Tender Document will be immediately available after publishing of this Tender Notice under Rule No. 25(1).
- Tender / Bid Document can be obtained from the Office of Deputy Director (P&S), University of Chakwal between 08:00 am to 4:00 pm from Monday to Friday by depositing the **Tender Fee of Rs.1,000/-** through Deposit Slip of BOP in A/C No. **6010211599100019, Main Recurring Account of UOC** in the Bank of Punjab. In case the Tender / Bid Documents are downloaded from www.uoc.edu.pk or www.ppra.punjab.gov.pk , **Original Deposit Slip of BOP** must be attached with the **Technical Bid**.
- The above mentioned Bid Securities that are equal to 2% of Budgetary Amount for each **LOT**, in the form of “CDR, Bank Draft, Pay Order.” in favor of Treasurer, University of Chakwal required to be submitted with the **Financial Bid**, without which the offer shall be rejected being non-responsive. **Copy of Bid Security** must be attached with the **Technical Bid**.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Technical Bids. Bids received after due date and time or bids without Bid Security in shape of CDR, Bank Draft, Pay Order or less than required amount or Bid Security in shape of Cheque/ Cross Cheque shall be summarily rejected.
- The University reserve the right to modify/withdraw/cancel the bids/tender at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- For obtaining any further information or clarifications, please contact the officer named below:

SULTAN MAHMOOD
Deputy Director (P&S)

1. Invitation To the Bid

- 1.1. Bids/Tenders are invited for **Establishment of Smart Classroom and purchase of LMS System** from Sales Tax and Income Tax Registered firms.

2. Instructions to the Bidders

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA), 2014.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bidding Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due date and time, and bids without Bid Security in shape of Demand Draft, Pay Order, CDR or less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. No supporting document will be accepted, at all, after opening of the Technical Bids.
- 2.6. The bidder must quote rates of each item in a lot/package, partial bidding in a lot is allowed.
- 2.7. **Mode of Advertisement:**
As per Rule 12(2) of PPRA Punjab Rules, 2014.
- 2.8. **Type of Open Competitive Bidding**
As per Rule No. 38(2) a, single stage two envelope procedure shall be followed with details given below:
 - 2.8.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - 2.8.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - 2.8.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;
 - 2.8.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
 - 2.8.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
 - 2.8.6. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

2.9. Bid Data Sheet (Information for the Bidders)

1	Procuring Agency	University of Chakwal
2	Tender Number	17/2022
3	Name of Tender	Establishment of Smart Classroom and Purchase of LMS System
4	Tender Document available place	Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
5	Cost of Tender Document	Rs.1000/- payable at BOP through Deposit Slip in A/C No. 6010211599100019, Main Recurring Account of University of Chakwal.
6	Bid Security	Amount mentioned in Clause No. 9 of the Tender Document in shape of Bank Guarantee, CDR, Pay Order, Bank Draft etc., in favor of “Treasurer, University of Chakwal, Chakwal”
7	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
8	Tender Addressed to	Convener, Purchase Committee, University of Chakwal.
9	Contact Number	Ph. 0543-552511
10	Due date, time and place of submission of Tender Document	27-12-2022 till 11:00 AM Office of the Deputy Director (P&S), University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
11	Date, time and place of Technical Bid Opening	27-12-2022 at 11:30 AM at Seminar Hall , Ground Floor, Engineering Building, University of Chakwal (Main Campus), Main Talagang Road, Chakwal.
12	Date, time and place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms

Scope of Work, Terms & Conditions of the Tender

3. Definitions

- 3.1. "Purchaser" means the procuring agency i.e. University of Chakwal.
- 3.2. "UOC" means University of Chakwal.
- 3.3. "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5. "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.
- 3.7. "Goods" means equipment, IT equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9. "PPRA" means Punjab Procurement Regulatory Authority.

4. Tender Eligibility

Invitation to submission of Sealed bids/ proposals is open to OEMs (Original Manufacturer) and there authorized partners in Pakistan who meet following minimum conditions:-

Eligible Bidder/Tenderer is one who:

- 4.1. has valid registration certificates for Income Tax and Sales Tax;
- 4.2. is an active Income Tax Payer;
- 4.3. has got the experience in supply of relevant items;
- 4.4. conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.5. Has not been blacklisted.
- 4.6. The partner must be duly authorized by OEM and provided valid authorization certificate for all the major equipment to be supplied.

5. Examination of the Tender Document

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

6. Amendment of the Tender Document

- 6.1. The Purchase Committee of University of Chakwal at any stage 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).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. Bid Currency

Bidder should quote price in **Pak Rupees only** and payments shall also be made in Pakistan Rupees only.

8. Validity Period of the Bid

- 8.1. Validity period of the bids shall be **180 days**.
- 8.2. In exceptional circumstances, the Purchase Committee of University of Chakwal may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. Bid Security

- 9.1. Bidder will submit Bid Security drawn in the name of **Treasurer, University of Chakwal** detail given below:

ESTABLISHMENT OF SMART CLASSROOM AND PURCHASE OF LMS SYSTEM			
LOT No.	LOT Description	Budgetary Amount (Rs.)	Bid Security 2% (Rs.)
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LOT-4	Tables & Chairs	624,000/-	12,480/-
LOT-5	LMS System	1,050,000/-	21,000/-

- 9.2. Cheque or Cross Cheque shall not be accepted at all.
- 9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- 9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.
- 9.5. Subject to the award of contract, the Bid Security in form of CDR, Demand Draft, Pay

Order shall be returned to successful bidder against submission of Performance Guarantee

- 9.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 9.7. The Bid Security may be forfeited if a Bidder:
- a) Refuses to accept Letter of Acceptance of the Bid; or
 - b) Fails to furnish Performance Security.
 - c)

10. Bid Preparation and Submission

10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.

10.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.

10.3. Technical Proposal

The Technical Proposal will enable the Purchase/Technical Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

10.4. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.

10.5. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.

10.6. The Bidder should quote only one brand/model/make of each item.

10.7. Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

10.7.1. Covering letter (*Annexure-A*) duly signed and stamped by authorized representative alongwith copy of Bid Security.

10.7.2. Copy of Income Tax Registration Certificate (*Annexure-B*).

10.7.3. Copy of Sales Tax Registration Certificate (*Annexure-C*).

10.7.4. Detailed specification of items (*Annexure-D*).

10.7.5. At least two relevant Supply Orders/Contracts received in the last three years (*Annexure-E*).

10.7.6. Affidavit/Undertaking on Stamp Paper (*Annexure-F*).

11. Financial Proposal

- 11.1. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 11.2. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- 11.3. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- 11.4. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 11.5. **Details to be furnished with Financial proposal (Envelope B)**
 - 11.5.1. Financial Proposal Covering Letter (**Annexure G**).
 - 11.5.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure H**).
 - 11.5.3. Bid Security of as mentioned at Sr. No. 9.1 of Bidding Documents.
- 11.6. **Sealing the Bid**
 - 11.6.1. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as “**Technical Proposal for Establishment of Smart Classroom and purchase of LMS System**” – Bid Ref.: due on: _ The “FROM” address and “TO” address shall be written without fail.
 - 11.6.2. The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as “**Financial Proposal for Establishment of Smart Classroom and purchase of LMS System**” – Bid Ref.: due on: ____ The “FROM” address and “TO” address shall be written without fail.
 - 11.6.3. **Out Cover:** The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as “**Bid for Establishment of Smart Classroom and purchase of LMS System**” –Bid Ref.: due on _____. The “FROM” address and “TO” address shall be written without fail.
- 11.7. **Mode of Submission of Bids**
 - 11.7.1. The Bid should be addressed to “Convener, Purchase Committee, University of Chakwal”.
 - 11.7.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

12. Modification/Withdrawal of the Tender

- 12.1. The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 12.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

13. Bid Opening

13.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by the Purchase Committee of University of Chakwal on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

13.2. Suppression of facts and misleading information

13.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

13.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

14. Preliminary Examination

14.1. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

14.2. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

15. Determination of Responsiveness of the Bid

15.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

15.1.1. meets eligibility criteria for the Bidder / the Goods / the Services;

15.1.2. meets all the mandatory requirements of the evaluation criteria;

15.1.3. meets the Technical Specifications for the Goods / the Services;

15.1.4. meets the delivery period / point for the Goods / the Services;

15.1.5. is accompanied by the required Bid Security;

15.1.6. is otherwise complete and generally in order;

15.1.7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservation;

15.1.8. which offers one Brand/Model/Make for each item (which does not contain any option);

15.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

15.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or

reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

16. Technical Evaluation Criteria

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Evaluation Criteria			Requirement
Sales Tax Registration			Mandatory
Income Tax Registration			Mandatory
Conformance to the required specification of items given in Schedule of Requirement			Mandatory
At least two relevant Supply Orders/Contracts received in the last three years			Mandatory
Affidavit /Bidder's Undertaking on stamp paper			Mandatory
S. No.	Item Name and Description	Marks	Maximum Marks
1	Past Performance/ Experience of the Bidder (Reg. with GST/NTN)	--	10
1.1	1 - 3 year experience	2	--
1.2	4 - 8 year experience	4	--
1.3	9 - 15 year experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 - 5 year experience	3	--
2.2	6 - 10 year experience	6	--
2.3	11 & above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	Technical Evaluation of quoted items	--	70
4.1	As per Serial # 39 Specifications	50	
4.2	Training of the quoted equipment (05 Technical Staff for 10 working days)	05	
4.3	Men Power related to Equipment in details	05	
4.4	Delivery schedule as per need	2.5	
4.5	List of clients / where such items delivered	2.5	
4.6	Guarantee / Warranty (as the case may be)	05	
TOTAL		--	100

The bidder must provide Verifiable documentary proof against all the mandatory requirement

along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

Demonstration (If necessary) of Multimedia Projector will be held for confirmation of specifications of the quoted model.

Conformance to the required specification of items given in Schedule of Requirement will be evaluated by the Technical Evaluation Committee.

The Purchase Committee and Technical Evaluation Committee may ask for physical Demonstration of any item given in the Tender Document for confirmation of specifications.

17. Financial Proposal Evaluation

- 17.1.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 17.2.** Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

18. Rejection and Acceptance of the Tender/Bid

- 18.1.** The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender, reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 18.2. The Tender / bid shall be rejected if:**
 - 18.2.1.** It is substantially non-responsive; or
 - 18.2.2.** The bidder does not meet any of the mandatory criteria mentioned in Clause No. 15; or
 - 18.2.3.** It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
 - 18.2.4. The bid is incomplete, conditional, alternative, late; or**
 - 18.2.5.** the bidder does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
 - 18.2.6.** the bid security is not attached or it is less than the required amount; or
 - 18.2.7.** the Bidder submits more than one Bids against one Tender; or
 - 18.2.8.** the Bidder tries to influence the Purchase Committee / Contract award; or
 - 18.2.9.** the Bidder engages in corrupt or fraudulent practices in competing for the Contract award; or
 - 18.2.10.** there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
 - 18.2.11.** the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

19. Contacting the Procuring Agency

- 19.1. No Bidder shall contact the Purchase Committee of UOC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 19.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

20. Announcement of Evaluation Report

- 19.1 The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

21. Award of Contract

- 21.1. The Tender will be awarded to the Lowest Evaluated Bidder(s) (item wise/Lot wise) who have been declared Technically Qualified.

22. Letter Of Acceptance (LOA)

After acceptance of the Bids by the CPC, Letter of Acceptance (LOA) will be issued only to the Successful Bidder(s).

23. Payment of Performance Guarantee (PG)

- 23.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 10% of the value of the contract price. The PG should be paid by way of Cash Deposit Receipt (CDR), Pay Order, Demand Draft drawn in favor of “Treasurer University of Chakwal, Chakwal” as unconditional Guarantee.
- 23.2. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

24. Refund of Bid Security (BS)

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR), Bank Draft or Pay Order the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of Cash Deposit Receipt (CDR), Bank Draft or Pay Order.

25. Issuance of Supply Order or Signing the Contract

- 25.1. The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.
- 25.2. The Successful Bidder will provide the **stamp paper of 0.25% of total order value** for issuance of Supply Order or Signing the Contract.

26. Redressal of grievances by the procuring agency

- 26.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.
- 26.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 26.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 26.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

General Conditions of Contract / Supply Order

27. Delivery of Items

- 27.1. The Supplier will be responsible for **delivery of Items** of Establishment of Smart Classroom and purchase of LMS System and in case of items which requires installation, the Bidder will be responsible for installation of items at UOC, Main Campus, Talagang Road, Chakwal.
- 27.2. Delivery Period will be **Ninety (90) days** counted *after issuance of Letter of Acceptance*.
- 27.3. After delivery of items, the Bidder must get the items inspected at UOC, Main Campus, Talagang Road, Chakwal.
- 27.4. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

28. Liquidated Damages

- 28.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.25% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract.
- 28.2. The Successful Bidder will be responsible to provide the delivery, Delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

29. Inspection and Tests

- 29.1. The Inspection Committee of UOC shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 29.2. Inspection will be done at University of Chakwal.
- 29.3. Inspection Committee may verify the authenticity of items.
- 29.4. After the inspection or test if the Inspection Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University of Chakwal.

30. Release of Performance Guarantee (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) **after one year of completion of delivery and installation of Goods (Inspection).**

31. Contract Amendment

- 31.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.
- 31.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

32. Termination for Default

The Purchase Committee of UOC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

- 32.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- 32.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid
- 32.3. the successful bidder fails to perform any other obligation(s) under the Contract.
- 32.4. the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

33. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

34. Force Majeure

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and /or lack of ore sight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or evolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Suppliers shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause there of the Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

35. Termination for Insolvency

The Procuring Agency may at any time terminate the Contract by giving written notice of 30days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

36. Forfeiture of Performance Security

- 36.1. If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract / Letter of Acceptance, the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 36.2. Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

37. Payment

- 37.1. 100% payment will be made after withholding applicable taxes by UOC to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:
 - i. Triplicate Original Delivery Challan.
 - ii. Triplicate Original Bill/Invoice.
 - iii. Triplicate General Sales Tax Invoice
 - iv. Inspection/Completion report

38. Warranty

- 38.1.** Warranty of Equipment, Apparatus and instrument shall be one year.
- 38.2.** The Supplier shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the University.
- 38.3.** The Purchase Committee shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within **15days**, inclusive of, where applicable, the cost of inland delivery of the repaired or replaced goods or parts from the port of entry to the final destination and their installation.

39. Specification and Schedule of Requirement

ESTABLISHMENT OF SMART CLASSROOM AND PURCHASE OF LMS SYSTEM

Sr #	Name of Item	Specifications	Qty.
LOT-1			
1	Interactive LED Display Screen	<p>Display Image Size: Minimum 85/86 inches Display (Screen) Type: D-LED Aspect Ratio: 16:9 Resolution: 3840x2160 (4K) Response Time: ≤8ms Display Color: 1.07 B/ (10bit) Brightness: 400 cd/m2 Contrast Ratio: 5000:1 LED Life: 40,000-hour Touch System Sensing Type: IR</p> <p>Technology System: Windows 7/8/10/Linux/Mac Touch Point: 20 touch points Instant Connection: USB-C for plug-and-play connectivity via a single cable for Touch, Audio & Display Interface: USB Type A, Type B & Type C</p> <p>Audio: Speaker Type: Built-in-Speaker Output Power: 15 W x 2 Microphone: Built-in Microphones</p> <p>I/O Ports: HDMI IN/Out: 3/1 or more VGA IN: 1 DisplayPort IN: 1 PC Audio IN 1 Earphone Output 1 USB Type A ports 5 or Higher USB Touch Output 2 USB Type C 1 RS232 1 LAN Port (RJ45) 1</p> <p>Power: Overall Power (nominal power) 500 W or less</p> <p>Android System: Android System: 8.0 or latest CPU: Quad core processors RAM: 4GB ROM: 32GB or Higher Screens Sharing: Remote Screen sharing feature [PC, Mobile] With Back Stand Required Floor Stand Frame: Best Quality Branded. With LCD Stand (Subject to Sample approval)</p>	01
2	HDMI Cable	<ul style="list-style-type: none"> • Good Quality HDMI cable with 4K Video Support • Cable Length: 15 Meter Supported Resolutions: 1080p,2K,4K Resolutions 	01
LOT-2			
3	Desktop System	Core i7, 10 th Generation RAM 16GB, SSD: 500GB, Display 21" (Subject to Sample Approval)	24
LOT-3			
4	PTZ USB Full HD Video Conference camera	Effective Pixels: 2.07MP, 16:9 Resolution: 1920x1080 View Angle: 68.8° Optical Zoom: 10x or Higher Video Output Port: USB 2.0 (Type A), Control Port: RS-232	01
5	Data Rack	6U Double Section, 2 Fan, with PDU Minimum 4 Sockets	01
6	Switch	48*10/100/1000TX ports, +4*SFP 10G Uplinks	01

		<p>Input voltage range: 100 VAC to 240 VAC @ 50 Hz/60 Hz</p> <p>Performance:</p> <p>Switching capacity 100 Gbps or above</p> <p>Forwarding performance: 75 Mpps or more</p> <p>Console Port: 1</p> <p>Routing protocols: IPV4/IPV6 static routing RIP/ RIPng, OSPFV1/V2/V3</p> <p>Stack: Intelligent Resilient Framework 2 (IRF2)</p> <p>Minimum 5 or above</p> <p>Security:</p> <p>Hierarchical user management and password protection</p> <p>MAC- based authentication 802.1X, SSH2.0, Port isolation, IP source guard, HTTPs, EAD</p> <p>Stacking Bandwidth: 16GB or above</p> <p>Flash/SDRAM: 256MB/512MB</p>	
7	Networking	<p>1-Cable Roll # 3 Cat6 4 Pair U/UTP, Pure Copper 23 AWG Cable Roll 305M (1000Ft) (Subject to Sample approval)</p> <p>2- Back Box, Face Plate with I/O Card # 28 Face Plate Shuttered Simplex CAT6 Tool Less Keystone Jack & Local Back Box.</p> <p>3- Patch Panel # 2 Patch Panel 24 Port CAT-6 U/UTP Loaded with Unshielded IO's</p> <p>4- Patch Cord 3M # 30 Copper Patch Cord Cat 6 U/UTP 3 Meter</p> <p>5- Patch Cord 1M # 30 Copper Patch Cord Cat 6 U/UTP 3 Meter</p> <p>6- Cable Manager # 1 Branded Cable Manger MIS accessories, Clamp, Rowel Plug, Screw, Route marking with Tags on under ceiling pipe, / job</p> <p>Below Items as per Requirement For 26 Network Point PVC Pipe 2" Popular / Beeta, with Socket, bend, / length / APA OR PVC Pipe 1.5" popular / Beeta, with Socket, bend, / length / APA OR PVC Pipe 1" popular / Beeta, with Socket, bend, / length / APA Duct 25 x38/ Length OR Duct 40x40/ length Cable Ties12" KSK</p>	01
8	Power Cable and Sockets	CU/PVC 250/440V High Quality 99.99% Pure copper Wire.	03
9	Light Plug/Power Socket	High Quality 13Amp AC 240 Supply Universal Light Plug.	26
10	Installation & Deployment	Installation of Power/IT/Networking items	1

LOT-4			
11	Table	20" × 36", 31" Table Height, made of 36mm Thick Laminated MDF high Pressure soft wood lipping on all edges and solid, wood frame, looking arrangement, Handles, internal bolts and polishing on lipping.	26
12	Chair	Structure made of mild steel square pipe 20 × 20 mm 18 gauges, finishing with NC Silver powder coating. 1st quality foam and covered with leather poshish.	26

LOT-5 LEARNING MANAGEMENT SYSTEM (LMS)

1. Project Objectives and Background

1.1 Assignment Objectives

The objective of this assignment is to identify and select a software development/ IT vendor firm with proven experience in developing and implementing OBE Based Learning Management System. The PROPOSER will provide off-the-shelf indigenous solution which can be deployed and implemented in a shortest span of time. The PROPOSER will perform an analysis of the University of Chakwal current environment, business processes and organizational strategy prior to the deployment of the software.

1.2 Assignment Background

UNIVERSITY OF CHAKWAL currently managing most of its operation manually. Therefore, the University desires to acquire a robust, state of the art OBE Based LMS solution to automate its Academic processes.

2. Terms of Reference (TOR)

UOC (UNIVERSITY OF CHAKWAL intends to have off-the-shelf, indigenous, web based and scalable OBE Based Learning Management System at Data Centre of its Main Campus. Users will access these centralized web based services through intranet platform, however remote side users will access these services through PERN (high speed network of HEC) that is being used for inter-site connectivity.

2.1 In Scope Locations

Following is the list of in-scope locations:

1. Main Campus, Chakwal
2. All the centers and departments working under the umbrella of University of Chakwal

3. Functional & Other Requirements

3.1 User Management System

The salient features of the system should include but not limited to the following:

- Facility to maintain user profiles.
- Facility to process requests for granting/ revoking access rights.
- Facility to maintain multi role base access i.e. need to know basis like edit, entry, view, entry & view, edit & view and all.
- Facility to define user groups to define roles and access rights. Once a user is assigned to a particular group all the access rights given to group can be assigned to the particular user.

- Facility to control access by campus wise, faculty wise, department wise, section wise, etc.
- Facility to log users along with their activities with date and time stamp.
- Facility to allow user to change passwords
- Facility to define policies related to password strength, password change.
- Facility to grant/ revoke/ modify access rights.
- Facility to maintain audit log of all activities performed by a user.

3.2 Human Resource Management System

The salient features of the system should include but not limited to the following:

3.2.1 Employee Module

- Facility to enter employee personal information
- Facility to enter academic record
- Facility to enter date of joining or leaving
- Facility to enter details of employee family
- Facility to record medical history
- Facility to enter multiple addresses
- Facility to enter status of annual leaves

3.2.2 Job Profile

- Facility to create areas of operations such as Academic, Administration, Accounts, Provost, HR
- Create uniform Job titles to be used in whole organization such as VC, Chairman, Director, Superintendent etc.,
- Facility to define government grade structure and pay scale to accommodate salary
- Create Job positions such as VC, Chairman, Director, Superintendent etc.,
- Facility to define job description by attach duties, responsibilities, skill, qualifications with the Job position
- Define Job Evaluation Factors (Age, Qualification, Experience)

3.2.3 Recruitment and Selection

- Resources planning to define all the sanctioned posts in each department
- Facility to view status of sanctioned positions such as vacant position, positions to be vacant, etc.
- Facility to generate request for the hiring of a position.
- Facility to publish adverts of vacancies on the website
- Facility to define hiring criteria.
- Facility to create and upload CVs using candidates own login id, password.
- Facility to search best candidate from the CV database based on the criteria defined in the system and custom filters. Search of suitable personnel from the database of resumes based on:
 - Skills requirements
 - Educational requirements
 - Experience requirements
 - CV text search for uploaded CVs
- Facility to shortlist the selected candidates and send them call letters for interviews from the system.

- Facility to define different stages for selection such as selection board, syndicate, registrar, etc.
- Facility to schedule interviews/ assessment of the candidates.
- Facility to conduct tests/ assessments/ interview sheets
- Facility to generate offer letter to the selected candidate

3.2.4 Employee Self Service (ESS) Module

This module should be designed to serve as an employee interface to the HR department. This module should have the following features:

- Online access to:
 - Pay slips
 - Outstanding Loans
 - Outstanding Leaves
 - UNIVERSITY OF CHAKWAL procedures and policies
- Interfaces to file leave applications, loan applications and approvals should also be possible
- Provisions for notice board, employee feedback, newsletters and connecting other internal modules, where required.

3.2.5 Leave Management

- Maintenance of employees' leaves in terms of leaves allowed, leaves availed and leaves outstanding.
- The actual dates when the leaves were availed can also be maintained.
- The effect of days not worked in the month (leaves without pay etc.) is reflected on the salary of that employee.
- Monthly and annual leaves register can also be produced.
- Leaves encashment is also calculated once the encashable leaves have been identified.

3.2.6 Campuses & Faculty Master file Data

The salient features of the module should include but not be limited to the following:

- Facility to maintain multiple campuses/ centers working under the umbrella of UOC, addresses, contact information, higher management profile, etc.
- Facility to define student information such as name, contact number, email address, mailing address, academic records and other details.
- Facility to define different fee structures.
- Facility to define quota rules.
- Facility to define academic rules for admission, enrollment, exams, double degree, semester freeze and un-freeze, semester repeat, attendance, grading system and other rules and other scenarios defined in the prospectus and university directives.
- Facility to define scholarship programs, donors and criteria for awarding scholarships.
- Facility to setup faculties, their departments and affiliated colleges for each campus.
- Facility to setup admin staff such as VC, Directors, Dy. Directors, Registrar, Dy. Registrar, lab incharge, superintendents, etc.
- Facility to maintain bank accounts for fee collection.
- Facility to maintain multi-currency, multi-year, multi-location, etc.
- Facility to maintain Academic Programs and their details such as maximum credits hours, degree duration, batches with the following information:-
 - Batch Code and Name.

- Maximum Credit Hours to Pass.
- Number of Core Credit Hours to Pass.
- Number of Major/Minor Credit Hours.
- Date of Admission.
- Registration Number Template if any.
- Passing Marks of a Course.
- Batch Timings (Morning or Evening etc.).
- Number of Probations.
- Probation starts CGPA and ends CGPA.
- Any Specialization is offered.
- Any Thesis/Project is offered.
- Any other setup required for the processing of CMS related transactions.

3.2.7 Admission Module

The salient features of the module should include but not limited to the following:

- The module starts at the stage when a student applies for the admission and ends when the student is selected in a program.
- Facility to allow students to apply online admission. In case of receiving manual application, the concerned admission staff can enter the credentials of students such as particulars of students registered for different programs.
- Facility to verify applicants' data based on criteria defined in the system.
- Facility to define merit including quota for gender, district, provinces, marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualifications possessed by the candidate.
- Facility to publish merit list and send alert to successful candidates for interview and pay admission fee and submit their credentials online.
- Facility to tag the students who qualifies the interview and document verification process.
- Facility to generate notification to the successful candidates to deposit fee as per the schedule.
- Provision to apply for other facilities offered by the university such as transport, hostel, etc.
- Facility to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.
- Facility to conduct and maintain Hafiz-e-Quran test records.
- Facility to re-admit a student whose admission has been cancelled due to non-payment, absence or any other administrative issues.

3.2.8 Enrollment Module

- The module starts at the stage when a student gets admission in a program and ends when the student is enrolled in a program.
- Facility for the student to select courses offered in a semester through the system upon new admission.
- Facility to select courses for new semester by the students.
- Facility to define and implement course selection rules as defined in the prospectus such as number of credit hours, eligibility of re-selection of a repeat courses, etc.
- Facility to review enrollment list/ course selection prepared by the students.
- Facility to assign CMS Registration number and maintain ETEA number of under gradates for record tracking.

- Facility to maintain study schemes in which students have been enrolled.
- The system should have the facility to allocate courses from multiples study schemes to students where a student can select a course from new scheme though he/she has been enrolled to old study scheme.
- Facility to freeze semester or course and generation of alerts to all the concerned departments.
- Facility to setup batch/ session to be attached with each student.
- Facility to close enrollment of student at the completion of study programs.

3.2.9 Academic/ Event Calendar Module

The salient features of the module should include but not limited to the following:

- Facility to create semester creation with semester start date and end date.
- Facility to enter course/ semester ads/ drop dead line date.
- Facility to enter tentative examination (mid-term & final-term) date sheets.
- Facility to enter result submission dead line date.
- Facility to enter tentative result declaration date.
- Facility to enter convocation dates.
- Facility to enter dates of other non-academic events such as sports event, job fairs, drama & debate competitions, naat & qirat competitions, or any other external event.
- Facility to define and generate alerts of the upcoming events.

3.2.10 Student Financial Module

- Facility to generate online fee challans for the following cases:
 - Entry test fee
 - Admission of new program
 - Semester fee challan
 - Course fee, diploma, certificate fee, etc.
 - Other fee such as transcript fee, degree fee, semester freeze, etc.
- Each challan will have multiple head of accounts i.e. security fee, admission fee, course fee etc.
- Facility to handle the following scenarios:
 - Part payments and installments
 - Adjustment of advances
 - Scholarship
 - Waivers
 - Penalties on late payment
 - Refund of fee
- Facility to upload bank scroll in machine readable format based on challan ID of a student or electronic data interchange service giving challan wise collection of fees deposited by the students in the bank.
- Facility to record bank/ cash receipt
- Provision to enter adjustments to rectify errors
- Provision to create bank reconciliations
- Facility to handle final settlement of students through the system
- Facility to generate projected fee estimates of any program enrolled with reference to any particular student.
- Facility to generate challan based on different category such as batch, individual student, semester wise, program wise, etc.
- Facility to maintain history of semester wise fee charged to the student.

- Integration with General Ledger (a module of ERP software) to post financial effects of different receipts in the form of journal voucher.

3.2.11 Examination Module

- Facility to propose tentative semester wise date sheet by the head of departments.
- Facility to publish final date sheet on university website as well as on student portal after getting approvals.
- Facility to schedule exam and resources such as sitting capacity, supervisory staff, etc.
- Facility for the faculty to setup scoring scheme for each course such as weightage of mid-term exam, final-term exam, assignments, quizzes, class participation, etc. to compute GPA.
- Provision to adjust score based on relative marking where highest score and lowest score is used as a scale for computing marks.
- Facility for the faculty to upload scores of mid-term, final-term, quizzes, assignments, etc.
- Facility to verify and approve award list compiled by the different faculties. The award list contains the results of mid and final terms exam and score of assignment performed by the students.
- Online hosting of final results and transcript so that the student can view or print it result from student web portal.
- Facility to constitute committee of external examiner, supervisor and other member to examine the thesis submitted by students and to conduct viva.
- Facility to attach each batch of students with the committee, supervisors, etc.
- Provide an online access to supervisor/ committee member to record result of thesis and viva to prepare award list (results).
- Facility to handle students migrated to and from other institutes.
- Facility to handle course equivalency of migrated students.

3.2.12 Curriculum Module

The salient features of the module should include but not limited to the following:

- Facility to add department wise course code and name with number of credit hours and course type (regular, non-credit, etc.)
- Facility to configure batch scheme of study with course code, course credit hour, passing marks, course type (regular, non-credit, etc.), optional or core course.
- Facility to attach teachers with courses offered in the semester of the specific batch.
- Facility to enter course syllabus/ outlines along with recommended books.
- Facility to enter course composition such as theory, lab, project, assignments, quizzes, etc.

3.2.13 Degree/ Transcript Module

The salient features of the module should include but not limited to the following:

- Maintain student application status for issuance of required certificate or degree
- Maintain stock and movement of blank copies of transcripts, provisional certificates, degrees and distinction certificates
- Maintain issued Transcript, Provisional Certificate, Degree and Distinction Certificate along their numbers records of a student
- Integration with Student Financial Module to ensure that students' outstanding dues have been cleared and fee for degree/ transcript has been paid.
- Facility to maintain history of issuance of certificate to the student i.e. original, duplicate, etc.

3.2.14 Attendance Module

The salient features of the module should include but not limited to the following:

- Attendance module should be integrated with the electronic machine such as biometric or swipe card (CNIC) machine.
- System should maintain the attendance of students and faculty members of each class.
- Facility to rectify data fetched by the attendance machine by the authorized personnel.
- Facility to integrate with the Timetable & Class Scheduler module to record class-wise attendance of teachers and students.
- Facility to record the check-in and check-out times of teachers, students, employees, etc. at entry and exit points of the university through swipe cards and electronic barrier gates (i.e. tripod, flap, etc.).

3.2.15 Teachers' Portal

The salient features of the module should include but not limited to the following:

- The Teacher's Portal should be integrated with other core module of CMS to perform the teacher's specific tasks.
- Facility to record attendance entry by classes.
- Facility to enter marks of each exam.
- Facility to auto lock of lecturer exam screen once the marks entry has been posted.
- Facility to view complete student profile.
- Facility to create e-learning courses.
- Facility to develop e-learning subject, quiz and online exam.
- Facility to upload multimedia e-learning contents.
- Facility to upload e-learning content assignment by the students.
- Facility to monitor student upload of homework and assignment, track by time.
- Facility to send messages and chat with student and University administration.
- Facility to raise expense claims, demands, etc. and monitor its status.

3.2.16 Students' Portal / Learning Management System (LMS)

The salient features of the module should include but not limited to the following:

- Students should access the portal using their own login id and password.
- Facility to view and update the following information
 - Email/ contact number/ mailing address
 - View academic calendar
 - Register in a program
 - Register for an exam
 - View program/ subjects registered
 - View exam results
 - View attendance
 - View event calendar
 - Access online library
 - Print fees challan
 - Print grade report/ transcripts
 - View payment information such as invoice
- Provision to generate various request such as request for transfer of program, request for hostel transfer, etc. and monitor its status.
- Facility to conduct online quizzes and exams.

- Facility to download homework and assignments, lectures and e-learning contents.
- Facility to submit homework and assignments to lecturer.
- Facility to send messages and email to instructors.
- Facility to distribute class-related content through forums and message boards
- Facility of chat rooms so that students can discuss with each other or teachers can quickly review information.
- Facility to participate in a survey conducted by the university.
- Facility to access portal through mobile application of the university.

3.2.17 Research and FYP Module

The salient features of the module should include but not limited to the following:

- Facility to enroll students for final year projects and thesis.
- Facility to approve proposals and thesis by evaluation committee.
- Facility to define schedule for proposal, presentation and final reports
- Facility to record FYP, thesis, research project and publications by faculty members
- Facility to record grade for completed projects and thesis
- Facility to record feedback for proposal/thesis, presentation and reports
- Facility to record and archival of proposal and thesis for undergrad and postgrad students
- Integration with central repository/ achieving system for storing project related material
- Facility to record payments of both local & external examiners Payable system
- Facility to generate alerts and reports for enrolled students and users
- Facility to attach images/ MS Office files along with submission of proposal and other requirements

3.2.18 Feedback/ Survey Module

The salient features of the module should include but not limited to the following:

- Facility to define custom surveys such as teacher's evaluation, course evaluation, etc. as required by the HEC or any other bodies.
- Facility to define rating scales, score and weightage of questions.
- Facility to host survey online and invite audience to participate through email / SMS.
- Facility to produce analysis of survey data through BI tools.
- Facility to specify time for collecting feedback and subsequent reminders.
- Facility to export data of the collected feedback in CSV/Excel/ or any other format.
- Facility to generate status of pending and completed feedback.

3.2.19 Scholarship Management Module

The salient features of the module should include but not limited to the following:

- Facility to define different scholarship programs offered by different bodies i.e. HEC, USAID, OGCDDL, Faculty Development Program, Overseas Scholarship, etc.
- Facility defines criteria for shortlisting of applicants for each scholarship program.
- Facility to record and process request raised by the donors i.e. HEC for the advertisement of scholarship slots for submission of scholarship applications.
- Facility to host online application form on the UET website to collect application from the applicants who wish to avail scholarship.
- Facility to attach supporting documents with the application form.
- Facility to view the application in tabular form and assign scores based on the credential

provided by the applicant.

- Facility to shortlist the applicants based on the scores they achieved and rules defined by the University.
- Provision to plan interview sessions with the applicants who qualify for next round of interview and send call letter to the student for interview.
- Facility to enter score of applicant achieved during the interview session.
- Provision to prepare merit list and waiting list of shortlisted applicant.
- Provision to record award of scholarship for qualified applicants.
- Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice
- Facility to record the receipt against invoice through Cash Management module discussed above.
- Facility to disburse payment to the applicant through the Cash Management module or adjust the amount against fee challan generated from the Student Billing module of CMS.
- Facility to generate the scholarship grant utilization report from the accounting system.
- Facility to enter closing of scholarship award upon successful completion of the program by the student.

3.3 QEC System

The salient features of the system should include but not limited to the following:

- The QEC module should be integrated with the core applications such as HR, CMS system, Store/ Inventory, Fixed Asset to fetch QEC reporting parameters as required by HEC through QEC related proformas.
- Facility to configure custom input forms where user can record the additional data which is not available in the core applications such as statistics of research paper published, grants detail, participation in international conferences etc.
- Provision to setup form names
- Facility to define type of fields i.e. date, numeric, text, etc. while configuring any form
- The QEC module should be accessible to all the departments where designated person can input data in line with HEC and PEC guidelines.
- All data recorded in the core applications and QEC application databases should be integrated with MS Excel so that HEC proformas and templates defined in MS Excel can be populated directly from the source data.
- Facility to import data from QEC database into MS Excel
- The module should have a custom report writer or interfaces with ad-hoc reporting tool of BI module to produce custom reports from the core applications and QEC module.

3.4 OBE System

The salient features of the system should include but not limited to the following:

- Software should fetch the information from the CMS database to create university hierarchy. This information includes:
 - Campuses
 - Faculty
 - Departments
 - Semesters (Fall, Spring and Summer)
 - Students
 - Courses
 - Batches

- Facility to define following OBE Concepts and also provided structured way for their Assessment & Evaluation:
 - PEOs (Program Educational Objectives)
 - PLOs (Program Learning Outcomes)
 - CLOs (Course Learning Outcomes)
 - Continuous Quality Improvement
- Facility to define online survey for Indirect Assessment at following levels including association with OBE Concepts:
 - Batch
 - Course
 - Students
- Software in general should be compliant with Assessment & Evaluation concepts of Outcome Based Education requirements for PEC Accreditation and Washington Accord:
 - Assessment Scheme / Formulas
 - Bloom's Taxonomy
 - Activity Complexity
 - Emphasis / Weight for PLOs
 - Activity weights
 - Assessment through Rubrics
- Facility to generate a minimum of following set of reports:

Mapping Reports

- Alignment of PEOs with Vision and Mission
- Assessment of Program Educational Objectives
- Program Education Objective (PEO) & Learning Outcomes (PLO)
- Program Educational Objectives vs. Program Learning Outcomes
- Program Outcome (PLO) - Course Outcome (CLO) Mapping
- Mapping of Program Learning Outcomes to Courses
- Program Courses - Program Outcome (PLO) Mapping

Course Sections Reports

- Class Room Combined Result (OBE)
- Section Consolidated Report
- Program - Course Learning Outcome (CLO) Attainment

Courses Wise Reports

- Course wise Program Outcome (PLO) Attainment
- Student wise Program Outcome (PLO) Attainment
- Course Assessment Summary
- Semester - Course Learning Outcome Attainment
- Program Batch - Course wise PLO Attainment

Students Wise Reports

- Student Program Outcome (PLO) Attainment
- Student - Course Learning Outcome (CLO) Attainment
- Student wise Course Learning Outcome (CLO) Attainment

Survey

- General Survey Results

Continuous Quality Improvement

- CQI – Corrective Action Reports

Integration Requirements

Software should be integrated with LMS and CMS so that course activities are created automatically.

3.5 General Requirements

3.5.1 Common Function Requirements

Following requirements are common to all system/ modules and should include but not limited to the following:

- Software should provide a detail audit trail of all the activities and should be equipped with the query analyzer to view any exceptions.
- All reports can be exported in different formats such as PDF, MS Excel Format, CSV, etc.
- Software should provide import data facility through MS Excel, CSV and other machine readable formats.
- System should maintain electronic signatures of all the users and record with each transactions.

3.5.2 Non-Function Requirements

System Architecture

- Software should be preferably developed in open source technologies Java, Angular, React.
- The systems should be platform independent and compatible with all the leading Operating Systems such as Microsoft, Linux, etc.
- Systems should be web based and can be accessible from anywhere.
- All the mobile apps/ dashboards should be compatible with Android and IOS platforms.
- System should have single sign-on to access any system/ module.
- System should have unified architecture such that any setup employee, department, vendor, cost center, etc. created in one module should be accessible to other modules.
- All systems/ modules should be well integrated with each other to share financial effects and transaction references.

System Security

- Systems should have secure communication with SSL (https) or any other equivalent security mechanism.
- All the sensitive information should be stored in encrypted form in the database.

Data Migration

- Vendor should submit data migration plan to move existing data from the legacy system to the newly acquired system.
- The vendor should execute the migration plan once approved by the UNIVERSITY OF CHAKWAL.
- The vendor should verify the migrated data with the assistance of the UNIVERSITY

OF CHAKWAL staff.

Source Code & Updates

- The vendor should also provide the development tools, technologies, APIs, etc. for future enhancements by the UNIVERSITY OF CHAKWAL.
- The vendor should provide updates of any new release from time to time during the agreed maintenance period.
- The vendor should impart training and transfer skills for onward customization and maintenance.

Service Levels

- The vendor should specify the service levels for:
 - Fixation of critical and non-critical bugs and errors
 - Response to any queries
 - Time required for maintenance and upgrades
- The vendor should provide 1 year free technical support services after the successful deployment of the software
- The vendor should also quote the technical support services charges after the expiration of free services.

Availability

- Software solution should be available for internal users 24 x 7 x 365 with minimal downtime.

Training Manuals

- Vendor should provide online help and user manuals covering each and every option for all the systems and modules discussed above.
- Vendor should provide installation manual.
- Vendor should provide technical documents such as data dictionary, schema, system architecture, DFDs, class diagrams and other necessary documentation for the customization of software.
- All the manuals discussed above should be updated time to time by the vendor.

Trainings

- The vendor should impart training to the University of Chakwal project team and the end-users by taking the following initiatives:
 - Creation of test environment of the deployed software i.e. Conference Room Pilot (CRP) for software acceptance testing and on-going training.
 - Provision of hands-on training to the end-users to allow them to test key processes.
 - Train the trainer of the UNIVERSITY OF CHAKWAL for their capacity building.
 - Train and empower the technical team so that they can add new modules, enhance and customize the existing software according to their needs.

NOTE: Bidder must be participated in Complete LOT, Item wise participation is not allowed

Annexure- A Technical Proposal Covering Letter

To

The Convener,
Purchase Committee,
University of Chakwal,
Chakwal.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address

Annexure- B Check List

The bidder must attach this list along with the Bid

1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal	<i>Envelope A</i>
3	Financial Proposal	<i>Envelope B</i>
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Copy of Bid Security		
3	Copy of Income Tax Registration Certificate		
4	Copy of Sales Tax Registration Certificate		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder		
7	Two Supply Orders for supply of relevant items received in the past		
8	The specified catalogues / brochures of items quoted by the bidder		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B :Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

Annexure- C Bid Form

A) Profile of the Bidder:

S#	Particulars	BIDDER
1	Name of the Company	
<u>2</u>	Year of Incorporation	
<u>3</u>	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
<u>4</u>	Contact Person	
	Name of Authorized Representative	
	Personal Telephone Number	
	Email Address	
<u>5</u>	Registration Detail	
	NTN Registration Number	
	GST Registration Number	

B) Bid Security (Please do not mention amount of CDR)

S#	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	

Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: **Tender No. 17/2022**

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of University of Chakwal is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

[Name and Signatures of authorized Person along with stamp]

Annexure- E Financial Proposal Form
(to be attached with Financial Proposal)

To

The Convener,
Purchase Committee,
University of Chakwal,
Chakwal.

Dear Sir,

With Reference to your Tender No.17/2022 OF ESTABLISHMENT OF SMART CLASSROOM AND PURCHASE OF LMS SYSTEM; Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures)_. This amount is inclusive of all taxes.

We have attached the Bid Security as mentioned in **Sr. No. 9.1** of Bidding Documents having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,
Authorized Signature

Annexure- F Price Schedule

(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)

IT EQUIPMENT

Sr #	Name of Item	Specifications	Qty.	Unit price with GST	Total Amount with GST
LOT-1					
1	Interactive LED Display Screen		01		
2	HDMI Cable		01		
LOT-2					
3	Desktop System		24		
LOT-3					
4	PTZ USB Full HD Video Conference camera		01		
5	Data Rack		01		
6	Switch		01		

7	Networking		01		
8	Power Cable and Sockets		03		
9	Light Plug/Power Socket		26		
10	Installation & Deployment		1		
LOT-4					
11	Table		26		
12	Chair		26		
LOT-5					
13	Learning Management System (LMS)		01		

NOTE: Bidder must be participated in Complete LOT, Item wise participation is not allowed.

Annexure- G Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [University of Chakwal] (hereinafter called “the University”) of the one part and [name and address of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, [brief description of goods and related services] and has accepted a Tender by the Supplier (Supply of Establishment of Smart Classroom and purchase of LMS System) for the supply of those goods and related services in the sum of Rs. [Contract Price in figures and in words](hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR, Demand Draft or Pay Order.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in the light of the Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For University of Chakwal

for the Supplier:

Signature

Print Name

Title