



**COMSATS University Islamabad, Lahore Campus**  
**Defence Road, Off Raiwind Road, Lahore**  
**Purchase Section**

March 17, 2022  
Case # 3491

**A. BoQs of Rate Contract for Servicing / Maintenance of Telephone Exchange, CUI-Lahore Campus**

<p>Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:</p> <ol style="list-style-type: none"> <li>1. <u>The bid may be rejected on the reason of ambiguity (OR)</u></li> <li>2. <u>Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly</u></li> </ol>			
<p>No change in the BoQs (Specs &amp; Qty.) of CUI-LHR. as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LHR. BoQ may lead to rejection of bid (fully or partially).</p>			<p><b>Total Amount (Rs.) including all (applicable) taxes</b></p>
Sr. #	<u>Item Name &amp; Specification</u>	Qty.	
1	<p><b><u>Annual Rate Contract for Servicing / Maintenance of MTEL 3000 IPEX System having Capacity 16 x 360 without parts detail as under:</u></b></p> <ol style="list-style-type: none"> <li>1. Services of Maintenance will include testing running diagnostics, cleaning, adjustment &amp; software updating as when necessary.</li> <li>2. Maintenance must include Console Set (Main Set) 03-Nos, Computer System (Complete in all respect) and UPS.</li> </ol> <p><b><u>Complete in all respects as per satisfaction of Engineer In charge.</u></b></p>	01 Job	

**B. BID EVALUATION CRITERIA**

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

1. The bids shall be evaluated to strictly ensure that the quoted brand / model / item / services meet all the BoQ/ specification requirements given in the bidding document for each item / job.
2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this bidding document.
3. Supporting literature (where available / required) of the quoted brand/ model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.

**C. TECHNICAL TERMS AND CONDITIONS OF CONTRACT**

1. Services of Maintenance will include schedule and unscheduled service, on all remedial maintenance based on the specific needs of the equipment.
2. The company shall provide the scheduled maintenance on quarterly basis i.e. 04-times during the year of Agreement.
3. Company shall endeavor to respond to calls within 4 hours. If the Problem is not resolved within 48 hrs (2 days) leading to closure of the telephone exchange; thereafter, the company will provide a Standby system of 50-60 intercom lines until the required spare part(s) is being arranged / problem is resolved.
4. Service rendered under this agreement will be performed at COMSATS University Islamabad, Lahore Campus premises unless in the opinion of the company in which case the work will be performed in their workshop. In that case, causing the closure of the telephone exchange (if the case may be) the company shall be responsible to provide the Standby system of 50-60 intercom lines and to re-install the original system after necessary repairing/ servicing within 48 hrs.
5. If there arises any problem in the telephone exchange on Friday, the company shall have to resolve the problem within 48 hrs. (2 days) by the coming Sunday.

#### **D. SPECIAL TERMS AND CONDITIONS**

1. **Bidders are required to visit the CUI-Lahore Campus (Telephone Exchange) and inspect the system before quoting rates to avoid quality and specification issues.**
2. Initial contract will be valid for One Year starting from the date of approval. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad, Lahore Campus.
3. The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
4. Bidders are requested to quote genuine / quality products / services without compromising on quality. The supplied products / services shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
5. Bidders are advised to submit the bid on the prescribed BoQs (bidding documents) of COMSATS University Islamabad, Lahore Campus and clearly mention the quoted model / brands / services as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.
6. Multiple rates of an item / job may also lead to the rejection of bid / item.

7. Contract shall be executed with evaluated lowest bidder (s) meeting the specification requirements **on item / job wise basis.**

## **E. GENERAL TERMS AND CONDITIONS**

1. *All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
2. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI-Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
3. *Only registered Supplier / service provider, who are on Active Taxpayers List (ATL) of FBR (GST, Income Tax and PRA) are eligible to participate in bidding.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Part / Advance payments is not allowed.
6. The routine maintenance visit will be on quarterly basis. However, in case of emergency/false alarm ringing, vendor will be responsible to visit the site and take corrective measure to avoid false alarm ringing in future.
7. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
8. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per terms and conditions of bidding documents.
9. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
10. Purchase order (s) will be awarded to the lowest evaluated or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. The bid should be submitted in a sealed envelope up to **March 24, 2022** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the bid from being opened on the date announced (Force Majeure Situation), the bid will be opened on the very next working day. Timing will remain as mentioned in the bidding documents / notice.
12. The envelope should be marked as under;
 

**Secretary, Purchase Committee**  
**COMSATS University Islamabad, Lahore Campus**  
 Defence Road, Off Raiwind Road, Lahore.  
 Tel: 042-111-001-007, Ext: 875
13. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Rate Contract for Servicing / Maintenance of Telephone Exchange”**

14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
  - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
  - b. A penalty upto 10% of the invoice value may be charged.
  - c. Purchase order may be cancelled along with issuance of warning letter.
16. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with issuance of warning letter.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. Payment will be made as per PPRA rules on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied/fulfilled, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. All prices should be valid for at least **One Year**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore to put a ban on such vendor participation in bidding / works.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
23. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost.
25. The prices / cost will be considered as inclusive of all applicable taxes.
26. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
27. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
  - i. Received later than the date and time fixed for bid submission
  - ii. The bid is unsigned/ unstamped
  - iii. The offer is ambiguous
  - iv. The offer is conditional
  - v. The offer is from a firm, which is black listed by any Govt. Office.
  - vi. The offer is received by telephone/telex/fax/telegram.
  - vii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

28. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **PRA #**.....**Signature:** .....