



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI,LC-TN-13-18-1086

Case # 2408

Title of Tender: **Queue Management System for Admission Cell**

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 COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. The exact completion/delivery time from the date of the purchase / work order will be **20 days**. The handing over / completion time for this contract is of critical importance.
8. The bid proposal must be inclusive of freight and all other taxes to be delivered at COMSATS University Islamabad, Lahore Campus premises.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. Purchase order (s) will be awarded to the lowest 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 **June 27, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
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 the Title of procurement of "**Queue Management System for Admission Cell**".

Signature & Stamp of Bidder

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 CUI-Lahore Campus in time then the penalty will be charged as under:-**
- 1% per day of the invoice price for 5 working days.
 - 2% per day of the invoice price for further 5 working days.
 - If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
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 confiscation of earnest money.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. Payment will be made 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, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
19. All prices should be quoted on F.O.R (Pak Rupees) and inclusive of all taxes.
20. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle COMSATS University Islamabad, Lahore Campus to forfeit the earnest money in favor of the COMSATS University Islamabad, Lahore Campus and / or put a ban on such vendor participation in tenders / 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 COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. 05% of the total value of the Invoice will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (One Year) which will be counted from the date of delivery / completion of work / supply.**
- 25. The bidder is required to furnish in form of Bank deposit/ CDR equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous
 - The offer is conditional
 - The offer is from a firm, which is black listed by any Govt. Office.
 - The offer is received by telephone/telex/fax/telegram.
 - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

27. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender otherwise the tender will not be considered under any circumstances.
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#:**.....
- **Signature:**
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQs of Queue Management System for Admission Cell, COMSATS University Islamabad, Lahore Campus

Sr .#	No change in the BoQs (Specs & Qty.) of CUI-LC, 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-LC’s BoQ may lead to rejection of bid (fully or partially).	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
	Item Name & Specification					
1	<p>Queue Management System</p> <p>a. Ticket Dispenser: Network Based Standing, 19” inch LED Touch Based System, 64 bit Color Resolution (1024*1280 Pixel) with Built-in 3” Inch High Quality Thermal Printer with Auto Cutter and Two 47” LCD Lobby Displays.</p> <p>b. Paper Roll: 80mm Qty= 2).</p> <p>c. Counter Displays: 3 Digit Dot Line Segment with IP Base LED counters displays (Qty= 6).</p> <p>d. Multimedia Sound System: Digital Sound System with Multi Voices Announcement including soft bell.</p> <p>e. Web based Queue Management Software including Admin Panel and Terminal Control System (Operator counters).</p> <p>Warranty: One year standard warranty of equipment and software support.</p>	01	Nos.			

Qualifying Criteria;

- If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway and no further consideration will be given. Also if the offered product has better specifications than the requirement of BOQ it will be accepted.
- Only authorized manufacturer/dealer/distributor/reseller can participate.
- Letter from manufacturer/distributor should be attached, showing that product has the warranty coverage from it manufacturer.

Special Terms and conditions;

- **The product with its serial no and its warranty period should be verifiable/ online/ email from manufacturer.**
- **Manufacturer date should not be less than January 2017.**
- **Faulty/ Dead part will be replaced during the warranty period instead of repairing.**
- **Demonstration is required of the queue management system or visit may be arrange, where the same system is installed and fully functional.**
- **Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mention the quoted model / brand with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
- **Purchase order shall be awarded on item wise basis.**
- **Multiple rates of an item may lead to the rejection of bid / item.**