



COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI,LC-TN-13-18-1097

Case # 2403

Single Stage Two Envelop Procedure

Title of Tender: **IT Items for DLD Lab**

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,LC 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. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's 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 **July 11, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. COMSATS University Islamabad, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure:**
 - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;

Signature & Stamp of Bidder

- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. 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 bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
 - ix. and
 - x. The bid found to be the lowest evaluated bid shall be accepted.
13. 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
14. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“IT Items for DLD Lab”**.
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 16. If the vendor fails to deliver the goods / services to COMSATS University Islamabad, Lahore Campus in time then the penalty will be charged as under:-**
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. 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.
17. 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.
18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

19. 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.
20. All prices should be quoted on F.O.R (Pak Rupees).
21. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI, LC to forfeit the earnest money in favor of the CUI,LC and / or put a ban on such vendor participation in tenders / works.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI,LC reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
25. **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 (three years) which will be counted from the date of delivery / completion of work / supply.**
26. **The bidder is required to furnish in form of Bank deposit/ CDR / Pay order 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.**
27. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
 - i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
28. 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.
29. 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 IT Items for DLD Lab, EE-Department

Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)

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.		Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
	Item's Name Specifications				
1	Multimedia Projector 3000 Lumens	Projection Technology: LCD Brightness/Color Output: 3,000 Lumens Contrast Ratio: 10,000:1 Lamp Life Hours: 10,000 (Economy), 5,000 (Normal) Keystone Correction: H/V: $\pm 15^\circ/\pm 30^\circ$ Video Input: VGA, HDMI Network Port: RJ45 Accessories: Remote, carrying bag and universal ceiling mounting kit having L-key screws. Warranty: 3 years onsite warranty.	1	Nos	
2	VGA Switch Splitter	Video Bandwidth:500MHz Input: 2 X VGA Output: 2 X VGA Transmission Range: 200 feet. Installation Method: Plug & play. Compatibility: Multimedia Projector Warranty: One-year onsite warranty.	1	Nos	
3	Multimedia Projection Screen	Brand: Lucky or Equivalent Type: Manual Screen Screen Size: 8*10	1	Nos	
4	Supply and Installation of Material	Scope of Work: Installation of multimedia projector mounting kit, Power cable, VGA cable, Ducting and Networking in classroom with material. Power and VGA cable from rostrum to multimedia projector and installation of network cable from distribution switch of block to rostrum and multimedia projector. Material: VGA Cable: 20 ft High Quality Power Cable: 40*76 Pakistan cable/G.M cable with earth or Equivalent. Network Cable: 23 Gauge CAT 6 Duct: 16*38 Adam G\ Popular or Equivalent	1	Nos	
Turnkey Basis					

Technical Evaluation Criteria;

- All the bids shall be evaluated against the technical requirements mentioned above.

- All necessary documents / certificates shall be checked / verified from concerned Principal / Manufacturer / website or through email.
- BoQs / specifications of the quoted model / brand shall be checked from brochure / product sheet or from website of the manufacturer.

Vendor Qualification Criteria

Vendor Qualification	Document Needed	Item No.	Required Yes /No
Authorized Tier 1/Platinum/Gold/Level Partnership/Authorized service provider	Certificate from Principal/Manufacturer	1	Yes
Authorized Tier II/Dealer/Reseller	Certificate from Principal/Manufacturer/Distributor	1	Yes
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer	1	Yes
Product Support Period No of 05 Years	Letter from Principal/Manufacturer OR Email from Manufacturer OR Online from Manufacture Website	1	Yes

Product Qualification Criteria

(ITEM NO. 3-4)

- If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.
- Serial no. 4Items quality will be verified by onsite engineer before installation.

(ITEM NO. 1-3)

Sr.#	Category	Requirements	Values	Individual Score
1.	BOQ	• As per BOQ	• Technical Specification	65
2.	Demonstration	• Onsite Demonstration	• Onsite Demonstration of the quoted product with all the required accessories	35
Total Marks				100

Weightage Criteria:

Technical Evaluation Score: 70 %

Financial Score: 30 %

Note: To qualify in technical bid the bidder should obtain min 50 marks in BOQ.

Special requirements:

Sr#	Term and Conditions	Item #	Required Yes /No
	Complete Installation of Rostrum, Network cables and VGA Cables within the 05 days of the delivery of the equipment.	4	Yes
	Faulty/ Dead part will be replaced during the warranty period instead of repairing.	1,2	Yes

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

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).				Rates to be quoted inclusive of all (applicable) taxes			
Sr. #	Item Name & Specification		Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	Multimedia Projector 3000 Lumens	Projection Technology: LCD Brightness/Color Output: 3,000 Lumens Contrast Ratio: 10,000:1 Lamp Life Hours: 10,000 (Economy), 5,000 (Normal) Keystone Correction: H/V: ±15°/±30° Video Input: VGA, HDMI Network Port: RJ45 Accessories: Remote, carrying bag and universal ceiling mounting kit having L-key screws. Warranty: 3 years onsite warranty.	01	No			
2	VGA Switch Splitter	Video Bandwidth:500MHz Input: 2 X VGA Output: 2 X VGA Transmission Range: 200 feet. Installation Method: Plug & play. Compatibility: Multimedia Projector Warranty: One-year onsite warranty.	01	No			
3	Multimedia Projection Screen	Brand: Lucky or Equivalent Type: Manual Screen Screen Size: 8*10	01	No			
4	Supply and Installation of Material	Scope of Work: Installation of multimedia projector mounting kit, Power cable, VGA cable, Ducting and Networking in classroom with material. Power and VGA cable from rostrum to multimedia projector and installation of network cable from distribution switch of block to rostrum and multimedia projector. Material: VGA Cable: 20 ft High Quality Power Cable: 40*76 Pakistan cable/G.M cable with earth or Equivalent. Network Cable: 23 Gauge CAT 6 Duct: 16*38 Adam G\ Popular or Equivalent	01	No			
Grand Total Amount (Rs.)							

Special Terms and conditions:

1. Please submit the technical and financial bid (s) on CUI-Lahore Campus prescribed BoQs and clearly mention the quoted model brands and also attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected
2. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.
3. Purchase / work order shall be awarded **on turnkey / grand total amount basis.**
4. Multiple rates of an item may also lead to the rejection of bid / item.