



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-19-1226

Case # 2646

Single Stage Two Envelope Procedure

Title of Tender: Laptop Computer for COMSATS University Islamabad (CUI)-Lahore

A. 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 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 CUI, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 1,000/-** as a tender document fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad (CUI), 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 for is **60 Days (starting from the date of LC Opening)**. The handing over / completion time for this contract is of critical importance.
8. **The bid proposal must be quoted inclusive of all freight and packing charges in C&F and to be delivered at Lahore Airport. CUI Lahore Campus shall open the direct LC in favor of Original Manufacturer / Principal and shall also clear the shipment from Custom Authorities.**
9. After opening of bids, CUI Lahore Campus will examine the bids for completeness as per tender document.
10. Purchase order (s) will be awarded to the successful bidder as per the evaluation criteria on the basis Item wise as mentioned in BoQs.
11. The bid should be submitted in a sealed envelope up to **February 06, 2019** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. CUI 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**;
 - 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. 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 (CUI), 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 the Title of procurement of **“Laptop Computer for COMSATS University Islamabad (CUI)-Lahore”**.

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 CUI 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. All prices should be valid for at least **120 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI Lahore Campus to forfeit the earnest money in favor of the CUI Lahore Campus and / or put a ban on such vendor participation in CUI tenders / works.

- 20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 21. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 22. **The CUI Lahore Campus reserves the right to modify the quantities of goods / services (may be increased or decreased) at any time before the award of purchase / work order. However, initial order shall be issued for 100 or more Laptops in either category (i.e. Core i-5 or Core-i7) depending upon the demand received from CUI Lahore Campus employees in a respective category.**
- 23. **A rate contract will be signed with the technically and financially qualified bidder for a period of one year. Additional orders of 10 or more laptops may be placed during the contract period of one year, as per need basis.**
- 24. The Successful/lowest bidder is required to submit the 05% of the total value of Purchase Order as a retention money in form of Call Deposit Receipt/ Local Bank Guarantee with the validity of Warranty Time Period i.e. **(Three Year Onsite)** in favor of COMSATS University Islamabad (CUI), Lahore Campus and it will be released after the completion of warranty period, which start from the date of completion of work / installation.
- 25. **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 (CUI), Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 26. CUI Lahore Campus reserves the rights to 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.
- 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.**

B. BoQs of Laptop Computer for CUI Lahore Campus

B.1 Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).				Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
Sr. #	Item Name	Specifications	Qty	
1	Laptop Computer (Core i5)	Series	Professional/Business	100 Nos.
		Processor	8th Generation Core-i5	
		Display	15.6" HD	
		Memory	8 GB DDR 4	
		Hard Disk	256 GB SSD	
		Network Ethernet	10/100/1000	
		Network Wireless	Dual Band supported	
		Keyboard	Int. US-English	
		Keyboard Backlit	YES	
		Card Reader	SD	
		HD Webcam	Integrated HD 720p	
		USB 3 Support	YES	
		Fingerprint Reader	YES	
		Display port	HDMI	
		Audio In/Out	YES	
		Bluetooth	YES	
		Battery	Standard	
Accessories	Original Charger, Laptop Bag			
Operating System	DOS			
Warranty	3 Years Onsite			

2	Laptop Computer (Core i7)	Series	Professional/Business	100 Nos.
		Processor	8th Generation Core-i7	
		Display	15.6" FHD	
		Memory	16 GB DDR 4	
		Hard Disk	512GB SSD	
		Network Ethernet	10/100/1000	
		Network Wireless	Dual Band supported	
		Keyboard	Int. US-English	
		Keyboard Backlit	YES	
		Card Reader	SD	
		HD Webcam	Integrated HD 720p	
		USB 3 Support	YES	
		Fingerprint Reader	YES	
		Displayport	HDMI	
		Audio In/Out	YES	
		Bluetooth	YES	
		Battery	Standard	
		Accessories	Original Charger, Laptop Bag	
		Operating System	DOS	
		Warranty	3 Year Onsite	

B.2 Vendor Qualification Criteria

Vendor Qualification	Document Needed	Required Yes /No
Authorized Tier 1/Level-I Partnership/Authorized service provider	Certificate from Principal/Manufacturer	Yes
Associate Period with Principle/Manufacturer 3 Years	Letter from Principal/Manufacturer	Yes
Principal/Manufacturer should have atleast 15 Years of experience in manufacturing Laptops	Letter from Principal/Manufacturer	Yes
Project Participation Authorization from Principal/Manufacturer	Letter from Principal/Manufacturer	Yes
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer	Yes
Product Support Period No of 5 Years	Letter from Principal/Manufacturer OR Email from Manufacturer OR Online from Manufacturer Website	Yes

B.3 Product Qualification Criteria (All Items)

If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway along with its and no further consideration will be given. Also if the offered product has better specifications than the requirement of BOQ it will be accepted.

B.4 Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

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

1. The bid may be rejected on the reason of ambiguity (OR)
2. 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

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).

Rates to be quoted in C&F with all freight & packing charges at Lahore Airport

Sr. #	Item Name	Specifications		Qty	Quoted Model / Brand / Make	Unit Price (C&F Lahore Airport) with mentioning of Quoted Currency	Total Price (C&F Lahore Airport) with mentioning of Quoted Currency
1	Laptop Computer (Core i5)	Series	Professional/Business	100 Nos.			
		Processor	8th Generation Core-i5				
		Display	15.6" HD				
		Memory	8 GB DDR 4				
		Hard Disk	256 GB SSD				
		Network Ethernet	10/100/1000				
		Network Wireless	Dual Band supported				
		Keyboard	Int. US-English				
		Keyboard Backlit	YES				
		Card Reader	SD				
		HD Webcam	Integrated HD 720p				
		USB 3 Support	YES				
		Fingerprint Reader	YES				
		Display port	HDMI				
		Audio In/Out	YES				
		Bluetooth	YES				
Battery	Standard						

		Accessories	Original Charger, Laptop Bag			
		Operating System	DOS			
		Warranty	3 Years Onsite			
2	Laptop Computer (Core i7)	Series	Professional/Business	100 Nos.		
		Processor	8th Generation Core-i7			
		Display	15.6" FHD			
		Memory	16 GB DDR 4			
		Hard Disk	512GB SSD			
		Network Ethernet	10/100/1000			
		Network Wireless	Dual Band supported			
		Keyboard	Int. US-English			
		Keyboard Backlit	YES			
		Card Reader	SD			
		HD Webcam	Integrated HD 720p			
		USB 3 Support	YES			
		Fingerprint Reader	YES			
		Displayport	HDMI			
		Audio In/Out	YES			
		Bluetooth	YES			
		Battery	Standard			
		Accessories	Original Charger, LaptopBag			
		Operating System	DOS			
		Warranty	3 Year Onsite			

C. Special Note:

- i. **Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.**
- ii. **Purchase / work order (s) will be awarded on Item wise Basis.**
- iii. **In Addition to filling of the attached BoQs, supporting literature of the quoted 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 literature model. So the item/bid may be rejected.**
- iv. **Kindly attach the Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
- v. **Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model / brands, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed, stamped) with both bids.**
- vi. **Multiple rates of an item may also lead to the rejection of bid / item.**