



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

Date: October 25, 2018

Case # 2529

Single Stage Two Envelops

Title of Quotation: **Portable Rostrum for Seminar Room Block-A**

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

Sr. #	Item Name & Specification	Qty.	Quoted Model Brand with meeting the specifications
1	<p>No change in the BoQs (Specs & 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><u>Portable Rostrum</u> ITC Active Portable Lectern (APL), Model: T-6236 or Equivalent <u>Features:</u> One Gooseneck MIC and Lamp, 60 W rated power output, 1 Aux input, 2 Mic inputs, 1-line output and REC out, Color Black or equivalent. <u>Warranty one year onsite</u> <u>Sample Pictures</u></p> 	01	Nos.

Technical Evaluation Criteria:

1. All the bids shall be evaluated against the technical requirements mentioned above.
2. All necessary documents / certificates shall be checked / verified from concerned Principal / Manufacturer / website or through email.
3. BoQs / specifications of the quoted model / brand shall be checked from brochure / product sheet or from website of the manufacturer.

Product Qualification Criteria:

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1. If the product offered by vendor failed to meet the specification / standards mentioned in the BoQs, 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.

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

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

Sr. #	No change in the BoQs (Specs & 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).	Rate to be quoted Inclusive of all (applicable) Taxes				
		Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)
1	<p><u>Portable Rostrum</u> ITC Active Portable Lectern (APL), Model: T-6236 or Equivalent Features: One Gooseneck MIC and Lamp, 60 W rated power output, 1 Aux input, 2 Mic inputs, 1-line output and REC out, Color Black or equivalent. <u>Warranty one year onsite</u></p>	01	Nos.			

Special Terms and conditions:

1. Please submit the bid (s) on COMSATS University Islamabad, Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped and clearly mention the quoted model / brand, otherwise your bid (s) may be rejected.
2. Multiple rates of an item may lead to the rejection of bid / item.
3. Purchase order shall be awarded on item wise basis.

Signature & Stamp of the Bidder

GENERAL TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.**
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **15 days**. The handing over / completion time for this contract is of critical importance.

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4. Your bid proposal should be inclusive of freight and all taxes and to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. The quotation should be submitted in a sealed envelope.
6. The envelope shall also bear the word **"CONFIDENTIAL"** and the title of procurement of **"Portable Rostrum for Seminar Room Block-A"**

Secretary Purchase Committee

COMSATS University Islamabad, Lahore Campus

Defence Road off, Raiwind Road, Lahore

Tel: 042-111-001-007, Ext: 875

7. 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 and installation, and COMSATS University Islamabad, Lahore acceptance / inspection thereof.
8. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes and **valid for at least 60 days**.
9. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
10. 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**;
 - 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.

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11. 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.

12. The bid should be submitted in a sealed and stamped envelope up to **October 31, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

13. 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.

14. 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:**

Signature of Contractor with Stamp