



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Case # 1143

Tender No: CIIT-TN-13-14-428

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, Rates should be quoted on our prescribed format, failing which the bid may be rejected]

1. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
2. Documents along with Pay Order / Demand Draft amounting **Rs. 1000/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
3. Partial / Advance payments is not allowed.
4. Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.
5. The exact completion/delivery time from the date of the purchase / work order will be **40 days**. The handing over / completion time for this contract is of critical importance.
6. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
7. Networking & Furniture Items will be awarded on Sub Total basis as per BoQs.
8. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommend bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
10. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. The bid should be submitted in a sealed envelope up to **October 15, 2014** on or before **0230 hrs** and will be opened on the same date **at 0300 hrs** in the presence of available bidders.
12. The envelope should be marked as under;

Secretary Purchase Committee
COMSATS Institute of Information Technology, 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
14. **"Desktop Computer, Networking & Furniture Items for Computer Science Department, CIIT-Lahore"**.

15. The bid form (Annex-I/BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
16. If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled, earnest money and payment will be forfeited.
17. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.
18. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, 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)**.
20. All prices should be valid for at least **90 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT 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, decision of the Director, CIIT will be final and binding upon the parties.
23. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.
24. Warranty will be on the part of supplier, as per following after the completion of supply /work:

• Computer System	Warranty 3 years Local onsite parts replacement
• UPS	Warranty 2Year onsite warranty with batteries
• Switches	Warranty One Year
• Furniture Items	Warranty Six Months
25. **05%** of the total value of the Invoice will be retained as per above mentioned warranty period as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after the completion of warranty period, which will start from the date of completion of work.
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 Institute of Information Technology, Lahore Campus”**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
27. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject if;

No offer of a supplier/firm will be considered: -

- 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. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
- vii. The offer is from a firm, which is black listed, by any Govt. Office.
- viii. The offer is received by telephone/telex/fax/telegram.
- ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

28. The tendered 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.

I / We

- **Company / Vendor**

Name:.....

- **Postal Address:.....**

- **Tel. /**

Mobile:.....Email:.....

- **NTN** _____ **#**

:.....GST#:.....

the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

BoQs of Desktop Computer, Networking & Furniture Items for Computer Science Department, CIIT-Lahore

#	Equipment Name	Details/Specifications	Have you facilitated/provided this in your offer?		Qty	Rate to be Quoted in Pak Rupees inclusive of all taxes		
			Yes	No		Quoted Brand/Make/Model	Unit Price (Rs)	Total Price (Rs)
1	Desktop Computer System	Brand Name: Dell/ HP/ IBM/ ASUS or equivalent			50 Nos			
		Processor: 4th Gen Intel® Core™ i5 Quad Core 3.2 GHz processors or higher						
		Cache: 6 MB						
		Memory: DDR-III SD RAM 4 GB						
		Hard Disk: 500 GB SATA 3.0 7200 RPM						
		Display: integrated Intel® HD Graphics						
		Network Adapter: LAN: Built-in Gigabit Ethernet (10/100/1000 Mbps), WLAN: 802.11n MIMO Internal Wireless Adapter with External Extendable Antenna support.						
		Display LED: 22 Inch LED Display 1920*1080 at 60 Hz						
		Mouse & Key: USB 2.0 Keyboard and 2-Buttons Optical Mouse with Scroll.						
		I/O Interfaces and Expansion Slots: USB 2.0 ports, USB 3.0 ports, PCIx Slots, Builtin Audio In/Out, Micro Phone In.						
	Warranty: 3 Years Local on site with parts replacement Warranty							
Networking Items								
2	Cisco Switch 48 Ports	Cisco Catalyst 2960-48TC or equivalent 48 port Switch with two 2 dual-purpose uplinks, LAN based software, support for Cisco VLAN Trunking Protocol (VTP), (10/100/1000BASE-T & SFP), with SMARTNET features and Compatible two SFP Modules.			1 No			

3	Cisco Switch 24 Port	Cisco Catalyst 2960-24TC or equivalent 24 port Switch with two 2 dual-purpose uplinks, LAN based software, support for Cisco VLAN Trunking Protocol (VTP), (10/100/1000BASE-T & SFP), with SMARTNET features and Compatible two SFP Modules.			1 No			
4	Cable Roll	AMP / 3M/ Bay net or equivalent Cat-6 original			4 Roll			
5	Switch Cabinet	12U wall mountable Switch Cabinet with following dimensions Depth : 34 Inches, Width: 26 Inches & 16 gauge.			1			
6	UPS + Batteries	Homeage / DOUCHE Power / Equivalent Built-in AVR Output Capacity: 2000 VA/1200W Output Voltage 230VAC +/- 10% Overload Protection Support for External Battery Bank Input Voltage 220V +/- 60V Input Frequency 50Hz +/- 5% Battery Type = Maintenance free Sealed Lead Acid Battery & Leak Proof Recharge time = 6 - 8 hours Backup : 4 hours backup on 70% load Fully Automatic power up after electricity resumption 2 years onsite warranty with batteries			1			
7	Duct	Adamjee or Equivalent 40*40 Duct			20			
8	Connector	AMP / 3M/ Bay net or equivalent Original cat 6 amp / bay net / 3m			150			
9	Screws	1.5" Inch			1 Box			
10	Rawal Bolts	For Fixing Switch Cabinet			6			
11	Cable Ties	Cable Ties Plastic (Large Size)			3 Pack ets			
Sub Total of Networking Items (Rs)								
Furniture Items								
13	Tables	Computer Table / Lab Table Made in 16-mm formite Lamination in approved color, with CUP shutter cabinet on right side with back ventilation hole and key board tray on left side, with wire cups in top and vanities and cable ducting, KD fitting,			50 Nos			

		Matching imported PVC edging, Glide and with imported hardware. Built-in CPU Space in the table. Table height= 30 Inch, Table Length=2 feet and 6 Inch, Table width= 1 feet and 6 Inch Complete in all respects.						
14	Chairs	Computer chair / Lab chair Medium fix back chair (without flexibility), revolving, best quality foam and fabric in approved color and quality. The chair has to be fixed in ground through a metal plate having 8" diameter and 6 mm thickness. The seat of chair will rest on the metal plate through an MS pipe of 16 SWG and 2" diameter in powder coated finish.			50 Nos			
Sub Total of Furniture Items (Rs)								

Item No. 1, 2 and 3 will be purchased from authorized dealer of the manufacturer who is authorized service partner and will present the letter of authorization from the principal before issuing of purchase order.

Sample is required for item no 4, 7 and 8.

Note:

- **Networking Items and Furniture Items will be awarded on Sub Total Basis.**
- **Kindly tick/mark the Yes/No Column on our prescribed BoQs, do not use your own letter head. Otherwise your bid/tender will be rejected.**

