



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. Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.
3. Documents along with Pay Order / Demand Draft amounting **Rs. 1,000/-** 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
4. Part / Advance payments is not allowed.
5. The exact completion/delivery time from the date of the purchase / work order will be **80 days**. The handing over / completion time for this contract is of critical importance.
6. The bid proposal should be quoted on **C&F with all freight & packing charges** and will be delivered at Karachi Seaport.
7. **Transportation Charges and other relevant expenses shall be borne by local vendor from Karachi Seaport to CIIT Lahore.**
8. **The Purchase/Supply Order will be awarded on Grand Total / Turnkey basis.**
9. **L/C will be opened by COMSATS Institute of Information Technology Lahore Campus.**
10. **Custom clearance will be made by COMSATS Lahore Campus.**
11. **Special Requirements:**
 - **The bidder must be an authorized Tier 1 / Premier Partner for the quoted brand. Copy of the valid authorization certificate must be attached with Technical & Financial Proposal, otherwise the bid/tender will be rejected.**
 - **Bidder must be authorized service provider of quoted brand. Copy of valid authorization certificate must be attached with Technical & Financial Proposal, otherwise the bid/tender will be rejected.**
12. 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.
13. COMSATS Institute of Information Technology, 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. and
 - x. The bid found to be the lowest evaluated bid shall be accepted.
14. Bidders who do not qualify cannot challenge the finding of the evaluation.
15. The bids should be submitted in a sealed envelope up to **30-09-2015** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
16. The envelope should be marked as under.

Manager Purchase

COMSATS Institute of Information Technology, Lahore Campus.

Defence Road, Off Raiwind Road, Lahore.

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

17. The envelope shall also bear the word “CONFIDENTIAL” and following identification quotation of **“Supply of Desktop Computer Systems & Blade Server for CIIT-Lahore”**.
18. The bid form (Annex-I) must be duly filled in, stamped and signed by the authorized representative of the bidder.
19. **If the vendor fails to deliver the goods / services to CIIT-Lahore 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.

20. 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 may be cancelled after due date with confiscation of earnest money.
21. All prices should be valid for at least **120 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.
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, decision of the Director CIIT-Lahore, will be final and binding upon the parties.
24. The CIIT-Lahore reserves the right to modify equipment quantities at any time before the award of work.
25. The bidder is required to furnish in form of Bank deposit /C.D.R / 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.
26. Warranty will be on the part of supplier, which is **Three Years on site with Parts Replacement Warranty** starting from the date of job completion.
27. The successful bidder will have to submit the **05% of the total amount of Purchase Order in the form of Local Bank Guarantee / CDR as Security/Retention Money** in the favor of COMSATS Institute of Information Technology, Lahore Campus to be released after the expiry of warranty period.
28. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject any or all bids without assigning any reason whatsoever.
No offer of a supplier/firm will be considered if: -
 - i. Received without earnest money
 - ii. Received after 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.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
29. 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.
30. 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 Systems & Blade Servers for CIIT-Lahore

#	Equipment Name	Details/Specifications	Have you facilitated/provided this in your offer?		Qty	Rates to be quoted In C&F (Karachi Port) with all freight & Packing charges			
			Yes	No		Quoted Brand/Make/Model	Quoted Currency	Unit Price (C&F Karachi Port)	Total Price (C&F Karachi Port)
1	Desktop Computer Systems Core i5 Without LCD	Brand Name: Dell/ HP/ IBM or equivalent			50 Nos				
		Processor: 4th Gen Intel® Core i5-4590 Quad Core							
		Chipset: Intel Q87 Express Chipset							
		Cache: 6 MB							
		Memory: 4 GB 1600 MHz DDR3 Non-ECC							
		Hard Disk: 500 GB SATA 3.0 7200 RPM							
		Display: Integrated Intel HD Graphics 4600							
		Network Adapter: LAN: Built-in Gigabit Ethernet (10/100/1000 Mbps).							
		Mouse & Keyboard: 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									
2	Desktop Computer Systems Core i5	Brand: Dell/ HP/ IBM or equivalent			110 No				
		Processor: 4th Gen Intel® Core i5-4590 Quad Core							
		Chipset: Intel Q87 Express Chipset							
		Cache: 6 MB							
		Memory: 8 GB 1600 MHz DDR3 Non-ECC							
		Hard disk: 500 GB SATA 3.0 7200 RPM							
		Display: Integrated Intel HD Graphics 4600							
		Network Adapter: LAN: Built-in Gigabit Ethernet (10/100/1000 Mbps).							
		Display LED: 18.5" Inch LED Display							
		Mouse & Keyboard: USB 2.0 Keyboard and 2-Buttons Optical Mouse with Scroll.							
I/O Interfaces and									
Page 4 of 6						<u>Signature of Contractor with Stamp</u>			

		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							
3	Desktop Computer Systems Core i7	Brand: Dell/ HP/ IBM or equivalent			160	No			
		Processor: 4th Gen Intel® Core i7-4790 Quad Core							
		Cache: 8 MB							
		Memory: 8 GB 1600 MHz DDR3 Non-ECC							
		Hard disk: 500 GB SATA 3.0 7200 RPM							
		Display: Integrated Intel HD Graphics 4600							
		Network Adapter: LAN: Built-in Gigabit Ethernet (10/100/1000 Mbps).							
		Display LED: 18.5" Inch LED Display							
		Mouse & Keyboard: 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, Built-in Audio In/Out, Micro Phone In.							
		Warranty: 3 Years Local on site with parts replacement Warranty.							
3	Half Height Blade Server	Brand: DELL or equivalent Blade server Compatible with DELL M1000e Blade Chassis with existing Hardware configuration and Network Module M6220 (Configuration Can be check before BID)			4	No			
		<ul style="list-style-type: none"> • 2 x Intel Xeon Processor E5-2620 v3 (15M Cache, 2.40 GHz) • 32 GB DDR4 2133 MHz • 2 x 2 GB SD Card for Hypervisor with Raid-1 Configuration • 2 x 300 GB 15K RPM SAS 6GBps 2.5-inch hot pluggable Hard drives • Drive Raid Controller PERC H730 • 2 x 10 Gbps LOM • 2 x 10 Gbps Daughter card for ISCI connectivity • Remote assistant card/Remote management • 3 Years comprehensive warranty on site. 							
Grand Total in C&F including all Freight & Packing Charges at Karachi Seaport									

Note:

- Prices should be quoted inclusive of all freight & Packing charges at Karachi Sea Port.

- **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.**
- **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**
- **Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**
- **The Purchase/Supply Order will be issued on Grand Total/Turnkey Basis.**

