COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-798
Case # 1910

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 CIIT by any vendor will not be acceptable and may lead to rejection of the bid.***

2. ***Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.***

3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.

4. 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 Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.

5. Part / Advance payments is not allowed.

6. 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.

7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.

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 recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.

10. The bid should be submitted in a sealed envelope up to **February 01, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.

11. 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;

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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.

12. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.

13. 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

14. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"CCTV Cameras with POE Adopter Kit for CS-Department".**

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 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.

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 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.

20. All prices should be quoted on F.O.R (Pak Rupees).

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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 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 will be final and binding upon the parties.

24. The CIIT 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 Institute of Information Technology, Lahore Campus, and will be released after One Year, 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 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 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. 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 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.**

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Technical Portion

BoQs of CCTV Cameras with POE Adopter Kit for CS-Department, CIIT-Lahore

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).				Quoted Model Brand with meeting the all specifications
Sr. #	**Items Name with Specifications**	**Quantity**		
1	**Model: DH-IPC-HFW2300R-Z or Equivalent** **Compatible with current deployed CCTV system in Campus** Camera Specifications: Image Sensor: **3Megapixel progressive scan Aptina CMOS** Compatibility: **ONVIF** Scanning System: **Progressive** S/N Ratio: **More than 55dB** IR LEDs Length: **30m** Noise Reduction: **3D** Focal Length: **2.8mm -12mm** Max Aperture: **F1.4** Frame Rate: **3M(1 ~ 20fps)/1080P (1 ~ 25/30fps)** Bit Rate: **H.264 40K ~ 8192Kbps; MJPEG: 40 ~ 16384Kbps** Focus Control: **Auto** Angle of View: **H:92°(Wide)~28°(Tele)** Lens Type: **Motorized /Fixed Iris** Ethernet: **RJ-45 (10/100Base-T)** Protocol: **IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Bonjour** User Access: **20 users** Smart Phone: **iPhone, iPad, Android, Windows Phone** Resolution: **3M(2048×1536)** Compression: **H.265/H.264/MJPEG** Mount Type: **Board-in Type** Accessories: **With all accessories.** Warranty: **one Year onsite warranty of all parts.**	Nos.	05	
2	**PoE Adapter Kit: TPlink or Equivalent** **Model No. TL-POE200** **Accessories: With all accessories.** Warranty: **One Years onsite warranty of all parts.**	Nos.	05	

Financial Portion

BoQs of CCTV Cameras with POE Adopter Kit for CS-Department, CIIT-Lahore

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).				Rates to be quoted inclusive of all (applicable) taxes		
Sr. #	**Items Name with Specifications**	**Quantity**		**Quoted Model / Brand**	**Unit Price (Rs.)**	**Total Amount (Rs.)**
1	**Model: DH-IPC-HFW2300R-Z or Equivalent** **Compatible with current deployed CCTV system in Campus** Camera Specifications:	Nos.	05			

Signature & Stamp of Bidder

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	Image Sensor: **3Megapixel progressive scan Aptina CMOS** Compatibility: **ONVIF** Scanning System: **Progressive** S/N Ratio: **More than 55dB** IR LEDs Length: **30m** Noise Reduction: **3D** Focal Length: **2.8mm -12mm** Max Aperture: **F1.4** Frame Rate: **3M(1 ~ 20fps)/1080P (1 ~ 25/30fps)** Bit Rate: **H.264 40K ~ 8192Kbps; MJPEG: 40 ~ 16384Kbps** Focus Control: **Auto** Angle of View: **H:92°(Wide)~28°(Tele)** Lens Type: **Motorized /Fixed Iris** Ethernet: **RJ-45 (10/100Base-T)** Protocol: **IPv4/IPv6, HTTP, HTTPS, SSL, TCP/IP, UDP, UPnP, ICMP, IGMP, SNMP, RTSP, RTP, SMTP, NTP, DHCP, DNS, PPPOE, DDNS, FTP, IP Filter, QoS, Bonjour** User Access: **20 users** Smart Phone: **iPhone, iPad, Android, Windows Phone** Resolution: **3M(2048×1536)** Compression: **H.265/H.264/MJPEG** Mount Type: **Board-in Type** Accessories: **With all accessories.** Warranty: **one Year onsite warranty of all parts.**					
2	**PoE Adapter Kit: TPlink or Equivalent** **Model No. TL-POE200** **Accessories: With all accessories.** Warranty: **One Years onsite warranty of all parts.**	Nos.	05			
					Grand Total Amount (Rs.)	

Special Terms and conditions;

- **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.**
- **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
- **Purchase / Work order will be awarded on Grand Total Amount / Turnkey basis.**
- **Multiple rates of an item may also lead to the rejection of bid / item.**

Signature & Stamp of Bidder

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