



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

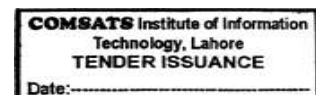
Tender No. CIIT-TN-13-17-892
Case # 2062

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/ BoQs 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. Payment shall be made on Quarterly basis. Advance payment is not allowed.**
6. Replacement Time for locally available part is **maximum 05 Days and internationally available part is maximum 60 days respectively**. The handing over / completion time for this contract is of critical importance.
- 7. Service & Maintenance contract will be valid for One Year from the date of Issuance of Work Order. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS Lahore.**
- 8. Vendor is required to schedule one visit in each month for preventive maintenance of the unit.**
9. The bid proposal must be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
10. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
11. Purchase order (s) will be awarded to the successful bidder as per the evaluation criteria on the basis of item wise / subtotal wise / grand total wise as mentioned in BoQs..
12. The bid should be submitted in a sealed envelope up to **July 05, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
- 13. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;**

Signature & Stamp of Bidder



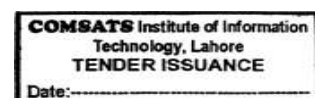
- i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters 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.

14. 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

15. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Service & Maintenance Contract for the Service of Precision Cooling System for Data Center, CIIT-Lahore”**.
16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. **If the vendor fails / delay to deliver the services to CIIT-Lahore in time, Rs. 1000/- per day will be charged as penalty.**
18. 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

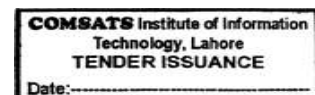
Signature & Stamp of Bidder



per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.

19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
20. 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.
21. All prices should be quoted on **F.O.R (Pak Rupees) inclusive of all relevant taxes.**
22. All prices should be valid for at least **One Year.** 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.
23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
24. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
25. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
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:

Signature & Stamp of Bidder



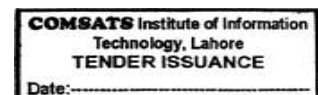
- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

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

BoQs of Service & Maintenance Contract for the Service of Precision Cooling System for Data Center, 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. #	Item Name & Specifications	Qty	
1	<p>Precision Cooling System R407C: Contract period: One year Contract Type: All type of Maintenance services related to Unit (Without parts). Response Time:</p> <ol style="list-style-type: none"> 1. 8 x 5 x 2NBD (2 Next Business Days), after the registration of the complaint the response by the technical team should be made maximum in 1 working days. 2. Further the support should also be available from 9 AM - 5 PM for 5 days a week. <p><u>Resolution Time:</u></p> <ol style="list-style-type: none"> 1. The resolution time of the complaint should be 2 days' maximum if there is no need to replace any part, 2. The resolution time of the complaint should be intimated after the first level support if there is need to replace any faulty part. 	-	-

Signature & Stamp of Bidder



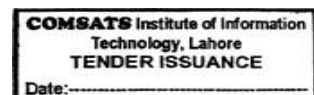
<p>Contract Cover: Gas of unit, all type of labor work (Gas filling, Parts Replacement, Service of Unit etc.), should be covered under the services contract without any additional charges.</p> <p>Routine Visits: Each month one visit will be scheduled for the preventive maintenance of the unit.</p> <p>Terms and Conditions:</p> <p>Vendor will be bound on below mentioned points.</p> <ol style="list-style-type: none"> 1. Arrange replacement of defective part of Unit after the approval and payment will be made after completion. 2. Replacement time for locally available part is maximum 5 days after approval. 3. Replacement time for Internationally available part is maximum 60 days after approval. 4. Penalty of Rupees 1000/ per day will be charged if delay in services. 5. Payment schedule will be quarterly basis (No Advance payment). 6. Vendor should must have a relevant experience. 7. Vendor will share the clients list for similar job. <p>Vendor may be called by "IT Technical committee" to discuss his capacity to complete the work.</p>	
--	--

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

BoQs of Service & Maintenance Contract for the Service of Precision Cooling System for Data Center, 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. #	Item Name & Specifications	Qty		Quoted Model / Brand	Unit Price (Rs) Per month	Total Price (Rs) for 12 Months
1	<p>Precision Cooling System R407C: Contract period: One year Contract Type: All type of Maintenance services related to Unit (Without parts). Response Time:</p> <ol style="list-style-type: none"> 3. 8 x 5 x 2NBD (2 Next Business Days), after the registration of the complaint the response by the technical team should be made maximum in 1 working days. 4. Further the support should also be 	-	-			

Signature & Stamp of Bidder

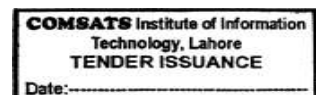


<p>available from 9 AM - 5 PM for 5 days a week.</p> <p>Resolution Time:</p> <ol style="list-style-type: none"> 3. The resolution time of the complaint should be 2 days' maximum if there is no need to replace any part, 4. The resolution time of the complaint should be intimated after the first level support if there is need to replace any faulty part. <p>Contract Cover: Gas of unit, all type of labor work (Gas filling, Parts Replacement, Service of Unit etc.), should be covered under the services contract without any additional charges.</p> <p>Routine Visits: Each month one visit will be scheduled for the preventive maintenance of the unit.</p> <p>Terms and Conditions: Vendor will be bound on below mentioned points.</p> <ol style="list-style-type: none"> 8. Arrange replacement of defective part of Unit after the approval and payment will be made after completion. 9. Replacement time for locally available part is maximum 5 days after approval. 10. Replacement time for internationally available part is maximum 60 days after approval. 11. Penalty of Rupees 1000/ per day will be charged if delay in services. 12. Payment schedule will be quarterly basis (No Advance payment). 13. Vendor should must have a relevant experience. 14. Vendor will share the clients list for similar job. <p>Vendor may be called by "IT Technical committee" to discuss his capacity to complete the work.</p>					
--	--	--	--	--	--

Special Terms & Conditions:

1. Vendor will be responsible to arrange replacement of defective part(s) of unit and payment will be made on quarterly basis after completion.
2. Vendor must have a relevant experience.

Signature & Stamp of Bidder



3. Vendor will share the client list for similar job.
4. Vendor may be called by “IT Technical Committee” to discuss his capacity to complete the work.
5. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.
6. Purchase / work order (s) will be awarded on **Item Wise Basis** as mentioned in BoQs.
7. 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.
8. Kindly attach the **Tender fee with Technical Bid** and **Bid money / CDR with Financial Bid**.
9. 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.
10. Multiple rates of an item may also lead to the rejection of bid / item.