



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

Tender No. CUI,LC-TN-13-18-1071

Case # 2381

Title of Tender: **Repairing of Precision Cooling System and Rate Contract for Services & Maintenance of Precision Cooling Systems (1 year)**

TERMS AND CONDITIONS

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. 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.
6. Part / Advance payments is not allowed.
7. The exact completion /repair time from the date of the purchase / work order will be **10 days for Sr. # 1 and for Sr. # 2 (as mentioned in BoQs)**. The handing over / completion time for this contract is of critical importance.
8. The bid proposal must be inclusive of freight and all other taxes to be delivered at COMSATS University Islamabad, Lahore Campus premises.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. The bid should be submitted in a sealed envelope up to **June 13, 2018** on or before **1100hrs** and will be opened on the same date **at 1130hrs** in the presence of available bidders.
12. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, 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 the Title of procurement of **“Repairing of Precision Cooling System and Rate Contract for Services and Maintenance of Precision Cooling System for One Year”**.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods / services to CUI-Lahore Campus in time then the penalty will be charged as under:-**
- 1% per day of the invoice price for 5 working days.
 - 2% per day of the invoice price for further 5 working days.
 - 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.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. 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 / installation, and COMSATS acceptance / inspection thereof.
19. All prices should be quoted on F.O.R (Pak Rupees) and inclusive of all taxes.
20. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle COMSATS University Islamabad, Lahore Campus to forfeit the earnest money in favor of the COMSATS University Islamabad, Lahore Campus and / or put a ban on such vendor participation in 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 or grievance, the matter shall be addressed as per PPRA rules.
23. 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.
24. **The bidder is required to furnish in form of Bank deposit/ CDR 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.**
25. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous
 - The offer is conditional
 - The offer is from a firm, which is black listed by any Govt. Office.
 - The offer is received by telephone/telex/fax/telegram.
 - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

26. 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.
27. 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.**

BoQs of Repairing of Precision Cooling System and Rate Contract for Services and Maintenance of Precision Cooling System for One Year, COMSATS University Islamabad, Lahore Campus

Sr .#	No change in the BoQs (Specs & Qty.) of CUI-LC, 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-LC’s BoQ may lead to rejection of bid (fully or partially).	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
	Item Name & Specification					
1	<u>Repair and Maintenance of Precision Cooling System R407C:</u> Make: RC Model: R407C Make unit UP and running in all respect including parts, gas and RO water filtration Plant with its installation.	01	Nos.			
2	<u>Repair and Maintenance Contract of Precision Cooling System R407C</u> <u>Contract period: One year</u> <u>Contract Type:</u> Repair and Maintenance services contract (Without parts). <u>Response Time:</u> 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. <u>Resolution Time:</u> 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. <u>Contract Cover:</u> 1. All related work including gas and minor parts however excluding major parts (Compressor, Outer, Humidifier main circuit board, Fan, etc). <u>Visits: Each month one visit will be scheduled for the preventive maintenance of the unit and on call visits if any fault occurs.</u>	01	Nos.			
Grand Total Amount (Rs.)						

Qualifying Criteria;

Term and Condition	Item No
Quotations are requested from experienced service provider for the repair of precision cooling systems.	Item # 1&2
Vendor will share the clients list for similar job.	Item # 1 & 2
The interested parties are requested to visit the Data Center, CIIT-Lahore Campus to check / diagnose the problem before to quoting prices.	Item # 1
Vendor will provide the list of jobs/tasks done by him after complete maintenance of unit.	Item # 1
In case of faulty part, if part is not repairable then faulty part will be replaced with new part and vendor will submit faulty part to COMSATS	Item # 1
The Unit should be in proper working condition in all aspects and if fault arises within one month of the repair the company will be bound to provide free of cost repair services.	Item # 1
During service and examination if any part found faulty and not repairable vendor will be bound to provide the detailed technical report of faulty part.	Item # 2
In case of faulty part, if part is not repairable then The faulty parts shall be procured as per PPRA rules.	Item # 2
Payment schedule will be quarterly basis (No Advance payment).	Item # 2
Contract will be terminated in case of failure to provide the support for one month.	Item # 2

Special Terms and conditions;

- **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.**
- **The Contract will be extendable for further one year on mutual consent of both parties and subject to satisfactory performance.**
- Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
- **Purchase / Work order for repair and maintenance and one year contract shall be awarded on Turnkey / Grand total amount basis.**
- **The payment of Sr. # 1 shall be released on successfully repairing & Maintenance along with satisfactory report from the end user.**
- Multiple rates of an item may lead to the rejection of bid / item.