



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

Tender No. CUI,LC-TN-13-18-1085

Case # 2401

**Single Stage Two Envelop Procedure**

**Title of Tender:**      **IT Infrastructure Deployment at New Student Service Center**

**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 CUI,LC 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 University Islamabad, Lahore Campus 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/delivery time from the date of the purchase / work order will be 20 days. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's 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 27, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. COMSATS University Islamabad, 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.

13. 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

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**IT Infrastructure Deployment at New Student Service Center**”.
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 COMSATS University Islamabad, Lahore Campus 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 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.
- 20. All prices should be quoted on F.O.R (Pak Rupees).
- 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 CUI, LC to forfeit the earnest money in favor of the CUI,LC and / or put a ban on such vendor participation in 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 or grievance, the matter shall be addressed as per PPRA rules.
- 24. The CUI,LC 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 University Islamabad, Lahore Campus, and will be released after warranty period (Sr. # 2 for three years, Sr. # 3 for two years and Sr. # 4 & 6 for 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 University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 27. COMSATS University Islamabad, 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. The offer is from a firm, which is black listed by any Govt. Office.
  - vii. The offer is received by telephone/telex/fax/telegram.
  - viii. 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.

**BoQs of IT Infrastructure Deployment at New Student Service Center**

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

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.		Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
	Item's Name Specifications				
1	Manageable 48 Port Refurbished Switch	Cisco Catalyst 3800 Switch Layer 3 Stackable POE Used Switch with latest LAN Based IOS Software 4 * 10G Uplink ports 2 * 10G SFP Transceivers 48 * 1G Downlinks Ports	1	Nos	
2	Wireless Access Points	RUCKUS R610 Wireless Access Point with Controller License RUCKUS POE and Mounting kit Compatible with existing Ruckus Smart Zone Director 100 Warranty: 3 years onsite warranty	8	Nos	
3	UPS With Batteries	UPS 6KVA Single Phase Rack mountable UPS Brand: APC/ Emerson/ Eaton or Equivalent Capacity: 6KVA/ 4.8KW Topology: Online Waveform Type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes Built-in AVR: Yes Input Voltage: 230Vac Input Voltage Range for Main Operation: 180-275Vac Input Frequency Range: 50Hz, +-5% Nominal Output Range: 230Vac Battery Type: Maintenance free sealed lead acid & leak proof battery. Backup Time: 5 Minutes at full load Typical Recharge Time: 6 Hours SNMP Card: Yes Warranty: 2 Years onsite warranty including batteries.	1	Nos	
4	AVR	Stabimatic Golden Series 7 KVA AVR Servo Motor Stabilizer or Equivalent Wide Single-Phase Input Voltage Range (130-260VAC) +/-23% High Speed Servo Motor Control System and Soft Start Ultra High Response Speed, Controlled Response from High Torque, Low Inertia High Output Accuracy Better than +/- 0 to 3% High Frequency (Approximately 98% at full Load) Negligible Wave Form Distortion Under Voltage, Over Voltage & Phase Failure Protection	1	Nos	

		Phase Sequence Protection, Auto Reset System Input Voltage: Single Phase Three Wires (220V to 25%) Out Put Voltage: 220V (+/- 0 to 2%) Frequency: 50/60HZ Efficiency: Better than 90% on full load Quality Certification: CE/UL Safety Certification: ISO 9002 Certified Warranty: One year onsite warranty including all parts			
5	Surge Protector	Balkin or Equivalent Surge Protection Level: 70 Joules Mounting: Wall Indicator: Surge Protection Varistor: Metal Oxide Varistors Resistor: Damage-Resistant Protection	4	Nos	
6	IP Cameras	IP Camera (Bullet) Make: Dahua Model: DH-IPC-HFW5431E-ZE Image Sensor: 4 Megapixel Accessories: With all accessories. Warranty: One-year onsite warranty	4	Nos	

### **Vendor Qualification Criteria:**

Vendor Qualification	Document Needed	Item No	Required Yes /No
Authorized Tier I/ Level 1 Partnership/ Authorized service provider	Certificate from Principal/Manufacturer	Item no: 2 - 4	Yes
Authorized Tier I/ II, Level 1 Partnership/ Authorized service provider/ Dealer/ Reseller	Certificate from Principal/Manufacturer/Distributor	Item no: 6	Yes
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer	Item no: 2 - 4	Yes
Product Support Period No of <u>03</u> Years	Letter from Principal/Manufacturer OR Email from Manufacturer OR Online from Manufacturer Website	Item no: 1 - 4	Yes
Product Verification	Letter from Principal/ Manufacturer/ Distributor OR Email from Manufacturer/ Distributor OR Online from Manufacturer Website	Item no: 2, 3 & 4	Yes

### **Technical Evaluation Criteria;**

- All the bids shall be evaluated against the technical requirements mentioned above.
- All necessary documents / certificates shall be checked / verified from concerned Principal / Manufacturer / website or through email.
- BoQs / specifications of the quoted model / brand shall be checked from brochure / product sheet or from website of the manufacturer.

**Product Qualification Criteria**

- If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway and no further consideration will be given. Also if the offered product has better specifications than the requirement of BOQ it will be accepted (for Item # 1-6).
- Due to the Compatibility Issue with existing setup equivalent product will not be considered (for item # 2 and 6).
- Faulty/ Dead part will be replaced during the warranty period instead of repairing (for Item # 1-6).

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

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).				Rates to be quoted inclusive of all (applicable) taxes			
Sr. #	Item Name & Specification		Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	Manageable 48 Port Refurbished Switch	Cisco Catalyst 3800 Switch Layer 3 Stackable POE Used Switch with latest LAN Based IOS Software 4 * 10G Uplink ports 2 * 10G SFP Transceivers 48 * 1G Downlinks Ports	1	Nos			
2	Wireless Access Points	RUCKUS R610 Wireless Access Point with Controller License RUCKUS POE and Mounting kit Compatible with existing Ruckus Smart Zone Director 100 Warranty: 3 years onsite warranty	8	Nos			
3	UPS With Batteries	UPS 6KVA Single Phase Rack mountable UPS Brand: APC/ Emerson/ Eaton or Equivalent Capacity: 6KVA/ 4.8KW Topology: Online Waveform Type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes Built-in AVR: Yes Input Voltage: 230Vac Input Voltage Range for Main Operation: 180-275Vac Input Frequency Range: 50Hz, +-5% Nominal Output Range: 230Vac Battery Type: Maintenance free sealed lead acid & leak proof battery. Backup Time: 5 Minutes at full load Typical Recharge Time: 6 Hours SNMP Card: Yes Warranty: 2 Years onsite warranty including batteries.	1	Nos			
4		Stabimatic Golden Series 7 KVA AVR Servo Motor Stabilizer or Equivalent Wide Single-Phase Input Voltage Range	1	Nos			

	AVR	(130-260VAC) +/-23% High Speed Servo Motor Control System and Soft Start Ultra High Response Speed, Controlled Response from High Torque, Low Inertia High Output Accuracy Better than +/- 0 to 3% High Frequency (Approximately 98% at full Load) Negligible Wave Form Distortion Under Voltage, Over Voltage & Phase Failure Protection Phase Sequence Protection, Auto Reset System Input Voltage: Single Phase Three Wires (220V to 25%) Out Put Voltage: 220V (+/- 0 to 2%) Frequency: 50/60HZ Efficiency: Better than 90% on full load Quality Certification: CE/UL Safety Certification: ISO 9002 Certified Warranty: One year onsite warranty including all parts					
5	Surge Protector	Balkin or Equivalent Surge Protection Level: 70 Joules Mounting: Wall Indicator: Surge Protection Varistor: Metal Oxide Varistors Resistor: Damage-Resistant Protection	4	Nos			
6	IP Cameras	IP Camera (Bullet) Make: Dahua Model: DH-IPC-HFW5431E-ZE Image Sensor: 4 Megapixel Accessories: With all accessories. Warranty: One-year onsite warranty	4	Nos			

**Special Terms and conditions:**

1. Please submit the technical and financial bid (s) on CUI-Lahore Campus prescribed BoQs and clearly mention the quoted model brands and also attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected
2. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.
3. Purchase / work order shall be awarded **on Item wise basis.**
4. Multiple rates of an item may also lead to the rejection of bid / item.