



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

Tender No. CUI-LHR-TN-13-18-1148

Case # 2478

Single Stage Two Envelop Procedure

Title of Tender: **UPS, Wireless Access Points and Manageable Switch for Pharmacy, P, K and D-Block**

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 15 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 **October 03, 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

The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**UPS, Wireless Access Points and Manageable Switch for Pharmacy, P, K and D-Block**”.

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 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.
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) inclusive of all applicable 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 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.
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 CUI, LC reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. **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 (One Year for Sr. # 1) & (Three Years for Sr. # 2) which will be counted from the date of delivery / completion of work / supply.**
25. **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”.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights to 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.
27. 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.
28. 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.**

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

BoQs of UPS, Wireless Access Points and Manageable Switch for Pharmacy, P, K and D-Block

No change in the BoQs (Specs & Qty.) of CUI-LHR. 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-LHR. BoQ may lead to rejection of bid (fully or partially).			Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs	
Sr. #	Item Name & Specification	Qty.		
1	<p><u>UPS</u> Capacity: 2 KVA Brand: APC/ Emerson/Eaton or Equivalent Input Voltage: 180V-275V Input Frequency: 50 Hz +-5% Output Voltage: 230V-240V Waveform type: Step Sine Wave Line Interactivate Battery Type: Maintenance free Sealed Lead Acid & Leak Proof Battery Backup time: 5 minutes at full load Recharge time: 8 hours Warranty: One (01) year onsite including batteries. <u>Note: The vendor must be quoted genuine product, If product is not genuine or found Refurbish then it will be rejected.</u></p>	12	Nos.	
2	<p><u>Wireless Access Points</u> Brand: Ruckus or equivalent Model: R310 or equivalent License: Controller License Combability: Smart Zone Director 100 Accessories: PoE Kit, Mounting Kit and with all accessories. Warranty: 03 Years onsite.</p>	04	Nos.	
3	<p><u>Manageable 24 ports PoE Network Switch (Used)</u> Brand: CISCO or equivalent Model: WS-C2960S-24PS-L or equivalent Condition: Refurbished ISO Type: Latest LAN based IOS.</p>	01	No.	

a. Vendor Qualification Criteria

Vendor Qualification	Document Needed	Item No.	Required Yes /No
<p>Authorized Tier 1/Platinum/Gold/Level Partnership/Authorized service provider/ Authorized Tier II/Dealer/Reseller</p>	<p>Certificate from Principal/Manufacturer/Distributor</p>	1	Yes

b. Product Qualification Criteria for ITEM NO. 1-3

- If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.

Technical Evaluation Criteria for (ITEM NO. 1)

Sr.#	Category	Requirements	Values	Individual Score
1.	BOQ	<ul style="list-style-type: none"> • As per BOQ 	<ul style="list-style-type: none"> • Technical Specification 	35
2.	Demonstration	<ul style="list-style-type: none"> • Onsite Demonstration 	<ul style="list-style-type: none"> • Onsite Demonstration of the quoted product with all the required accessories 	65
Total Marks				100

Weightage Criteria:

Technical Evaluation Score: 70 %

Financial Score: 30 %

Note: To qualify in technical bid the bidder should obtain min 70 marks.

Special Term and Condition:

Sr.#	Term and Conditions	Item #	Required Yes /No
1	Faulty/ Dead part will be replaced during the warranty period instead of repairing.	1 & 2	Yes

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

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-LHR. 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-LHR. 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	<p><u>UPS</u> Capacity: 2 KVA Brand: APC/ Emerson/Eaton or Equivalent Input Voltage: 180V-275V Input Frequency: 50 Hz +-5% Output Voltage: 230V-240V Waveform type: Step Sine Wave Line Interactivate Battery Type: Maintenance free Sealed Lead Acid & Leak Proof Battery Backup time: 5 minutes at full load Recharge time: 8 hours Warranty: One (01) year onsite including batteries. <u>Note: The vendor must be quoted genuine product, If product is not genuine or found Refurbish then it will be rejected.</u></p>	12	Nos.			
2	<p><u>Wireless Access Points</u> Brand: Ruckus or equivalent Model: R310 or equivalent License: Controller License Combability: Smart Zone Director 100 Accessories: PoE Kit, Mounting Kit and with all accessories. Warranty: 03 Years onsite.</p>	04	Nos.			
3	<p><u>Manageable 24 ports PoE Network Switch (Used)</u> Brand: CISCO or equivalent Model: WS-C2960S-24PS-L or equivalent Condition: Refurbished ISO Type: Latest LAN based IOS.</p>	01	No.			

Special Terms and conditions:

- Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with both bids, otherwise your bid (s) may be rejected.
- Vendor will be required to provide demo/sample of Sr. # 1 of the quoted Brand/Model of relevant item(s) for within 03 Days of opening of technical bid, later to be communicated by CUI-Lahore.
- It will be responsibility of vendor to ensure availability of the quoted brand/model for Technical Evaluation failing which bid/item may not be recommended for financial opening.
- Purchase / work order (s) will be awarded on **Item Wise Basis** as mentioned in BoQs.
- 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.
- Kindly attach the **Tender fee with Technical Bid** and **Bid money / CDR with Financial Bid.**
- Multiple rates of an item may also lead to the rejection of bid / item.