



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-18-1185

Case # 2574

Title of Tender: **IT Items for Establishment of New Graduate Lab**

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-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 (GST & Income Tax), 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 **November 28, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** 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 following identification quotation of **"IT Items for Establishment of New Graduate Lab"**

Signature & Stamp of Bidder

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).
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- Lahore to forfeit the earnest money in favor of the CUI-Lahore 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-Lahore Campus 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 Invoice will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (Sr. # 3 for one year, Sr. # 4 for two Years) 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”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. 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.

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.**

BoQs of IT Items for Establishment of New Graduate Lab, CUI-Lahore Campus

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. #	<u>Item Name & Specification</u>	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
<u>Items Wise Basis (Sr. # 1 to 7)</u>						
1	<u>Cisco Refurbished Switch (Used)</u> Cisco WS-C2960G-48port manageable switch or equivalent. 48x1G Port Downlink 2x1G SFP+ Uplink or higher LAN based software, support for Cisco VLAN Trunking Protocol (VTP 3 and prior versions), 2 x Compatible SFP Module. Warranty: 1Month check warranty.	1	Nos.			
2	<u>Cable Manager</u> AMP Original or equivalent Sample Required before delivery	1	Nos.			
3	<u>RUCKUS Controller Support</u> One Year Support Ruckus Controller Smart Zone 100.	1	Nos.			
4	<u>2 KVA UPS with Batteries</u> Brand: APC/ VERTIV /Eaton or Equivalent Input Voltage: 180V-280V, Input Frequency: 50 Hz +-5% Output Voltage: 230V-240V Waveform type: Step Sine Wave Battery Type: Maintenance free Sealed Lead Acid & Leak Proof Battery	1	Nos.			

	Backup time: 7 minutes at Full load Recharge time:6-8 hours Additional Features: Built-in AVR Warranty: Two year onsite warranty including batteries.					
5	<u>Surge Protector</u> Brand: Balkin or Equivalent Surge Protection level: 70 Joules Mounting: Wall Indicator: Surge Protection Varistor: Metal Oxide Varistors Resistor: Damage-Resistant Protection Sample Required before delivery.	1	Nos.			
6	<u>27 U Branded Data Rack</u> Toten or Equivalent Size:27U Standard 19" Data Rack with vertical PDU (16XC14 Outlets) and vertical cable managers Gauge: 16 inner/18 outer Back Doors: Vented Rear Door, lockable and detachable Front Door: Safety Glass Front Door, Biometric lock / Network, with pivot lever , Trays: Standard Ventilation Mechanism: Ventilation Fans Side Panels: side panels are lockable and detachable Cage Nuts: 20, Color & finishing: Black and Powdered coted well finished, I U rack filler (27) Vertical Rack PDU, 0 U 16A, 230V IN, (15) C13 outlets, IEC 309 IN Earth kit and Earth watch.	1	Nos.			
7	<u>UTP Cable</u> 3M/ Molex/ AMP original or equivalent UTP CAT 6 Cable Roll23 gauges Sample Required before delivery.	1	Nos.			
<u>Turnkey Basis (Sr. # 8 to 10)</u>						
8	<u>ODF</u> Original 3M or equivalent 8 port & higher Sealed & sliding Rack mountable ODF with LC/LC duplex single-mode couplers and pig tails Sample Required before delivery. With Installation Charges	1	Nos.			
9	<u>Splicing</u> Fiber Splice for backbone connectivity With Installation Charges	8	Nos.			
10	<u>Patch Cords</u> 3M original or equivalent Single mode LC to LC 3 feet Patch Cords Sample Required before delivery. With installation Charges	8	Nos.			
Grand Total Amount of Sr. # 8 to 10						

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/Distributor/Partner	Item no: 3	<input type="checkbox"/>
Authorized Tier I/ II, Level 1 Partnership/ Authorized service provider/ Dealer/Reseller	Certificate from Principal/Manufacturer/Dealer/Partner	Item no: 4	<input type="checkbox"/>
Product Support Period No of 05 Years	Letter/ Email from Principal/Manufacturer/ Distributor/Partner OR Online from Manufacture Website	Item no: 4	<input type="checkbox"/>

Product Qualification Requirements:

1. **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.**
2. **Lowest bidders (s) are required to provide the sample (s) of items were mentioned in BoQs, before delivery.**
3. **Faulty/ Dead part will be replaced during the warranty period instead of repairing.**

Special Terms and conditions:

1. **Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mention the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
2. **Multiple rates of an item may also lead to the rejection of bid / item.**
3. **Purchase / work order shall be awarded for Sr. # 1-7 on item wise basis and Sr. # 8-10 on turnkey basis.**