



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

Tender No. CUI-LHR-TN-13-20-1333

Case # 2976

Single Stage Two Envelop Procedure

Title of Tender: Desktop Computers, Router, Multimedia Projectors & Biometric Access Controller for Electrical & Computer Engineering Department

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, 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. 1000/-** as a tender document 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/installation/ delivery time from the date of the purchase / work order will be 30 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 and to be delivered at COMSATS University Islamabad (CUI), Lahore Campus's premises.
9. After opening of bids, CUI-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 **January 22, 2020** 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;

Signature & Stamp of Bidder

- 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 **“Desktop Computers Desktop Computers, Router, Multimedia Projectors & Biometric Access Controller for Electrical & Computer Engineering Department”**.
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 (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
- a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
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 (CUI), 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 valid for at least **90 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-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 CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. Minimum one-year warranty shall be provided from the date of installation or standard warranty whichever is higher
25. **05% of the total value of the Invoice will be retained as security by COMSATS University Islamabad (CUI), Lahore Campus, and will be released after warranty period i.e. 03 Years (for Sr. # 1, 2, 4) & 90 Days (For Sr. # 3) which will be counted from the date of Installation / 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”.**
27. **CUI 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.
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 Desktop Computers Desktop Computers, Router, Multimedia Projectors & Biometric Access Controller for Electrical & Computer Engineering Department

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

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, 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-Lahore Campus 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 & Specifications	Qty	
01	Desktop Computers Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 8th Gen Intel Core i5 Memory: 8GB DDR4 Hard disk: 1TB SATA 3.0 7200 RPM Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 19" Inch Accessories: Keyboard, Mouse, Power Cables. Warranty: 3 Years comprehensive onsite warranty	10 Nos.	
02	Desktop Computers Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 8th Gen Intel Core i7 Memory: 8GB DDR4 Hard disk: 1TB SATA 3.0 7200 RPM Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 19" Inch Accessories: Keyboard, Mouse, Power Cables. Warranty: 3 Years comprehensive onsite warranty	3 Nos.	
03	Router Refurb/Used Cisco Catalyst 2921 Router or equivalent IOS: Latest LAN based software Genuine USB Console Cable. Warranty: 90 days onsite Standard Warranty.	10 Nos.	
04	Multimedia Projector Brand: Panasonic, Epson, Hitachi or Equivalent Projection System: 3LCD Brightness: 3,000 Lumens Color Output: 3000 Lumens Minimum Contrast Ratio: 10,000:1 Native Resolution: 1,024 x 768 Lamp Life: ECO mode: 10,000 hours (minimum) Normal mode: Up to 5,000 hours Required Projected Distance: 120 - 180 inches (minimum)	2 Nos.	

	Keystone Correction: Vertical: $\pm 30^\circ$, Horizontal: $\pm 15^\circ$ (Manual) Video Input: VGA, HDMI Network Port: RJ45 Accessories: Remote, carry bag and universal ceiling mount kit having L-key screws. Warranty: 3 years onsite warranty.		
05	Biometric Access Control ZKTeco K40 or better system or equivalent Access Control Biometric Machine with Data Export options Fingerprint and Password recognition, RFID Card (optional) More than 500 Users Capacity (each user may have multiple prints enrolled in the system) With Electric Door Lock, Push Button for releasing the lock from inside with complete Installation	1 No.	

Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- a. The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
- b. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
- c. 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 supported literature may lead to rejection of bid.

Vendor Qualification Criteria

Vendor Qualification Requirement	Document Needed with Technical Bid	Item No.
Authorized Tier 1/ Tier II/ Level 1/ Level II Partnership/ Authorized Distributor/ Dealer	Certificate from Principal/Manufacturer/Distributor/Dealer	1-3
Authorized Tier 1/ Tier II/ Level 1/ Level II Partnership/ Authorized Distributor/ Dealer/ Reseller	Letter from Principal/Manufacturer/Distributor/Dealer OR Email from Manufacturer/Distributor/Dealer	4-5
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer/Distributor/Dealer OR Email from Manufacturer/Distributor/Dealer	1-5
Product Support Period No of 03 Years	Letter from Principal/Manufacturer/Distributor/Dealer OR Email from Manufacturer/Distributor/Dealer OR Online from Manufacturer Website	1-5

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope) Strictly on our BoQs Form.

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-Lahore Campus, 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).

Prices should be quoted inclusive of all applicable taxes

Sr #	Item Name & Specifications	Qty		Quoted Model / Brand / Make	Unit Price (Rs)	Total Price (Rs)
1	Desktop Computers Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 8th Gen Intel Core i5 Memory: 8GB DDR4 Hard disk: 1TB SATA 3.0 7200 RPM Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 19" Inch Accessories: Keyboard, Mouse, Power Cables. Warranty: 3 Years comprehensive onsite warranty	10	Nos.			
2	Desktop Computers Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 8th Gen Intel Core i7 Memory: 8GB DDR4 Hard disk: 1TB SATA 3.0 7200 RPM Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 19" Inch Accessories: Keyboard, Mouse, Power Cables. Warranty: 3 Years comprehensive onsite warranty	3	Nos.			
3	Router Refurb/Used Cisco Catalyst 2921 Router or equivalent IOS: Latest LAN based software Genuine USB Console Cable. Warranty: 90 days onsite Standard Warranty.	10	Nos.			

4	<p>Multimedia Projector Brand: Panasonic, Epson, Hitachi or Equivalent Projection System: 3LCD Brightness: 3,000 Lumens Color Output: 3000 Lumens Minimum Contrast Ratio: 10,000:1 Native Resolution: 1,024 x 768 Lamp Life: ECO mode: 10,000 hours (minimum) Normal mode: Up to 5,000 hours Required Projected Distance: 120 - 180 inches (minimum) Keystone Correction: Vertical: $\pm 30^\circ$, Horizontal: $\pm 15^\circ$ (Manual) Video Input: VGA, HDMI Network Port: RJ45 Accessories: Remote, carry bag and universal ceiling mount kit having L-key screws. Warranty: 3 years onsite warranty.</p>	2	Nos.			
5	<p>Biometric Access Control ZKTeco K40 or better system or equivalent Access Control Biometric Machine with Data Export options Fingerprint and Password recognition, RFID Card (optional) More than 500 Users Capacity (each user may have multiple prints enrolled in the system) With Electric Door Lock, Push Button for releasing the lock from inside with complete Installation</p>	1	No.			

Special Terms and conditions:

- i. Please submit the technical and financial bid (rates) on our prescribed BoQs Form and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with both bids, otherwise your bid (s) may be rejected.
- ii. 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.
- iii. Faulty/ Dead part will be replaced during the warranty period instead of repairing.
- iv. Purchase / work order (s) will be awarded on **Item wise Basis.**
- v. Kindly attach the **Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
- vi. **Multiple rates of an item may also lead to the rejection of bid / item.**