



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1379

Case # 3073

Title of Tender: Rate Contract for Repair and Maintenance of Telephone Exchange

A. GENERAL 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 (GST & Income Tax) 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. **Purchase / Work / Services Order shall be issued as and when required services within contract period (One Year).**
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 / Work 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 **July 08, 2020** 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 following identification quotation of "**Rate Contract for Repair and Maintenance of Telephone Exchange**".

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 (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.
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 **ONE YEAR**. 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. 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”, which shall be released after the expiry of the Contract. 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;
- 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.

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:**

B. BoQs of Rate Contract for Repair and Maintenance of Telephone Exchange (Model MTEL 3000 IP 16+360), CUI-Lahore

<p>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:</p> <ol style="list-style-type: none"> 1. <u>The bid may be rejected on the reason of ambiguity (OR)</u> 2. <u>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</u> 		
<p>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).</p>		<p>Rates to be quoted inclusive of all (applicable) taxes</p>
<p>Sr. #</p>	<p><u>Item Name & Specification</u></p>	<p>Total Amount (Rs.) (May be quoted for complete one year including all job as mentioned in our BoQs.)</p>
	<p><u>Repair and Maintenance of Telephone Exchange Model MTEL 3000 IP 16+360) (Qty. 01)</u></p> <ul style="list-style-type: none"> • Services of Maintenance will include schedule and unscheduled service, on all remedial maintenance based on the specific needs of the equipment. • The company shall provide the scheduled maintenance on quarterly basis i.e. 04-times during the year of Agreement. • Maintenance will include testing running diagnostics, cleaning, adjustment & replacement of part as and when necessary. • Maintenance must include whole equipment of exchange system. 	

C. 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.

1. 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.

2. 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.
3. 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.

D. SPECIAL TERMS AND CONDITIONS

1. *Bidders are requested to kindly visit the CUI-Lahore Campus to inspect the Telephone Exchange before quoting rates to avoid specifications / quality issues.*
2. Bidders are requested to quote genuine / quality products / services without compromising on quality. The supplied products / services shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
3. Initial contract will be valid for One Year from the date of Issuance of Supply / Work Order. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad, Lahore Campus.
4. The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
5. Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mentions the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
6. Multiple rates of an item (s) / service (s) may also lead to the rejection of bid.
7. Contract shall be executed with lowest bidder meeting the specification requirements.

E. TERMS AND CONDITIONS FOR AGREEMENT

This agreement made on this _____ between M/s. _____ and COMSATS University Islamabad Lahore Campus (here in after referred to as the second party) on the terms and conditions as produced under:

General:

1. The agreement will remain in force for a period of One Year However it shall be renewable on mutual consensus of both the parties.
2. Annual maintenance charges (AMC) shall be Rs. _____ per annum including the cost of labor and parts. Services Ta (PST) 16 % will be charge separately if exempted provide exemption certificate.
3. Initially the contract will be effective from _____ to _____ as per conditions as mutually agreed up on by M/s. _____ and COMSATS University Islamabad Lahore Campus.

4. Payment shall be released on half year basis on submission of invoices of both scheduled and unscheduled services.
5. The contractor will not be responsible for repair and maintenance if the system is damaged with earthquake, fire and unreasonable use.
6. All the equipment of exchange system is covered under the agreement, there shall be no additional charges for the cost of Engineers hours and spare parts for any routine preventive Maintenance and any on call repair that may be necessary.
7. COMSATS University Islamabad-Lahore Campus shall reserve the right to terminate the agreement any time through a written advance notice of 30 days to the company. In such a case, the amount paid to company will be reimbursed to the customer, proportionally for the remaining period.

Company's Responsibilities:

1. Maintenance will include scheduled and unscheduled service, on all remedial maintenance based on the specific needs of the equipment.
2. The company shall provide scheduled maintenance on quarterly basis i.e 04 times during the year of agreement.
3. Maintenance will include testing running diagnostics, cleaning, adjustment and replacement of parts as and when necessary.
4. Company shall endeavor to respond to calls within 04 working hours, if the complaint is lodged during regular business hours and days the response time will depend on the availability of engineer. If the problem is not resolved within 48 hours 2 days thereafter, company will provide temporary arrangement as backup unit.
5. Services rendered under this agreement will be performed at COMSATS University Islamabad-Lahore Campus premises unless in the opinion of the company in which case the work will be performed in their workshop.
6. Maintenance must include whole equipment of exchange system.