



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

Tender No. CUI-LHR-TN-13-20-1387

Case # 3087

**Single Stage Two Envelop Procedure**

**Title of Tender: Purchase of Laptop Computers under PC-1 entitled Establishment of Centre for Advanced Technologies in Biomedical Materials (CATBM)**

**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. 1,000/-** 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/delivery time for is **120 Days (starting from the date of LC Opening)**. The handing over / completion time for this contract is of critical importance.
8. The bid proposal must be quoted inclusive of all freight and packing charges in C&F and to be delivered at Lahore Airport. CUI Lahore Campus shall open the direct LC in favor of Original Manufacturer / Principal and shall also clear the shipment from Custom Authorities.
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 **August 05, 2020** on or before **1100hrs** and will be opened on the same date **at 1130hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.

**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**;

**Signature & Stamp of Bidder**

- 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;
- Deputy Registrar (Procurement)**  
**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 “**Purchase of Laptop Computers under PC-1 entitled Establishment of Centre for Advanced Technologies in Biomedical Materials (CATBM)**”.
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. All prices should be valid for at least **120 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.
- 20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 21. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 22. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 23. Warranty (**01 Year Local Onsite Warranty Including Battery**) shall be provided from the date of installation or standard warranty whichever is higher.
- 24. The Successful/lowest bidder is required to submit the **05% of the total value of Purchase Order as a retention money in form of Call Deposit Receipt/ Local Bank Guarantee with the validity of Warranty Time Period (01 Year Local Onsite Warranty Including Battery)** in favor of COMSATS University Islamabad (CUI), Lahore Campus and it will be released after the completion of warranty period.
- 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. **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.
- 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 Purchase of Laptop Computers under PC-1 entitled Establishment of Centre for Advanced Technologies in Biomedical Materials (CATBM)**

**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	Required Specifications	
01	Laptop Core i5	<b>Brand:</b> HP/ Dell/ Lenovo or equivalent <b>Processor:</b> 10th Generation Intel Core i5 processor <b>Memory:</b> 8 GB DDR4-2400 SDRAM <b>Display:</b> 15" Diagonal Full HD or Higher <b>Internal drive:</b> 512GB M.2 SSD Hard drive <b>Ports:</b> Ethernet Port 1000, Dual Band Wireless, 2 USB 3.0 or above (1x with Power share), 1 HDMI Port, Fingerprint Sensor <b>Camera:</b> HD camera (IR Webcam Optional). <b>Keyboard:</b> Keyboard with backlit <b>Battery type:</b> Long Life 3-cell Battery <b>Laptop Bag:</b> Original Laptop Bag of same brand. <b>Warranty:</b> 1 Year Local on-site warranty including battery.	120 Nos

**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:**

(Following required documents must be attached with the technical bid).

<b>Vendor Qualification</b>	<b>Document Needed</b>
Authorized Tier 1/ Level 1 Partnership/ Authorized service provider	Certificate from Principal/Manufacturer
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer
Product Support Period No of <u>05</u> Years	Letter from Principal/Manufacturer OR Email from Manufacturer OR Online from Manufacturer Website

**Product Qualification Criteria (ITEM No: 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.

**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 to be quoted in C&F with all freight & packing charges at Lahore Airport

Sr. #	Item Name	Required Specifications		Quoted Model / Brand	Unit Price (C&F Lahore Airport) with mentioning of Quoted Currency	Total Price (C&F Lahore Airport) with mentioning of Quoted Currency
01	Laptop Core i5	<p><b>Brand:</b> HP/ Dell/ Lenovo or equivalent</p> <p><b>Processor:</b> 10th Generation Intel Core i5 processor</p> <p><b>Memory:</b> 8 GB DDR4-2400 SDRAM</p> <p><b>Display:</b> 15" Diagonal Full HD or Higher</p> <p><b>Internal drive:</b> 512GB M.2 SSD Hard drive</p> <p><b>Ports:</b> Ethernet Port 1000, Dual Band Wireless, 2 USB 3.0 or above (1x with Power share), 1 HDMI Port, Fingerprint Sensor</p> <p><b>Camera:</b> HD camera (IR Webcam Optional).</p> <p><b>Keyboard:</b> Keyboard with backlit</p> <p><b>Battery type:</b> Long Life 3-cell Battery</p> <p><b>Laptop Bag:</b> Original Laptop Bag of same brand.</p> <p><b>Warranty:</b> 1 Year Local on-site warranty including battery.</p>	120 Nos.			

**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. Faulty/ Dead part will be replaced during the warranty period.
- iii. Purchase / work order (s) will be awarded on **Item Wise Basis.**
- iv. Kindly attach the **Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
- v. **Multiple rates of an item may also lead to the rejection of bid / item.**