



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1391

Case # 3104

Single Stage Two Envelop Procedure

Title of Tender: **Supply of IT Items for Faculty, Staff, Data Center, Computer Labs and Class Rooms**

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 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 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 **August 12, 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 Majeure 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**;
 - 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 unopened 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 **“Supply of IT Items for Faculty, Staff, Data Center, Computer Labs and Class Rooms”**.
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, 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 quoted on F.O.R (Pak Rupees).
- 21. 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 and / or put a ban on such vendor participation in tenders / works.
- 22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 24. The CUI-Lahore reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 25. **05% of the total value of Invoice of Sr. 1 & 2 will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (One Year) which will be counted from the date of delivery / 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”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 27. 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.
- 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 Supply of IT Items for Faculty, Staff, Data Center, Computer Labs and Class Rooms, CUI-Lahore Campus

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

Sr .#	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). Item's Name Specifications	Qty.	Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
1	<u>Hard drives (New)</u> SSD Hard drives for QNAP 871URP NAS (Compatible) Capacity: SSD 512GB NAS Warranty: One Year Warranty.	02 Nos.	
2	<u>Hard drives (New)</u> SATA Hard drives for QNAP 871URP NAS (Compatible) Capacity: SATA 6TB 3.5" NAS Warranty: One Year Warranty.	02 Nos.	
3	<u>UTP Cable Roll</u> AMP / 3M/ Bay net or equivalent Original Cat 6 23 Gauge, Length= 1000 feet Sample Required before Delivery.	6 Nos.	
4	<u>RJ45 Connector</u> AMP / 3M/ Bay net or equivalent Original CAT 6 RJ45 Network Connector Sample Required before Delivery.	500 Nos.	
5	<u>Keyboard USB</u> New Branded USB Keyboard A4Tech/ Logitech/ Dell/ HP (Original) or Equivalent Sample Required before Delivery.	800 Nos.	
6	<u>Mouse USB</u> New Branded USB Mouse A4Tech/ Logitech/ HP (Original) or Equivalent 3 Button USB Optical Mouse Sensor: 1000 DPI Sensitivity Clickable Scroll Wheel Sample Required before Delivery.	800 Nos.	
7	<u>Power Cable</u> New Power Cable 3 Pin Best Quality Sample Required before Delivery.	100 Nos.	

8	VGA Cable VGA Cable 3 Meter Male Female Connector DE Connector 15 pin Sample Required before Delivery.	100 Nos.	
9	Thumb Scanner Digital Persona U.are.U4500 or Equivalent Connection: USB 2.0 Resolution: 512 dpi. Sensor Type: Optical. Illumination: Blue LEDs. Operating Temperature: 0C ~ +40C. Warranty: One-month warranty.	10 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.

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.

Product Qualification Criteria:

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.

Samples Required for Technical Evaluation:

Bidders are required to provide the sample (s) of items at Sr. 3,4,5,6,7 & 8 of BoQs for technical evaluation to the IT Team.

Vendor Qualification Criteria

Vendor Qualification
Authorized service provider/ Dealer/ Reseller
Warranty Coverage from Authorized service provider/ Dealer/ Reseller

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).

Rates to be quoted inclusive of all (applicable) taxes

Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<u>Hard drives (New)</u> SSD Hard drives for QNAP 871URP NAS (Compatible) Capacity: SSD 512GB NAS Warranty: One Year Warranty.	02 Nos.			
2	<u>Hard drives (New)</u> SATA Hard drives for QNAP 871URP NAS (Compatible) Capacity: SATA 6TB 3.5" NAS Warranty: One Year Warranty.	02 Nos.			
3	<u>UTP Cable Roll</u> AMP / 3M/ Bay net or equivalent Original Cat 6 23 Gauge, Length= 1000 feet Sample Required before Delivery.	6 Nos.			
4	<u>RJ45 Connector</u> AMP / 3M/ Bay net or equivalent Original CAT 6 RJ45 Network Connector Sample Required before Delivery.	500 Nos.			
5	<u>Keyboard USB</u> New Branded USB Keyboard A4Tech/ Logitech/ Dell/ HP (Original) or Equivalent Sample Required before Delivery.	800 Nos.			
6	<u>Mouse USB</u> New Branded USB Mouse A4Tech/ Logitech/ HP (Original) or Equivalent 3 Button USB Optical Mouse, Sensor: 1000 DPI Sensitivity Clickable Scroll Wheel Sample Required before Delivery.	800 Nos.			
7	<u>Power Cable</u> New Power Cable 3 Pin Best Quality Sample Required before Delivery.	100 Nos.			
8	<u>VGA Cable</u> VGA Cable 3 Meter Male Female Connector DE Connector 15 pin Sample Required before Delivery.	100 Nos.			

9	Thumb Scanner Digital Persona U.are.U4500 or Equivalent Connection: USB 2.0 Resolution: 512 dpi. Sensor Type: Optical. Illumination: Blue LEDs. Operating Temperature: 0C ~ +40C. Warranty: One-month warranty.	10 Nos.			
---	--	------------	--	--	--

Special Terms and conditions;

1. **Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.**
2. **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.**
3. **Multiple rates of an item may also lead to the rejection of bid / item.**
4. **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
5. **Purchase / work order shall be awarded on item wise basis.**
6. **Faulty/ Dead part will be replaced during the warranty period instead of repairing.**