



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-22-1555
Case # 3475

Invitation to Bid

(Single Stage Two Envelope Procedure)

**Multimedia Projectors, Desktop Computers, UPS,
IT Items & Rostrums for Classrooms**

For

CUI Lahore Campus



Invitation to Bid

**Multimedia Projectors, Desktop Computers
UPS, IT Items & Rostrums for Classrooms**

COMSATS University Islamabad (CUI), Lahore Campus, a public sector University of Ministry of Science & Technology (MoST) invites sealed bids from the registered with Income Tax, GST & PRA Department and who are also on Active Tax Payers List (ATL) of FBR for “Multimedia Projectors, Desktop Computers, UPS, IT Items & Rostrums for Classrooms, CUI-Lahore Campus”

- 2) Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc. are available for the interested bidders at **“Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off, Raiwind Road, Lahore”**. Bidding documents can also be downloaded from the following link (<https://lahore.comsats.edu.pk/Offices/Procurement/Tenders.aspx>). Bids shall be submitted along with tender document's fee in the form of **Pay Order / Demand Draft** amounting **Rs. 2500/-(non-refundable)** for each tender. No bid shall be accepted without tender document fee.
- 3) The bids prepared in accordance with the instructions in the bidding documents must reach at **“Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off Raiwind Road, Lahore”** on or before **January 19, 2022 at 1400 hrs.** Bids will be opened on the same day at **1430 hrs.** This advertisement is also available on PPRA's website at www.ppra.org.pk.



Deputy Registrar (Procurement)
COMSATS University Islamabad (CUI), Lahore Campus
(A public sector University of Ministry of Science & Technology)

Defence Road, Off, Raiwind Road, Lahore,

Ph: 042-111-001-007 (Ext: 875)

“SAY NO TO DRUGS”

www.comsats.edu.pk

PID(i) 4398/21

Part: 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 firms, 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. Please submit the technical and financial bid (s) on CUI-Lahore prescribed BoQs and also attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected.

6. Tender Fee & Earnest Money/CDR

- a. Documents along with Pay Order / Demand Draft amounting to **Rs.2,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
- b. 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 completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
- c. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.

7. Performance Security/Retention Money:

- a. **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 (As Mentioned in BoQs) which will be counted from the date of delivery / completion of work / supply.**
8. Part / Advance payments is not allowed.
9. **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.**
10. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.

12. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
13. 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.
14. The bid should be submitted in a sealed envelope up to **January 19, 2022** on or before **1400hrs** and will be opened on the same date **at 1430hrs** 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.
15. 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 un-opened to the respective bidders;
 - ix. and
 - x. The bid found to be the lowest evaluated bid shall be accepted.

16. 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

17. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Multimedia Projectors, Desktop Computers, UPS, IT Items & Rostrums for Classrooms”**.
18. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 19. 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.
20. 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.
21. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
22. Payment will be made as per PPRA rule 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.
23. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all applicable taxes.
24. 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 and / or put a ban on such vendor participation in tenders / works.
25. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
26. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
27. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s earnest money.
28. The CUI-Lahore reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
29. 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.

30. 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.

31. 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.**

Part: B: SPECIAL TERMS AND CONDITIONS

1. *If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway along with its 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. **Faulty/ Dead part will be replaced during the warranty period instead of repairing.**
3. *Brand name / model must be mentioned against items where required failing which the bid / item (s) may be rejected. Manufacturing origin can only be accepted against items where mentioned specifically in the BoQ form.*
4. **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.**
5. *Bidders are advised to submit the bid on the prescribed BoQs of COMSATS University Islamabad, Lahore Campus and clearly mention the quoted model / brands as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.*
6. **Multiple rates of an item may also lead to the rejection of bid / item.**
7. **Purchase / work order shall be awarded to the evaluated lowest bidder for Sr. # 1 to 4 on turnkey basis and for Sr. # 5 to 8 on item wise basis.**

Part C: 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).	Qty.	Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
	Item's Name Specifications		
1	<p><u>Multimedia Projector</u> Projection Technology: LCD Brightness/Color Output: 3,000 Lumens Contrast Ratio: 10,000:1 Lamp Life Hours: 10,000 (Economy), 5,000 (Normal) Keystone Correction: H/V: $\pm 15^\circ/\pm 30^\circ$ Video Input: VGA, HDMI Network Port: RJ45 Accessories: Remote, carrying bag and universal ceiling mounting kit having L-key screws. Demo: Multimedia Projector Warranty: One-year onsite.</p>	10 Nos.	
2	<p><u>VGA Switch Splitter with Installation:</u> Brand: DTECH, Model: DT-7037 or Equivalent Input Method: 2 input 2 outputs. Video Bandwidth: 500MHz Transmission Range: Minimum 200 feet. Resolution Supports: 2048 * 1536 Installation Method: Plug & play. VGA switch splitter compatibility: must be compatible with existing classroom IT step. Demo: will be required along with Multimedia Projector demo. Warranty: One-year onsite.</p>	04 Nos.	
3	<p><u>Multimedia Projection Screen</u> Brand: Lucky or Equivalent Manual multimedia projection screen Screen Size: 10*8 Warranty: One-year onsite.</p>	04 Nos.	

4	<p><u>Supply and Installation of Material</u> Scope of Work: Supply & Installation</p> <p>a) Installation of multimedia projector and mounting kit.</p> <p>b) Installation of power cable: Brand: Pakistan cable\G.M cable or Equivalent, Size: 23*76, Multimedia Projector to the rostrum including earth wire.</p> <p>c) Installation of Network cable: Brand: Molex \ 3M or Equivalent Size: 23 gages, Laying no. of two Network cables (One for Multimedia Projector, Second for Rostrum System) from Distribution Switch to Rostrum and Multimedia.</p> <p>d) Installation of duct in classroom. Brand: Adam G\ Popular Duct Size 16*38.</p> <p>e) Installation of VGA Cable 15m: 15-Pins Double Shielded High voltage 15m Pure Copper or equivalent *</p>	04 Nos.	
5	<p><u>Desktop Computer Systems Core i5</u> Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 10th Gen Intel Core i5 Memory: 16GB DDR4 Hard disk: 256 SSD Wireless Card: Dual band Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 18.5 inches with 1366*768 or higher resolution with Power & Display Cables. Accessories: Keyboard, Mouse, Power Cables. Warranty One-year onsite warranty.</p>	04 Nos.	
6	<p><u>UPS 2 KVA</u> UPS Brand: APC, Emerson, or Equivalent Capacity: 2000VA Topology: Line Interactive Waveform type: Step-Sine Wave Built-in AVR: Yes Rated Input Voltage: 230Vac Input Voltage range for main operation: 180- 275Vac Input Frequency Range: 50Hz, ±5% Nominal Output Voltage: 230Vac Battery Type: Maintenance free Sealed Lead Acid & Leak Proof Battery Backup Time: 5 minutes at full Load Typical Recharge time: 8 hours up to 90% Computer Interface for safe shutdown: Yes Warranty: One-year onsite warranty including batteries</p>	04 Nos.	
7	<p><u>Column Speaker</u> Column Speaker Brand: ITC T-902P, ABK-WL806 or Equivalent Rated Power:40W, Warranty: One-year onsite warranty.</p>	04 Nos.	
	<p><u>Mixer Amplifier</u> Brand: ITC, Model T-60, ABK-Model:P-2006P PA Mixer Amplifier or Equivalent Rated Output:60 W, Dimensions:1U/2U Warranty: One-year onsite warranty.</p>	04 Nos.	

8	<p>Rostrum Imported lamination Fomite: 8911, Deco paint, 8 mm tampered glass, combination lock, stainless steel mono, LED fitting, VGA Splitter (LED, VGA Splitter will be provided), Internal wiring (23*76) with 6 three pin universal power plugs 16 AMP supported, power control with breaker 32 AMP, exhaust fan 4-inch 220W both sides, sound system fitting (speakers will be provided). Fixing of rostrum with ground in classrooms, Dimensions height 4ft, width 2.2f, Depth 2f, fixation of 04 revolving, Including CUI Lahore Logo. Sample is available in CUI Lahore.</p>	04 Nos.	
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Part D: 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.
4. Demo is required for Sr. # 1, 2 & 6 during technical evaluation.
5. Authorization is required for Sr. # 1, 5 & 6 (Authorized service provider having Tier 1/Tier II/Platinum/Gold/Level Partnership with Manufacturer/Principal) please also attach the Certificate from Principal/Manufacturer/Online Website link of Manufacturer failing which the bid may be rejected.
6. Warranty Coverage for Sr. # 1, 5 & 6 is required from Manufacturer / Principal also attach the Letter of Principal / Manufacturer OR Email from Manufacturer OR Online from Manufacture Website otherwise the bid may be rejected.
7. Product Support Period for Sr. # 1, 5 & 6 is 05 Years also attach the Letter of Principal / Manufacturer OR Email from Manufacturer OR Online from Manufacture failing which the bid may be rejected.

Part: F FINANCIAL PROPOSAL**Financial Portion (Price and Brand/Model to be mentioned 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**

S r. #	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<u>Multimedia Projector</u> Projection Technology: LCD Brightness/Color Output: 3,000 Lumens Contrast Ratio: 10,000:1 Lamp Life Hours: 10,000 (Economy), 5,000 (Normal) Keystone Correction: H/V: $\pm 15^\circ/\pm 30^\circ$ Video Input: VGA, HDMI Network Port: RJ45 Accessories: Remote, carrying bag and universal ceiling mounting kit having L-key screws. Demo: Multimedia Projector Warranty: One-year onsite.	10 Nos.			
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Sub Total Amount of Sr. # 1 to 4					
5	<p><u>Desktop Computer Systems Core i5</u> Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 10th Gen Intel Core i5 Memory: 16GB DDR4 Hard disk: 256 SSD Wireless Card: Dual band Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 18.5 inches with 1366*768 or higher resolution with Power & Display Cables. Accessories: Keyboard, Mouse, Power Cables. Warranty One-year onsite warranty.</p>	04 Nos.			
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