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

Tender No. <u>CUI-LHR-TN-23-1710</u>
Case # 3854

Invitation to Bid
Single Stage One Envelope Procedure

Laptop Computer for IRCBM Department under PSF, Tubitak funded Project awarded to Dr. Farasat Iqbal

Part: A   <u>GENERAL TERMS AND CONDITIONS</u>

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. **<u>Tender Fee & Earnest Money/CDR</u>**

   a. Documents along with Pay Order / Demand Draft amounting to **<u>Rs. 1,500/-</u>** 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.

6. **CUI, Lahore Campus will retain <u>5% of the total value</u> of the Invoice as security against items where warranty is required in our BoQs. The retention money will be released after the warranty period <u>(One year)</u> subject to a satisfactory report by the end user. The warranty period will be counted from the date of delivery/supply or installation (as the case may be).**

7. Part / Advance payments is not allowed.

Signature & Stamp of Bidder

8. 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.

9. Your bid proposal should be inclusive of freight and all taxes to be delivered at COMSATS University Islamabad, Lahore Campus's premises.

10. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.

11. Multiple rates of an item may also lead to the rejection of bid / item.

12. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.

13. 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.

14. Purchase order (s) will be awarded to the evaluated lowest bidder (s) **on Item wise Basis**.

15. The bid should be submitted in a sealed envelope up to **November 08, 2023** 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.

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
The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"Laptop Computer for IRCBM Department under PSF, Tubitak funded Project awarded to Dr. Farasat Iqbal ".**

17. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

18. 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.

19. 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.

20. 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.

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 **30 days.** Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore 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. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

28. The prices / cost will be considered as inclusive of all applicable taxes.

29. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.

30. 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.

31. 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.

32. 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:……………………………………………………..……………**

Signature & Stamp of Bidder

- **Postal Address:**……………………………………………………………………….……
- **Tel. / Mobile:**……………………..………………………**Email:**……………..……………
- **NTN# :**………………………………………….**GST#:**……………………………………..
- **Signature:** …………………………………….

  Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

Part B: <u>BoQs of Laptop Computer for IRCBM Department under PSF, Tubitak funded Project awarded to Dr. Farasat Iqbal, CUI-Lahore Campus</u>

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).				**Rate to be quoted Inclusive of all (applicable) Taxes**	
Sr. #	Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
01	**Laptop Computer** High Performance Laptop for Simulation and CAD Designing **Purpose of Laptop** Original laptop (non-refurbished) capable of running 3D based CAD designing and simulation software using windows operating environment **Processor** Core i5 13th Generation or above Processor Specs 4.6 GHz with 12MB L3 Cache or better **RAM** 8 GB single module DDR4-3200 MHz RAM or better **Storage Capacity / Type** 512 GB / SSD **Display Size** 14 Inches **Display Resolution** 1920 x 1080 or better **Wireless Specs** Intel® or equivalent Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate) **External 1/O ports** • 2 USB Type-A 5Gbps signaling rate. • 1 HDMI 2.1 • 1 stereo headphone/microphone	01	Nos.			

Signature & Stamp of Bidder

• 2 USB Type-C® 10Gbps signaling rate (USB Power Delivery) • Display Port™ 2.1 **Keyboard** Spilt resistance Numeric Keyboard with Backlight **Fingerprint reader** Yes (optional) **Webcam** 720p HD Camera or better **Battery & Charger** • 42 Wh Li-ion 3 cell or better • 65W charger or better **Color** Silver or Black or equivalent **Software** • DOS operating system • OEM drivers and important software for **built** in hardware (USB/CD) **Warranty & Others** 1 year warranty includes 1 year free parts and labor.					

Part C: <u>Bid Evaluation Criteria</u>

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

1. **Please submit the bid (rates) on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.**

2. **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.**

3. **Supporting literature of the quoted model must be attached (where available/required) for perusal of CUI Lahore to technically assess that the quoted item meet the required specifications and other conditions of our BoQs / tender document.**

4. **The bids shall be evaluated to strictly ensure that the quoted brand/ model/ item meet all the BoQ/ specification requirements given in the tender document for each item.**

5. **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.**

6. **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.**