



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Date: August 16, 2018

Case # 2397

Single Stage Two Envelops

Title of Quotation: 2 KVA UPS for K-4, CUI-Lahore

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

Sr .#	Items Name with Specifications	Quantity		Quoted Model / Brand with meeting the all specifications
No change in the BoQs (Specs & Qty.) of CUI-LC, 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-LC's BoQ may lead to rejection of bid (fully or partially).				
1	2 KVA UPS UPS Brand: APC/ Emerson/ Equivalent Capacity: 2000VA/1300W 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: 6 hours up to90% Computer Interface for safe shutdown: Yes Warranty: 2 years onsite warranty including batteries	01	No.	

Technical Evaluation Criteria:

- All the bids shall be evaluated against the technical requirements mentioned above.
- BoQs / specifications of the quoted model / brand shall be checked from brochure / product sheet or from website of the manufacturer.

a. Pre-Qualification Check list for Technical Evaluation

Vendor Qualification	Document Needed	Required Yes /No
Authorized Tier II/Dealer/Reseller	Certificate from Principal/Manufacturer/Distributor	Yes
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer	Yes

Signature of Contractor with Stamp

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

Sr. #	No change in the BoQs (Specs & Qty.) of CUI-LC, 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-LC's BoQ may lead to rejection of bid (fully or partially).	Qty.	Rate to be quoted Inclusive of all (applicable) Taxes		
			Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	<p><u>2 KVA UPS</u> UPS Brand: APC/ Emerson/ Equivalent Capacity: 2000VA/1300W 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: 6 hours up to90% Computer Interface for safe shutdown: Yes Warranty: 2 years onsite warranty including batteries</p>	01 No.			

Special Terms and conditions:

1. Please submit the bid (s) on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mention the quoted model / brand, otherwise your bid (s) may be rejected.
2. Multiple rates of an item may lead to the rejection of bid / item.
3. Purchase order shall be awarded on item wise basis.

Signature & Stamp of the Bidder

GENERAL TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.**
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **10 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes and to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. The quotation should be submitted in a sealed envelope.

Signature of Contractor with Stamp

6. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“2 KVA UPS for K-4, CUI-Lahore”**

Secretary Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road off, Raiwind Road, Lahore
Tel: 042-111-001-007, Ext: 875

7. 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 and installation, and COMSATS University Islamabad, Lahore acceptance / inspection thereof.
8. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes and **valid for at least 60 days.**
9. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
10. 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. The bid found to be the lowest evaluated bid shall be accepted.
11. If the vendor fails to deliver the goods / services to CUI-Lahore Campus in time then the penalty will be charged as under:-
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled.

Signature of Contractor with Stamp

12. The bid should be submitted in a sealed and stamped envelope up to **August 29, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

13. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

14. 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:**

Signature of Contractor with Stamp