



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 CIIT by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
5. Part / Advance payments is not allowed.
6. The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. 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.
10. COMSATS Institute of Information Technology, 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.
11. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
 12. The bid should be submitted in a sealed envelope up to **August 24, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
 13. The envelope should be marked as under;

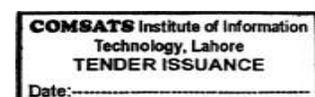
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875
 14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Computer Systems, Multimedia Projectors and Accessories for N-Block New 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 CIIT-Lahore 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, earnest money and payment may be forfeited.
 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 Institute of Information Technology, 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 **90 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT 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, decision of the Director, CIIT will be final and binding upon the parties.
- 24. The CIIT 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 the Invoice will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after warranty period which is Two Years, 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 Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 27. COMSATS Institute of Information Technology, 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. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. 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. I / We

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**
- The undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered

Signature & Stamp of Bidder

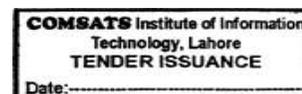


Technical Bid

BoQs of Computer Systems, Multimedia Projectors and Accessories for N block New Class Rooms, CIIT-Lahore

Sr. #	Item Name & Specification	Qty.		Quoted Model and Brand with meeting all specifications
1	<p><u>Multimedia Projector:</u> Epson PowerLite 98H XGA 3LCD Projector or equivalent Specifications: Projection System: 3LCD, 3-chip technology Projection Method: Front / rear / ceiling mount Driving Method: Poly-silicon TFT Active Matrix Pixel Number: 786,432 dots (1024 x 768) x 3 Color Brightness (Color Light Output): 3000 lumens Aspect Ratio: 4:3 Native Resolution: 1024 x 768 (XGA) Lamp Type: 200 W UHE Lamp Life:ECO mode: Up to 10,000 hours Normal mode: Up to 5,000 hours Contrast Ratio: Up to 10000:1 Interfaces:USB-A x 1, USB-B x 1, LAN x 1, HDMI x 1, HDMI/MHL® x 1, Computer/Component x 2, Video x 1, S-video x 1, RS-232c x 1, Mic: Stereo Mini-jack 1, Network Connectivity: 1)Network Connectivity : RJ45 Port 2)Wireless LAN port: 802.11 b/g/n (Compability Wireless Dongel must be provide by vendor with multimedia projector) Accessories: With all accessories Carry bag , remote control and universal ceiling mount kit having alky screws also provide the Vendor. <u>One Year Lamp warranty and two years multimedia parts warranty.</u></p>	Nos.	2	
2	<p><u>Installation of Multimedia Projectors</u> Scope of Work A) Multimedia Installation: Proper installation of multimedia projector with universal ceiling mount kit in the class room. B) Power Cable Installation: Power cable 23*76 from projector to the rostrum including earth wire from Multimedia to Rostrum (as per actual). The power cable brand name: Pakistan Cable\G.M Cables or equivalent. C) Network Cables Installation: Lay no. of 2 network cables from class rooms Computer System to network switch (as per actual). Also test the connectivity computer systems to network switch. Networking Cable brand name "Molex or equivalent". Note:- Vendor should provide and install ducts (Ducts size 16*38) as per actual on the site. Duct brand name: Adam Jee or equivalent *** Demo should be provide before starts working.</p>	Nos.	2	
3	<p><u>Multimedia Screens</u> Size: 8*10 .</p>	Nos.	2	
4	<p><u>Installation of Multimedia Screens</u> Vendor mount the screen in the class rooms.</p>	Nos.	2	
5	<p><u>Computer System:</u> Dell OptiPlex 3020 Desktop or Equivalent Processor, Intel® 4th generation Core™ i3 Dual, Intel® H81 Chipset, Processor Speed 3.40GHz, Tower Desk Top Computer Operating System: Windows 7 Professional SP1 64 bit</p>	Nos.	2	

Signature & Stamp of Bidder



	<p>Memory: 4GB Single Channel DDR3 1600MHz (4GBx1) Hard Drive: 500GB 7200 rpm Hard Drive Video Card: Intel® HD Graphics DVD\CD Drive: Tray load DVD Drive (Reads and Writes to DVD/CD) Keyboard & Mouse: Dell KB113 Wired Keyboard, Standard Wired Mouse Network Connectivity LAN\Wireless: 1000 Base-T network connectivity Power Supply: 300 Watt</p> <p>LCD: Dell E198WFP 19-inch Widescreen Flat Panel LCD Monitor Model: E198WFP, UPC: 884116003601 Featuring: contrast ratio :1000:1, brightness: 300 cd/m² Key Features: Display Technology LCD, Screen Size 19" Maximum Resolution 1440x900, Aspect Ratio 16:10, Contrast Ratio 1000:1, Response Time 5ms Refresh Rate 60 Hz, Technical Features: Max Viewing Angle Horizontal 160°, Max Viewing Angle Vertical 160°, Form Factor Desktop, Connectivity: Analog Video Input Connector 1 x 15 Pin D-Sub connector, Digital Video Input Standard DVI-D, Miscellaneous Color Black, Warranty: Local parts and labor on-site system warranty: 3 years</p>			
6	<p>KVM Dlink 222 KVM/Trendnet 2-Port USB KVM Switch (TK-217i) or equivalent</p>	Nos.	2	
7	<p>UPS Brand: APC/ Emerson or equivalent Output Capacity: 2000VA/1300W Nominal Output Voltage: 230V Output Voltage Distortion: Less than 5% at full load Topotlogy: Line interactive Waveform type: Pure Sine Wave Built-in AVR Built-in Surge Suppression, Multi-function LCD Status & Control console. Nominal Input Voltage: 230V Input Voltage range for main operation: 180-287V Input Voltage adjustable range for main operation 170-300V Input Frequency 47-63 Hz Battery Type: Maintenance free Sealed Lead Acid & Leak Proof Battery Typical Recharge time:3 hours Computer interface and software for safe shutdown of computer Warranty: 2 years onsite warranty including batteries site.</p>	Nos.	2	

Financial Bid

BoQs of Computer Systems, Multimedia Projectors and Accessories for N block New Class Rooms, CIIT-Lahore

Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	<p>Multimedia Projector: Epson PowerLite 98H XGA 3LCD Projector or equivalent Specifications: Projection System: 3LCD, 3-chip technology Projection Method: Front / rear / ceiling mount Driving Method: Poly-silicon TFT Active Matrix Pixel Number: 786,432 dots (1024 x 768) x 3 Color Brightness (Color Light Output): 3000 lumens Aspect Ratio: 4:3 Native Resolution: 1024 x 768 (XGA)</p>	Nos.	2		

Signature & Stamp of Bidder

	<p>Lamp Type: 200 W UHE Lamp Life:ECO mode: Up to 10,000 hours Normal mode: Up to 5,000 hours Contrast Ratio: Up to 10000:1 Interfaces:USB-A x 1, USB-B x 1, LAN x 1, HDMI x 1, HDMI/MHL® x 1, Computer/Component x 2, Video x 1, S-video x 1, RS-232c x 1, Mic: Stereo Mini-jack 1, Network Connectivity: 1)Network Connectivity : RJ45 Port 2)Wireless LAN port: 802.11 b/g/n (Compability Wireless Dongel must be provide by vendor with multimedia projector) Accessories: With all accessories Carry bag , remote control and universal ceiling mount kit having alky screws also provide the Vendor. <u>One Year Lamp warranty and two years multimedia parts warranty.</u></p>					
2	<p><u>Installation of Multimedia Projectors</u> Scope of Work A) Multimedia Installation: Proper installation of multimedia projector with universal ceiling mount kit in the class room. B) Power Cable Installation: Power cable 23*76 from projector to the rostrum including earth wire from Multimedia to Rostrum (as per actual). The power cable brand name: Pakistan Cable\G.M Cables or equivalent. C) Network Cables Installation: Lay no. of 2 network cables from class rooms Computer System to network switch (as per actual). Also test the connectivity computer systems to network switch. Networking Cable brand name "Molex or equivalent". Note:- Vendor should provide and install ducts (Ducts size 16*38) as per actual on the site. Duct brand name: Adam Jee or equivalent *** Demo should be provide before starts working.</p>	Nos.	2			
Grand Total Amount (Rs.) Sr. 1 & 1.2						
3	<p><u>Multimedia Screens</u> Size: 8*10 .</p>	Nos.	2			
4	<p><u>Installation of Multimedia Screens</u> Vendor mount the screen in the class rooms.</p>	Nos.	2			
Grand Total Amount (Rs.) Sr. # 2 & 2.1						
5	<p><u>Computer System:</u> Dell OptiPlex 3020 Desktop or Equivalent Processor, Intel® 4th generation Core™ i3 Dual, Intel® H81 Chipset, Processor Speed 3.40GHz, Tower Desk Top Computer Operating System: Windows 7 Professional SP1 64 bit Memory: 4GB Single Channel DDR3 1600MHz (4GBx1) Hard Drive: 500GB 7200 rpm Hard Drive</p>	Nos.	2			

	<p>Video Card: Intel® HD Graphics DVD\CD Drive: Tray load DVD Drive (Reads and Writes to DVD/CD) Keyboard & Mouse: Dell KB113 Wired Keyboard, Standard Wired Mouse Network Connectivity LAN\Wireless: 1000 Base-T network connectivity Power Supply: 300 Watt</p> <p>LCD: Dell E198WFP 19-inch Widescreen Flat Panel LCD Monitor Model: E198WFP, UPC: 884116003601 Featuring: contrast ratio :1000:1, brightness: 300 cd/m² Key Features: Display Technology LCD, Screen Size 19" Maximum Resolution 1440x900, Aspect Ratio 16:10, Contrast Ratio 1000:1, Response Time 5ms Refresh Rate 60 Hz, Technical Features: Max Viewing Angle Horizontal 160°, Max Viewing Angle Vertical 160°, Form Factor Desktop, Connectivity: Analog Video Input Connector 1 x 15 Pin D-Sub connector, Digital Video Input Standard DVI-D, Miscellaneous Color Black, Warranty: Local parts and labor on-site system warranty: 3 years</p>					
6	<p><u>KVM</u> Dlink 222 KVM/Trendnet 2-Port USB KVM Switch (TK-217i) or equivalent</p>	Nos.	2			
7	<p><u>UPS</u> Brand: APC/ Emerson or equivalent Output Capacity: 2000VA/1300W Nominal Output Voltage: 230V Output Voltage Distortion: Less than 5% at full load Topotlogy: Line interactive Waveform type: Pure Sine Wave Built-in AVR Built-in Surge Suppression, Multi-function LCD Status & Control console. Nominal Input Voltage: 230V Input Voltage range for main operation: 180-287V Input Voltage adjustable range for main operation 170-300V Input Frequency 47-63 Hz Battery Type: Maintenance free Sealed Lead Acid & Leak Proof Battery Typical Recharge time:3 hours Computer interface and software for safe shutdown of computer <u>Warranty: 2 years onsite warranty including batteries site.</u></p>	Nos.	2			

Note:

- Vendors are requested to kindly visit the site to take the actual measurements of Cabling, Ducting etc before to quoting the Installation work of Multimedia Projectors and Multimedia Screens.
- Purchase / Work order will be awarded of **Sr. # 1 & 2 and Sr. # 3 & 4 on Grand Total Amount basis and other items on Item Wise basis.**

Signature & Stamp of Bidder

3. Please submit the technical and financial bid (s) on our prescribed BoQs, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed) with both bids.
4. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.