



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI.LC-TN-13-18-1079

Case # 2377

Single Stage Two Envelop Procedure

Title of Tender: **Supply of Desktop Computer for Establishment of Lab C-06 in Computer Science Department**

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, 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 (CUI), Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** 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.
6. Part / Advance payments is not allowed.
7. **The exact completion/delivery time from the date of the purchase / work order will be 60 days (start from date of LC Opening). The handing over / completion time for this contract is of critical importance.**
8. **The bid proposal must be quoted inclusive of all freight and packing charges in C&F and to be delivered at Lahore Airport. CUI Lahore Campus shall open the direct LC in favor of Principal and shall also clear the shipment from Custom Authorities of Lahore.**
9. After opening of bids, CUI, 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 **June 27, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. CUI, 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.
13. The envelope should be marked as under;
- Secretary, Purchase Committee**
COMSATS University Islamabad (CUI), 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 Desktop Computers for Establishment of Lab C-06 in Computer Science Department**”.
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 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, 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. 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 Campus and / or put a ban on such vendor participation in CUI tenders / works.
20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
21. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
22. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
23. **The Successful/lowest bidder is required to submit the 05% of the total value of Purchase Order as a retention money in form of Call Deposit Receipt/ Local Bank Guarantee with the validity of Warranty Time Period i.e. (Three Years onsite Warranty) in favor of COMSATS University Islamabad (CUI), Lahore Campus and it will be released after the completion of warranty period, which start from the date of completion of work / installation.**
24. **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.**
25. 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.
26. 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.
27. 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 Desktop Computers for Establishment of Lab C-06 in Computer Science Department

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

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).				Quoted Model Brand with meeting the all specifications	
Sr. #	Name	Specifications	Quantity		
01	Desktop Computers Core i7	Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 7th Gen Intel Core i7 Memory: 16GB DDR4 Hard disk: 500 GB SATA 3.0 7200 RPM Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 18.5" Inch Accessories: Keyboard, Mouse, Power Cables. Warranty: 3 Years comprehensive onsite warranty.	51	Nos.	

a. Vendor Qualification Criteria

Vendor Qualification	Document Needed	Required Yes /No
Authorized Tier 1/ Level 1 Partnership/ Authorized service provider	Certificate from Principal/Manufacturer	Yes
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer	Yes
Product Support Period No of 05 Years	Letter from Principal/Manufacturer OR Email from Manufacturer OR Online from Manufacturer Website	Yes
Faulty/ Dead part will be replaced during the warranty period instead of repairing.	Letter from Principal/ Manufacturer/ Distributor OR Email from Manufacturer/ Distributor OR Online from Manufacturer Website	Yes

a. Parts Replacement during Warranty Claims

Faulty/ Dead part will be replaced during the warranty period instead of repairing.

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

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 in C&F with all freight & packing charges at Lahore Airport		
Sr. #	Name	Specifications	Quantity		Quoted Model / Brand / Make	Unit Price (C&F Lahore Airport) with mentioning of Quoted Currency	Total Price (C&F Lahore) with mentioning of Quoted Currency
01	Desktop Computers Core i7	Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 7th Gen Intel Core i7 Memory: 16GB DDR4 Hard disk: 500 GB SATA 3.0 7200 RPM Built-in: HD Display, Gigabit Ethernet, In/Out Audio, speaker Display LED: 18.5" Inch Accessories: Keyboard, Mouse, Power Cables. Warranty: 3 Years comprehensive onsite warranty.	51	Nos.			

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 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. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.
3. Purchase / work order (s) will be awarded on **Item Wise Basis** as mentioned in BoQs.
4. In Addition to filling of the attached BoQs, 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 literature model. So the item/bid may be rejected.
5. Kindly attach the **Tender fee with Technical Bid** and **Bid money / CDR with Financial Bid**.

6. **Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model / brands, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed, stamped) with both bids.**
7. **Multiple rates of an item may also lead to the rejection of bid / item.**