



COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-18-1165

Case # 2532

Single Stage Two Envelop Procedure

Title of Tender: **Heavy Duty UPS for 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,LC 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, Lahore Campus.
5. 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 University Islamabad, Lahore Campus 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 20 days. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad, 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 **October 31, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. 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 unopened 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, 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 **“Heavy Duty UPS for 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 COMSATS University Islamabad, 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. 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 / 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 **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI, LC to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in 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 or grievance, the matter shall be addressed as per PPRA rules.
- 24. The CUI-Lahore 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 Invoice will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (Two Years) which will be counted 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 University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 27. 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.
- 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. 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 Heavy Duty UPS for Computer Science Department, 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. #	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.		Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
	Item's Name Specifications			
1	<p><u>10 KVA UPS</u> UPS Brand: APC/ Emerson/ Equivalent Capacity: 10KVA/9KW Topology: Online Waveform type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes 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 to 90% SNMP Card: Yes Warranty: 2 years onsite warranty including batteries</p>	2	Nos.	
2	<p><u>6 KVA UPS</u> UPS Brand: APC/ Emerson/ Equivalent Capacity: 6KVA/5.4KW Topology: Online Waveform type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes 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 to 90% SNMP Card: Yes Warranty: 2 years onsite warranty including batteries</p>	2	Nos.	

Technical Requirements for Bidding:

1. The Quoted product should fulfill all requirements given in BOQ Part.

2. Only authorized manufacturer/dealer/distributor/reseller can participate.
3. Letter from manufacturer/dealer/distributor/reseller should be attached, showing that product has the warranty coverage from its manufacturer.
4. The product with its serial no and its warranty period should be verifiable /online/email from manufacturer.
5. Manufacturer date should not be less than January 2017.
6. Faulty/ Dead part will be replaced during the warranty period instead of repairing.

Technical Evaluation Criteria:

1. All the bids shall be evaluated against the technical requirements mentioned above.
2. All necessary documents / certificates shall be checked / verified from concerned Principal / Manufacturer / website or through email.
3. BoQs / specifications of the quoted model / brand shall be checked from brochure / product sheet or from website of the manufacturer.

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope with Complete Terms & Conditions)

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					
<ol style="list-style-type: none"> 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-LHR, 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-LHR BoQ may lead to rejection of bid (fully or partially).				Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<u>10 KVA UPS</u> UPS Brand: APC/ Emerson/ Equivalent Capacity: 10KVA/9KW Topology: Online Waveform type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes 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 to 90% SNMP Card: Yes	2	Nos.		

	Warranty: 2 years onsite warranty including batteries				
2	<u>6 KVA UPS</u> UPS Brand: APC/ Emerson/ Equivalent Capacity: 6KVA/5.4KW Topology: Online Waveform type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes 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 to 90% SNMP Card: Yes Warranty: 2 years onsite warranty including batteries	2	Nos.		

Special Terms and conditions:

1. Please submit the technical and financial bid (s) on CUI-Lahore Campus prescribed BoQs and clearly mention the quoted model brands and also attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected.
2. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.
3. Purchase / work order shall be awarded **on item wise basis.**
4. Multiple rates of an item may also lead to the rejection of bid / item.