



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

Tender No. CUI-LHR-TN-13-19-1305

Case # 2890

Single Stage Two Envelop Procedure

Title of Tender: **Desktop Computer, UPS, Switch, Multimedia Projector & IT Items for Power Electronics lab of Department of Electrical & Computer Engineering, CUI-Lahore Campus**

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 document fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad (CUI), 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 and to be delivered at COMSATS University Islamabad (CUI), Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad (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 **November 13, 2019** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. COMSATS University Islamabad (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

The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Desktop Computer, UPS, Switch, Multimedia Projector & IT Items for Power Electronics lab of Department of Electrical & Computer Engineering, CUI-Lahore Campus”**.

14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 15. If the vendor fails to deliver the goods / services to COMSATS University Islamabad (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.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

18. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad (CUI), 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.
19. All prices should be quoted on **F.O.R (Pak Rupees) inclusive of all Taxes.**
20. 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 tenders / works.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
23. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. **05% of the total value of the Invoice will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (Sr. # 1 for 03 Years), (Sr.# 2 for 90 Days), (Sr. # 3 for 02 Years), (Sr. # 10 for 02 Years) & (Sr.# 11 for One Year) which will be counted from the date of delivery / completion of work / supply.**
25. **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 (CUI), Lahore Campus”.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights to 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.
27. 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.
28. 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 Desktop Computer, UPS, Switch, Multimedia Projector & IT Items for Power Electronics lab of Department of Electrical & Computer Engineering, CUI-Lahore Campus

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-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).		Qty.		Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs
	Item's Name & Specifications				
1	Desktop Computer Systems Core i5	Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 8th Gen Intel Core i5 Memory: 8GB 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.	20	Nos.	
2	Manageable 24 Port Switch	Cisco Catalyst 2960X-24TD-L or equivalent IOS: latest LAN based software Genuine USB Console Cable. Warranty: 90 days onsite Standard Warranty.	01	No.	
3	UPS with Batteries	UPS 6KVA Single Phase UPS Brand: APC/ Emerson/ Eaton or Equivalent Capacity: 6KVA/ 5.4KW Topology: Online Waveform Type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes Built-in AVR: Yes Input Voltage: 230Vac Input Voltage Range for Main Operation: 180-275Vac Input Frequency Range: 50Hz, +-5% Nominal Output Range: 230Vac Battery Type: Maintenance free sealed lead acid & leak proof battery. Backup Time: 5 Minutes at full load Typical Recharge Time: 6 Hours SNMP Card: Yes Warranty: 2 Years onsite warranty including batteries.	01	No.	

4	UTP Cable Roll	AMP / 3M/ Bay net or equivalent Original Cat 6 23 Gauge Length= 1000 fee (sample must be provided alongwith technical bid)	3	Nos.	
5	Switch Cabinet	Toten/ Dell or Equivalent 12U Wall Mountable, 16 Gauge. Cooling Fan, Switch Cabinet Standard Size.	1	No.	
6	Duct	Adamjee or equivalent Size 40*40 (sample must be provided alongwith technical bid)	12	Nos.	
7	Duct	Adamjee or equivalent Size 16*38 (sample must be provided alongwith technical bid)	12	Nos.	
8	RJ45 Connector	AMP / 3M/ Bay net or equivalent Original CAT 6 RJ45 Network Connector (sample must be provided alongwith technical bid)	100	Nos.	
9	Surge Protector	Brand: Balkin or Equivalent Surge Protection level: 70 Joules Mounting: Wall Indicator: Surge Protection Varistor: Metal Oxide Varistors Resistor: Damage-Resistant Protection	3	Nos.	
Purchase / Work Order against Sr. # 10 to 13 will be issued on Sub Total Basis					
10	Multimedia Projector 3000 Lumens	Brand: Panasonic, Epson, Hitachi or Equivalent Projection System: 3LCD, Brightness: 3,000 Lumens Color Output: 3000 Lumens, Minimum Contrast Ratio: 10,000:1 Native Resolution: 1,024 x 768, Lamp Life: ECO mode: 10,000 hours (minimum), Normal mode: Up to 5,000 hours Required Projected Distance:120- 180 inches (minimum) Keystone Correction: Vertical: ±30°, Horizontal: ±15° (Manual) Video Input: VGA, HDMI, Network Port: RJ45 Accessories: Remote, carry bag and universal ceiling mount kit having L-key screws. Warranty:3 years onsite warranty.	01	No.	
11	HDMI Switch Splitter	1 TO 4 HDMI Switch Splitter: Brand: DTECH, Model: DT-7144 4K or Equivalent Input Method: 4K*2K 1 to 4 HDMI Splitter Support Full HD, Transmission distance max 25M input 15m out 10m.	01	No.	

		Demo: will be required along with Multimedia Projector demo. Warranty: One-year onsite warranty.			
12	Multimedia Projection Screen	Brand: Lucky or equivalent Manual multimedia projection screen, Screen Size: 6*8	01	No.	
13	Supply and Installation of Material	<p>(Scope of Work) 1) Installation of Multimedia Projector mounting kit. 2) Installation of two Network cables, from Distribution Switch to Multimedia Projector, Second Switch to Computer System, Brand: Molex \ 3M, Size: 23 gages. 2) Installation of 3 core power cable, Brand: Pakistan cable\G.M cable, Size: 23*76, (From Multimedia Projector to Rostrum). 3) Installation of duct from Distribution Switch to TAS Class Room Installation. Brand: Adam G\ Popular, Duct Size 16*38.</p> <p>Note: Demo Required Before Installation: Power Cable, Network Cable and Duct.</p>	01	Job	

a. Vendor Qualification Criteria

Vendor Qualification	Document Needed	Item No.	Required Yes /No
Authorized Tier 1/ Level 1 Partnership / Authorized Service Provider	Certificate from Principal / Manufacturer	1-3	Yes
Authorized Tier 1/ II / Level 1 Partnership/ Authorized Service Provider/ Dealer/ Reseller	Certificate from Principal/ Manufacturer/ Distributor	10	Yes
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer/ / Dealer/ Reseller OR Email from Manufacturer / Dealer/ Reseller	1-3 & 10	Yes
Product Support Period No of <u>05</u> Years	Letter from Principal/Manufacturer/ Dealer/ Reseller OR Email from Manufacturer/ Dealer / Reseller OR Online from Manufacturer Website	1-3 & 10	Yes

b. Product Qualification Criteria for ITEM NO. 1-10

- If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope) Strictly on our BoQs Form.

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

Sr. #	Item's Name Specifications		Qty.		Rates to be quoted inclusive of all (applicable) taxes		
					Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	Desktop Computer Systems Core i5	Dell/ HP/ Lenovo or Equivalent Imported Branded Machine Processor: 8th Gen Intel Core i5 Memory: 8GB 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.	20	Nos.			
2	Manageable 24 Port Switch	Cisco Catalyst 2960X-24TD-L or equivalent IOS: latest LAN based software Genuine USB Console Cable. Warranty: 90 days onsite Standard Warranty.	01	No.			
3	UPS with Batteries	UPS 6KVA Single Phase UPS Brand: APC/ Emerson/ Eaton or Equivalent Capacity: 6KVA/ 5.4KW Topology: Online Waveform Type: Sine Wave Built-in Surge Suppression: Yes LCD Display: Yes Built-in AVR: Yes Input Voltage: 230Vac Input Voltage Range for Main Operation: 180-275Vac Input Frequency Range: 50Hz, +-5% Nominal Output Range: 230Vac Battery Type: Maintenance free sealed lead acid & leak proof battery. Backup Time: 5 Minutes at full load Typical Recharge Time: 6 Hours	01	No.			

		SNMP Card: Yes Warranty: 2 Years onsite warranty including batteries.					
4	UTP Cable Roll	AMP / 3M/ Bay net or equivalent Original Cat 6 23 Gauge Length= 1000 fee	3	Nos.			
5	Switch Cabinet	Toten/ Dell or Equivalent 12U Wall Mountable, 16 Gauge. Cooling Fan, Switch Cabinet Standard Size.	1	No.			
6	Duct	Adamjee or equivalent Size 40*40	12	Nos.			
7	Duct	Adamjee or equivalent Size 16*38	12	Nos.			
8	RJ45 Connector	AMP / 3M/ Bay net or equivalent Original CAT 6 RJ45 Network Connector	100	Nos.			
9	Surge Protector	Brand: Balkin or Equivalent Surge Protection level: 70 Joules Mounting: Wall Indicator: Surge Protection Varistor: Metal Oxide Varistors Resistor: Damage-Resistant Protection	3	Nos.			
10	Multimedia Projector 3000 Lumens	Brand: Panasonic, Epson, Hitachi or Equivalent Projection System: 3LCD, Brightness: 3,000 Lumens Color Output: 3000 Lumens, Minimum Contrast Ratio: 10,000:1 Native Resolution: 1,024 x 768, Lamp Life: ECO mode: 10,000 hours (minimum), Normal mode: Up to 5,000 hours Required Projected Distance:120- 180 inches (minimum) Keystone Correction: Vertical: ±30°, Horizontal: ±15° (Manual) Video Input: VGA, HDMI, Network Port: RJ45 Accessories: Remote, carry bag and universal ceiling mount kit having L- key screws. Warranty:3 years onsite warranty.	01	No.			
11	HDMI Switch Splitter	1 TO 4 HDMI Switch Splitter: Brand: DTECH, Model: DT-7144 4K or Equivalent Input Method: 4K*2K 1 to 4 HDMI Splitter Support Full HD,	01	No.			

		Transmission distance max 25M input 15m out 10m. Demo: will be required along with Multimedia Projector demo. Warranty: One-year onsite warranty.					
12	Multimedia Projection Screen	Brand: Lucky or equivalent Manual multimedia projection screen, Screen Size: 6*8	01	No.			
13	Supply and Installation of Material	(Scope of Work) 1) Installation of Multimedia Projector mounting kit . 2) Installation of two Network cables, from Distribution Switch to Multimedia Projector, Second Switch to Computer System, Brand: Molex \ 3M, Size: 23 gages. 2) Installation of 3 core power cable, Brand: Pakistan cable\G.M cable, Size: 23*76, (From Multimedia Projector to Rostrum). 3) Installation of duct from Distribution Switch to TAS Class Room Installation. Brand: Adam G\ Popular, Duct Size 16*38. Note: Demo Required Before Installation: Power Cable, Network Cable and Duct.	01	Job			
Sub Total Amount (Rs.) of Sr. # 10 to 13							

Special Terms and conditions;

1. Please submit the technical and financial bid (rates) 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. 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 supported literature may lead to rejection of bid.
3. Purchase / work order shall be awarded **on Item Wise basis for Sr.# 1 to 9 and on Sub Total Basis for Sr. # 10 to 13, as mentioned in BoQs.**
4. Kindly attach the **Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**

5. **Supply and installation of Material against Item No. 10 i.e. Multimedia Projector. The material that is going to be utilized for item no 10 will be checked and verified by onsite support engineer of COMSATS deputed for this job before installation**
6. **Faulty/ Dead part will be replaced during the warranty period instead of repairing for Sr. # 1-3 & 10.**
7. **Multiple rates of an item may also lead to the rejection of bid / item.**