

**COMSATS University Islamabad, Lahore Campus****Purchase Section**

Date: September 20, 2021

Case # 3421

**Single Stage Two Envelop Procedure****Title of Quotation:**            **Graphic Tablets for Online Classes at 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)

S r. #	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).		Quoted Model / Brand with meeting the all specifications	
	Item Name & Specification	Qty.		
1	<b><u>Graphic Tablet for Drawing</u></b> <b><u>Digital Graphics Tables</u></b> <b>Specifications:</b> <b>Brand: Gaomon or Equivalent</b> <b>Screen Size Minimum: 6 x 4 Inches</b> <b>Pressure Level Minimum: 8192 Levels</b> <b>Screen Resolution: 5080 LPI</b> <b>Interface Type: USB</b> <b>Pen Technology: Passive Electromagnetic</b> <b>Express Keys Minimum: 04</b> <b>OS Compatibility: Windows 10 or Later, macOS 10.12 or Later and Android 6.0 or Later</b> <b>Warranty One Year onsite</b>	10	Nos.	

**Bid Evaluation Criteria****All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.**

1. The bids shall be evaluated to strictly ensure that the quoted brand / model meet all the BoQ/ specification requirements given in the bidding document for each item.
2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
3. Supporting literature (where available / required) of the quoted brand / model must be attached for verification & technical evaluation of the required specification by the technical

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committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.

**4. Demo is required during technical evaluation.**

**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

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 inclusive of all (applicable) taxes

Sr #	Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<b><u>Graphic Tablet for Drawing</u></b> <b><u>Digital Graphics Tables</u></b> <b>Specifications:</b> <b>Brand: Gaomon or Equivalent</b> <b>Screen Size Minimum: 6 x 4 Inches</b> <b>Pressure Level Minimum: 8192 Levels</b> <b>Screen Resolution: 5080 LPI</b> <b>Interface Type: USB</b> <b>Pen Technology: Passive Electromagnetic</b> <b>Express Keys Minimum: 04</b> <b>OS Compatibility: Windows 10 or Later, macOS 10.12 or Later and Android 6.0 or Later</b> <b>Warranty One Year onsite</b>	10	Nos.			

**Special Terms and Conditions:**

1. **Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.**
2. ***Bidders are advised to submit both bid(s) (technical and financial) on the prescribed BoQs of COMSATS University Islamabad, Lahore Campus and clearly mention the quoted model / brands as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.***
3. **Multiple rates of an item may also lead to the rejection of bid / item.**
4. **Purchase / work order shall be awarded to evaluated lowest bidder(s) on Item Wise Basis.**

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**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 **07 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 delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall also bear the word **"CONFIDENTIAL"** and the title of procurement of **"Graphic Tablets for Online Classes at CUI-Lahore Campus"**.

**Secretary Purchase Committee**

**COMSATS University Islamabad, Lahore Campus**

**Defence Road, Off Raiwind Road, Lahore.**

**Tel: 042-111-001-007, Ext: 875**

8. 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 Lahore acceptance / inspection thereof.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days**.
10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
11. **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**;

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- 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.
- 12. If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
- a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
  - b. A penalty upto 10% of the invoice value may be charged.
  - c. Purchase order may be cancelled along with warning letter, if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
- 13. The bid should be submitted in a sealed and stamped envelope up to September 22, 2021 before 1400 Hrs and will be opened on the same date at 1430 Hrs in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.**
- 14. 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 (One Year) which will be counted from the date of delivery / completion of work / supply.***
- 15. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s earnest money.**

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16. 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.
17. 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:** .....

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