

TENDER DOCUMENT



Supply of Permanent Equipment under NRP Project (Dr Sarfraz Nawaz Malik)

(Single Stage Two Envelope Basis)

**COMSATS University Islamabad Wah Campus
G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

Invitation to Bid

1. COMSATS University Islamabad, Wah Campus invites sealed bids from the original manufactures / authorized / distributors / suppliers registered with income Tax and Sales Tax Departments for **Supply of Permanent Equipment under NRPU Project (Dr Sarfraz Nawaz Malik) at CUI-Wah Campus**
2. Only registered manufacture who are on active taxpayers list (ATL) of FBR are eligible to supply goods/services to Government departments
3. Bidding documents, which are containing detailed terms and conditions method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at “Procurement Office Admin Block, CUI Wah Campus”, at price of **Rs. 2.000/.** This amount shall be paid in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without tender documents’ fee.(FTN No **9013701-9**)
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah at 11:00 am on **01-11-2023**. Bids will be opened the same day at 11:30 am. This advertisement is available in COMSATS Wah Website also available on PPRA website at www.ppra.org.pk.



Incharge Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2
Fax: 051-4546850



COMSATS University Islamabad
Wah Campus, G. T. Road, Wah Cantt

Single Stage Two Envelop Procedure

Title : Supply of Permanent Equipment under NRP Project (Dr Sarfraz Nawaz Malik)
at CUI-Wah Campus.

TERMS AND CONDITIONS

1. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
2. Offer of a supplier/firm may not be considered for tender competition if:-
 - a. The bid is not prepared and submitted as per instructions given in the tender document.
 - b. The bid is incomplete
 - c. Received without Earnest Money and/or found with less amount of earnest money than required financial extent.
 - d. Received later than the date and time fixed for tender submission
 - e. Bid not submitted at specified venue.
 - f. The offer is ambiguous, with cutting & erasing/over writing. (the mistake /cutting corrected clearly and signed may be accepted subject to approval by the convener of purchase committee
 - g. The tender is submitted with wrong pattern/method of bidding
 - h. The tender is not properly covered and sealed
 - i. The offer is conditional
 - j. The offer is from a firm which is black listed, by any Govt. Office.
 - k. The offer is received by telephone/telex/fax/telegram.
3. Bidders could not challenge the decision of the Purchase / Technical Evaluation Committee or ask for reason of disqualification
- 4 Documents along with Pay Order / Demand Draft amounting to Rs. 2000/- as a Tender Documents Fee (Nonrefundable) & Earnest Money Equivalent to 2% of the total cost of quoted items shall be submitted in favor of COMSATS University Islamabad, Wah Campus to the address given at S.No 26 below. No bid will be accepted without tender documents' fee.
5. Tender Document can either be collected from Purchase Section CUI- Wah Campus or be down loaded from PPRA Website
6. The exact completion/delivery date of the consignment from the date of issue of the Purchase / Work Order, will be as shown in Purchase Order / Work Order .
7. All prices should be quoted in Pak Rupees and on F.O.R basis and the bid proposal should be inclusive of freight charges and all other applicable Govt taxes and the items will be delivered at COMSATS University Islamabad, Wah Campus. Deduction of Income Tax and any other applicable taxes will be deducted according to Government prevailing rules.
8. The Bid Form (BoQ) must be filled , stamped and signed by the authorized representative of the bidder. Bid/Quotations on firm's pad may not be accepted.
9. 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 replace the same as per specifications mentioned in BoQ, otherwise the purchase / work order will be cancelled after due / extended date with confiscation of earnest money.

10. Payment will be made on submission of Invoice, Sale Tax Invoice and Delivery Challan in the name of COMSATS University Islamabad, Wah Campus and after the complete order has been supplied, inspected / accepted which includes installation / Training, where applicable.

11. Quoted prices should be valid for 90 days. Withdrawal or any modification of the original offer within the validity period shall not be allowed and if so will entitle CUI-Wah Campus to forfeit the Earnest Money and / or impose appropriate punitive action on such vendor (s).

12. The contractor will be legally bound and obligated towards Terms & Conditions specified in Tender Document/ Purchase , Work Order / Contract Agreement in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of “**Force Majure**”.

13. Warranty / Guarantee where required will be provided by the vendor (s)

14. On receipt of Technical Evaluation Report of from Committee, the Earnest Money will be returned to un successful firms where as earnest money of qualified firm(s) will be returned on completion of the consignment.

15. The successful bidder/contractor will sign **Procurement Contract** with CUI, Wah Campus in form written agreement on Rs 100/-stamp paper.

16. The potential bidders needing any clarification regarding BoQ, bidding procedure / Terms & Conditions of the tender, may raise their query (in writing) and seek guidance prior to tenders closing date.

17. The CUI-Wah Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

18. If the vendor fails to deliver the goods / services to CUI-Wah Campus in time then the penalty will be charged as under:-

In case the successful bidder fails to supply the required item(s)/material within the due date; 0.5% per day, of the total cost, will be deducted for upto a total of 10% (20 Days). If delay is beyond 20 days, CUI will decide whether to extend the time, in which case the penalty will be 1% of the total cost per day (Day 21 onward) OR CUI may consider Cancellation of Work Order, in which case CUI may impose ban on the bidder for business with CUI for a period of at least 6 months AN/OR Black-list the bidder AND/OR the Earnest Money will be forfeited.

19. The bidding procedure is subject to compliance with PPRA rules/CUI policy and decisions of the competent authorities of CUI, Wah Campus and be implemented. It will be the sole responsibility of the supplier / manufacturer to comply with the applicable national/international laws. In case of any dispute, decision of the Director, CUI-Wah Campus will be final and binding upon the parties.

20. 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-Wah 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

21. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on

Incase of Tie in Rates; the bidder securing highest technical score, where applicable, will be awarded the job. In case of tie in technical Score, CUI will award the job to the bidder as it deem fit and suitable for the job.

22. All firms/companies are strongly advised that before submitting their bid, please make the market surveys, analyze their capability and capacity to make all the required deliverable within the timeline. Any excuses or explanation, whatsoever, will not be considered once the work Order is made. Any excuses for delay of supplies or non-availability of supplies will not be considered and the earnest money will be forfeited, a ban of ONE YEAR will be imposed for further business.

22 **Preparation of Technical Bid:**

Following points may be kept in mind while preparing Technical Bid:

a.	Make & Type of quoted items (Technical compliance with BoQ)	Provide detail of items, brands, country of origin with complete specification being offered without mentioning prices on company letter head (duly signed and stamped beneath by the bidder).
b.	Brief Profile of the Firm	Mention Company Introduction, Type of Business, Offices & Services in Pakistan, NTN & GST Registration Number with Copy of NTN & GST Certificates, Professional Staff (Administrative & Technical) , Verifiable Office addresses, Telephone & Cell No., E-mail address for Contacts.
c.	Details of Experience	Provide list of contracts in-hand/ performed by the bidder so far clearly mentioning for each contract, the name of organization, complete address, year of contract, contract value, date of contract award and date of contract completion.
d.	Reliability of quoted Brand & Country of Origin.	Provide supported brochures.
e.	Bidder's corporate Status	Whether the bidder firm is: Manufacturer, Business Partner of Manufacturer, Sole Distributor of Manufacturer, Authorized Distributor/Agent/Reseller/Supplier or any other affiliation Note: Provide certificate/letter issued from manufacturer .
f.	Technical Resources & Services Support	Details of firm's ability / facility available for provision, installation, upgrading, training and after sales services.
g.	Warranty/Guarantee	The bidder shall offer warranty/guarantee (for each serial number) where applicable and free of cost after sale service.
h.	Consignment completion period	Firms should specify the completion period from the date of issue of Purchase / Work Order

23. **Bids Evaluation Criteria for Technical Bid.** Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose, following mandatory scales of evaluation shall be taken into consideration.

Sr #	Parameter	Scale of Evaluation
a.	Make & Type of quoted items (Technical compliance with BoQ)	40 Marks
b.	Brief Profile of the Firm	10 Marks
c.	Details of Experience (Firm must be attached at least min 05 satisfactory reports)	05 Marks
d.	Reliability of quoted Brand & Country of Origin	05 Marks
e.	Bidder's Corporate Status (NTN, GST, SECP)	15 Marks
f.	Technical Resources & Services Support	05 Marks
g.	Warranty/ Guarantee	10 Marks
h.	Consignment completion period	05 Marks
i.	Authorization letter\Certificate	05 Marks
Total Marks:		100
Minimum Qualifying Marks:		60

Technical Committee may ask Product demonstration at the time of technical evaluation*24. Preparation of Financial Bid:**

Financial Bid will be prepare in following manner.

a.	Bid Prices	<ul style="list-style-type: none"> ➤ Each offered item to be entered separately with unit & total price with taxes. ➤ The bid must be made on BoQ attached with Tender Document and signed by manufacturer or the authorized Firm/dealer / representative. ➤ Alternate item (s) / Price (s) will not be quoted
b.	Bid Validity	90 Days from the date of opening of Financial Bid.

25. Criteria for awarding Purchase / Works Order:

- a. On receipt of Technical Evaluation Report from Technical Evaluation Committee (TEC), all participating firms will be informed for their Qualification / Disqualification
- b. Date of opening of Financial Bids will be communicated to the firms declared **Qualified** by the TEC.
- c. Disqualified firm(s) will be asked to collect their Earnest money along with their sealed Financial Bids.
- d. On opening of Financial Bids, Comparative Statement (CST) will be prepared and Purchase Order(s) will be issued to technically qualified / lowest quoting firm (s), on **Item Wise , Sub Total or Grand Total Wise** ,as convenient to CUIW.
- e. Partial delivery not allowed

26. *The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e) **CUIW/PS/TEN/23-24/14 “Supply of Permanent Equipment under NRPU Project (Dr Sarfraz Nawaz Malik).** and should be dispatched on following address*

**Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt.
Ph# 051-4534200-2, Ext: 219
Fax# 051-4546850**

Undertaking

We have carefully read the Terms and Conditions mentioned in Tender Document. We accept all these Terms & Conditions unconditionally.

Name of Bidder Firm/Company: _____

Name & Designation of Authorized Official: _____

Signature: _____

Date: _____

Company Stamp: _____

Tel/ Cell Nos. _____

E-mail Address: _____

BoQ

No	Item	Detail	Model / Brand	A/U	QTY	Model / Brand Quoted	Unit Price with Taxes	Total Price with Taxes
4	Laptop	Core i7 12 th or 13 th Generation, 16 GB RAM, 1TB SSD, 15.6" Full HD 1080p, One Year Warranty	Dell/or Equivalent	No	1			

Special Terms and conditions:

1. Please submit the bid on our prescribed BoQs and clearly mention the quoted model / brands, otherwise your bid (s) may be rejected.
2. Multiple rates of an item may lead to the rejection of bid / item.