**Tender Document**

**Supply of Laptops & Printers**



**COMSATS University Islamabad**

**Park Road, Tarlai Kalan, Islamabad**

**051-9049-5122 / 051-9049-5154**

**Tender Notice**

**Supply of Laptops & Printers**

No.CUI/Proc/TN-(157)/3-22/157

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector Prestigious Educational Organization invites tender from renowned firms/companies registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), for **Supply of Laptops & Printers.**
2. Tender procedure will base upon **“Single Stage-Single Envelope”** bidding method as prescribed under PPRA rules.
3. The Financial Bids must be accompanied with the **earnest money @ 2% of the total bid** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9)**.**
4. Tender documents are available online for the interested firms/parties on PPRA website as well as CUI website which can be downloaded. Interested firms/bidders are required to submit their bids proposals along with tender fee of **Rs.500/- (non-refundable)** in shape of pay order/DD in favor of CUI Islamabad.
5. Sealed tenders (prepared in accordance with instructions of tender documents) must reach at the given address latest by **March 15, 2022 at 1100 hrs**. (Closing Time)
6. **Only Technical** Bids will be opened in public on the same day **half hour after the closing time** in Room No. G-6, Faculty Block-I, COMSATS University Islamabad, park Road, Islamabad.



Manager (Procurement)

**COMSATS University Islamabad**

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

Tel: 051-90495122, 90495242

Email: fawadhashmi@comsats.edu.pk

**Eligibility & Qualification**

|  |  |  |
| --- | --- | --- |
| **Detail** | **Criteria** | **Envelope** |
| 1. Draft of Earnest Money
 | **Mandatory** | **In Financial Bid** |
| 1. Bid /Quotation **(Form No.1)**

*(Strictly as per pattern)* | **Mandatory** |
| 1. Declaration Form **(Form No.2)**
 | **Mandatory** | **In Technical Bid** |
| 1. GST and NTN Registered
 | **Mandatory** |
| 1. Active Tax Payer List (ATL) of FBR

Status as “Active”. | **Mandatory** |
| 1. **Proof of Non-Blacklisting:**

Affidavit on legal paper of appropriate value (duly attested from notary public)/letterhead that the firm/company is neither black listed nor in litigation with any of its public sector client  | **Mandatory** |
| 1. **Warranty/Guarantee Terms (Local Warranty)**

As per manufacture warranty. | **Mandatory** |
| 1. **Authorized Dealer/Re- Seller**

The bidder must provide authorized dealership/re-seller certificate of the brand. | **Mandatory** |
| 1. **Technical Compliance sheet (Form-3)**
 | **Mandatory** |
| 1. **Brochure**

Detail of equipment, brands, country of origin with complete specification | **-** |
| 1. **Professional Experience (Form -4)**
2. List of executed/ similar contracts in public sector/ government offices/Embassies etc since establishment.

List 5 Contracts of similar nature.*Copies of contract agreement/work order etc are mandatory* | **Mandatory** |
| **12. Clientele List****List 05 different clients of similar nature contracts.** *Copies of contract agreement/work order etc are mandatory* |  **Mandatory** |

**Criteria for Tenders Evaluation and Award of Contract:**

* Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, the above criteria shall be taken into consideration of bids;
* The bidder fulfilling all the above criteria will be qualified for consideration of financial bids.
* The lowest financial bid will be awarded the contract.
* The Work Order / Purchase Order will be given in consolidated basis,

## General Terms & Conditions

 1. The Terms & Conditions are as under:

 No tender will be considered if: ‐

* 1. Received without required documentation or found incomplete;
	2. Received later than the date and time fixed for Tender submission;
	3. The Tender is unsigned/ unstamped;
	4. The Tender is singed/stamped by the unauthorized agent of the Firm/company;
	5. The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
	6. The Tender is received by telephone/telex/fax/telegram;
	7. Tenders received without earnest money;
	8. In contradiction with the specification given by the CUI;

1. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
2. Bidders will have to produce the proof of being a Tax Filer with FBR.
3. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
4. The payment will be made after successful completion of all items and job, for the item accepted by CUI.
5. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad.
6. The rates must be quoted **as per pattern**.
7. Prices should be valid for **90 days.**
8. Quantity will be Vary as per actual requirement.
9. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
10. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
11. No advance payment will be permissible.
12. The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to supply the item(s), the earnest money will be forfeited AND a ban from business with CUI for a period of ONE YEAR will be imposed.
13. The Supply will be made within **4 weeks’ Time** from the date of work Order. Ready stock will be given preference
14. In case of delay in delivery, 0.5% of the total bid will be deducted upto 10% (additional 20 days for supply). In case of further delay, CUI will have the right to cancel the Work Order without any further information or communication and earnest money will be forfeited AND/OR a ban from business with CUI for a period of ONE YEAR will be imposed.
15. 10% performance Security would be withheld from the payment till the period of warranty.
16. 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.
17. In case of defects/non-compatibility/sub-standard at any stage (from supply till validity of warranty period), CUI will inform the bidder within 15 days-time and the bidder will arrange for replacement of the item(s) within 15 days’ time. In case of non-compliance, CUI will arrange the equipment OR part(s) from alternate source(s) and the charges/expense incurred on the equipment/part(s) will be deducted from the earnest money/Invoice/performance Guarantee of the vendor.
18. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, if CUI will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
19. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
20. In case of Tie in rates, the bidder securing highest technical score in the criteria will be awarded the contract. In case of tie in technical Score, the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
21. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
22. The currency of the quotation would be in Pakistan Rupees only.
23. In case of calculation error, the unit price will be considered as valid.
24. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder’s responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office..
25. In case a firm/company submits two bids/options against our tender; the bid with the highest value/amount will be considered.
26. Payment will be made as per actual quantity provided/supplied & accepted.
27. CUI is authorized to vary quantities at the time of establishing the contract or as decided latterly according to its requirement and budget as per PPRA rules.
28. Do not submit any other document other than demanded.
29. No request for correction will be entertained after opening of the bid.

**Form 1**

*[Letterhead of the Firm]*

|  |  |  |  |
| --- | --- | --- | --- |
| Ref No:  |  | NTN: |  |
| Date: |  | GST: |  |

**Financial Bid**

 **Supply of Laptops & Printers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N** | **Detail of Specifications** | **Qty** | **Unit Price (GST Excl)** | **GST Amount** | **Unit Price (GST INCL))** | **Total Cost including all taxes** |
| 01 | **Laptops** -Intel Core i3-10th Generation- 2.50 GHz Processor- 256 GB SSD- 08 GB RAM- 15.6” Inches Display- Dos | 02 |  |  |  |  |
| 02 | **Printer** HP 227FDW Printer-Wifi Printing-Scan and Copy options-Auto duplex printing or equivalent.  | 01 |  |  |  |  |

**Bid Valid as per given in the terms & conditions.**

|  |  |
| --- | --- |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Official Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**Form 2**

**Declaration Form**

**(Mandatory)**

**(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)**

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the proforma and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

|  |  |  |
| --- | --- | --- |
|  **Tender No.** |  |   |
|  |  |  |
| **Name of Firm/ Company**  |  |   |
|  |  |  |
| **Year of Establishment** |  |  |
|  |  |  |
| **Name of Owner/Authorized agent** |  |  |
|  |  |  |
| **Office Address** |  |   |
|  |  |  |
| **GST No.** |  |  |
|  |  |  |
| **NTN.** |  |   |
|  |  |  |
| **Valid Telephone No.** |  |   |
|  |  |  |
| **Valid E-mail** (For Official Correspondence) |  |   |
|  |  |  |
| **Signature & Stamp**(Authorized Representative) |  |  |

**Form -3**

*[Letterhead of the Firm]*

|  |  |  |  |
| --- | --- | --- | --- |
| Ref No:  |  | NTN: |  |
| Date: |  | GST: |  |

**Technical Compliance Performa**

 **Supply of Laptops & Printers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N** | **Detail of Specifications** | **Brand Offered** | **Compliance** | **Non-compliance** | **Higher Specs****If any** |
| 01 | **Laptops**  |  |  |  |  |
| -Intel Core i3-10th Generation |  |  |  |
| - 2.50 GHz Processor |  |  |  |
| - 256 GB SSD |  |  |  |
| - 08 GB RAM |  |  |  |
| - 15.6” Inches Screen / Display |  |  |  |
| * Dos
 |  |  |  |
| 02 | **Printer** |  |  |  |  |
| HP 227FDW Printer |  |  |  |
| -Wifi Printing |  |  |  |
| -Scan and Copy options |  |  |  |
| -Auto duplex printing . |  |  |  |

**Bid Valid as per given in the terms & conditions.**

|  |  |
| --- | --- |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Official Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**Form-4**

**Detail of Work Executed since establishment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Organization & Address** | **Duration**  | **Contact Information** | **Amount/Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Detail of Clients**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Organization & Address** | **Year of work executed** | **Contact Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

**Check List** *(To be filled by Bidder)*

Please submit your proposal in the order as below with

**proper separators/Proper Binding/Plastic Cover/Staple**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detail** | **Status** | **Bid Envelope** | **Yes****🗸** | **No****🗴** |
| 1. **ALL Pages signed and Stamped by Bidder**
 | **Mandatory** |  |  |  |
| 1. Draft of Earnest Money
 | **Financial** |  |  |
| 1. Bid (Form 1)
 |  |  |
| 1. Declaration Form (Form 2)
 | **Technical** |  |  |
| 1. GST and NTN Registered
 |  |  |
| 1. Active Tax Payer List (ATL) of FBR
 |  |  |
| 1. Proof of Non-Blacklisting:
 |  |  |
| 1. Warranty / Guarantee Terms (Local warranty)
 |  |  |
| 1. Authorized Dealer/ Re- Seller
 |  |  |
| 1. Technical Compliance Sheet (Form-3)
 |  |  |
| 1. Brochure
 |  |  |
| 1. Professional Experience (Form No. 4)
 |  |  |
| 1. Clientele list
 |  |  |

**For queries and further clarification, you may**

* write to us on fawadhashmi@comsats.edu.pk
* Visit us at 2nd Floor, Faculty Block-II, CUI, Islamabad
* Call us at 051-9049-5122 / 051-9049-5154