

Tender Document

Procurement of IT Equipment & Software

to Establish Centre for Internationalization
under B-International (Erasmus + Programme) Project
610352-EPP-1-UK-EPPKA2-CBHE-JP (2019-2030/001-001)

Co-funded by the Erasmus+ Programme of the European Union

B-INTERNATIONAL



COMSATS University Islamabad

Park Road, Tarlai Kalan, Islamabad

051 9049 5060 / 0333 915 4790

Table of Contents

Table of Contents2

Tender Notice.....3

Eligibility & Qualification:4

 Eligibility (Mandatory Requirements):4

 Qualification:4

General Terms & Conditions.....5

Financial Bid.....7

Declaration Form.....12

Check List.....13

Tender Notice



Invitation to Bid

(No.CUI-PS/20(10)/1662)

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COMSATS University Islamabad (CUI), a Public Sector University of Ministry of Science & Technology (MoST) invites tender from Income Tax & Sales Tax registered firms/companies and who are on Active Tax Payer List (ATL) of FBR (I.T & GST), for **“Provision of IT Equipment & Software.”**

- 2) Tender procedure will base upon **“Single Stage-Two Envelope”** bidding method as prescribed under PPRA's rules.
- 3) The **“Financial Bids”** must be accompanied with **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 free of cost on PPRA's website as well as CUI website.
- 5) **“Technical” & “Financial”** bids sealed separately prepared in accordance with instructions of tender documents must reach at the given address latest by **November 24, 2020 at 1100 hrs.**
- 6) **“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.”**

Muhammad Qasim

Senior Program Officer, Treasurer Department

COMSATS University Islamabad (CUI)

(A public sector University of Ministry of Science & Technology)

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Eligibility & Qualification:

Eligibility (Mandatory Requirements):

Detail	Criteria
1. Draft of Earnest Money	Mandatory
2. Bid /Quotation (Form No.1) (Strictly as per pattern)	Mandatory
3. Declaration Form (Form No.2)	Mandatory
4. GST and NTN Registered	Mandatory
5. Active Tax Payer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory
6. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) that the firm/company is neither black listed	Mandatory
7. Manufacturer Authorization Letter (MAL) is mandatory (Authorized Partner)	Mandatory
8. Product Brochures and Detailed Specification	Mandatory
9. Proof that the equipment is brand new and bill of lading of the imported item at the time of delivery	Mandatory

Qualification:

Detail	Total Marks
1. Relevant Experience within previous 5 years The firm/company must have relevant experience in similar equipment. 05 Marks for each experience of over Rs.2.0 Million. Contract/Work Order under Rs 2.0 Million would not be considered for marking (Attach 06 contract/Work Order of over Rs.2.0 Million as proof)	30
2. Clientele List 03 Marks per client fulfilling the below criteria Provide a detailed list of at least 10 clients within previous 5 years the following conditions. Only Govt. / Semi-Govt / iNGOs/ UN offices / Embassies and Private educational institute of CUI stature will be considered for marking.	30
3. Warranty Firm/Company must provide Local warranty Replacement Warranty = 10 Marks/Year Repair Warranty = 3 Marks/Year	30

Securing 80% Marks for technical qualification is mandatory

General Terms & Conditions

1. The Terms & Conditions are as under:

No tender will be considered if: -

- a) Received without required documentation or found incomplete;
- b) Received later than the date and time fixed for Tender submission;
- c) The Tender is unsigned/ unstamped;
- d) The Tender is signed/stamped by the unauthorized agent of the Firm/company;
- e) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- f) The Tender is received by telephone/telex/fax/telegram;
- g) Tenders received without earnest money;
- h) In contradiction with the specification given by the CUI;

2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
3. Bidders will have to produce the proof of being a Tax Filer with FBR.
4. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source;
5. The payment will be made after successful completion of all items and job, for the item accepted by CUI.
6. 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.
7. The rates must be quoted **as per pattern**;
8. In case the bidder claims for non-deduction of GST/Income Tax due to advance Tax payment or SRO; the documented proof of the same duly verified by the concerned authority must be provided by the bidder.
9. Prices should be valid for **60 days**.
10. 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;
11. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
12. No advance payment will be permissible;
13. The Work will be given to lowest evaluated bidder on the basis of most advantageous 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.
14. The supply will be made within a maximum of **12 weeks' time** from the date of Work Order. In case of delay, 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. 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.

16. 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.
17. Trainings where necessary will be provided to CUI team, free of cost. The time and venue of training will be communicated by CUI to the vendor in advance.
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 financial cost; the bidder securing highest technical score, where applicable, will be awarded the job. In case of tie in technical Score, CUI will be the final authority to award the Work Order to either party, as it deems fit.
21. The **Technical Bids** will be opened first and evaluated as per criteria. The financial bids of **ONLY** the technically qualified bidders will be opened on later stage and all technically qualified bidders will be informed of the date and time of the financial bid opening via email.
22. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
23. The currency of the quotation would be in Pakistan Rupees only.
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 of any dispute, the matter will be referred to Rector, CUI, whose decision will be binding on both parties.

Financial Bid

[Letterhead of the Firm/Company]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Supply of I.T Equipment

SN	Detail of Specifications	QTY	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
1.	<p>Dell Latitude 5500 – 15.6 Inch screen</p> <p>Specification of laptop: 10th Generation Intel® Core™ i5-10210U (4 Core, 6M cache, base 1.6GHz, up to 4.2GHz) Windows 10 Education or equivalent Intel® UHD Graphics 620 with Display port over Type-C for i5-10210U 8GB, 1x8GB, DDR4 Non-ECC M.2 256GB PCIe NVMe Class 35 2230 Solid State Drive Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1 15.6" FHD 300 Nit WVA (1920 x 1080) Anti-Glare Non-Touch, RGB Camera & Microphone, WLAN WWAN capable</p> <p>Ports 1 Flip-Down RJ-45 port 10/100/1000 Mbps 2 USB 3.2 Type-A ports 1 USB 3.2 Type-A port with PowerShare 1 USB 3.2 Gen2 Type-C™ port with DisplayPort Alt Mode/Thunderbolt™3 1 Universal Audio Jack 1 HDMI 1.4b port</p> <p>Slots 1 Micro SD-card slot 1 uSIM card slot 1 Wedge-shaped lock slot Audio and Speakers 2 W Dual stereo speakers 4 Cell 68Whr Long Life Battery</p> <p>(Equivalent or above)</p>	26				

SN	Detail of Specifications	QTY	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
2.	<p>Starboard: Clevertouch Impact plus</p> <p>Display Diagonal: 65" 4K Screen Type: TFT LCD - Direct LED Backlight Aspect Ratio: 16:9 Display Colours: 1.07 Billion (10 bit) Resolution: 4K UHD (3840x2160 @60Hz) Response Time: 8ms Refresh Rate: 60Hz LCD Viewing Angle: 178° Brightness: 400 cd/m2 Contrast Ratio: 65" 1200:1 Dynamic Contrast Ratio: 65" 5000:1 Glass Hardness: Tempered Glass -Mohs Level 7 Glass Type: Heat tempered - Anti Glare - Super Glide Surface Main Board: V811</p> <p>Interactivity Writing Technology: High Precision Technology Continuous Touch Points: 20 Touch Resolution: 32768x32768px Response Time: < 8ms Touch Accuracy: 1.5mm Minimum Object Size: 3mm Touch Tool: Finger, Gesture & Pen Simultaneous Writing: Yes Ink In Tools: Yes – LYNX Pens Included: 2 with different colour assignment to each end Pen Type: Dual Recognition Stylus Pen Holder: Integrated Full-length Pen Tray Pen Tip Diameter: 3mm/7mm Pen & Touch Differentiation: Yes Pen Identities: 2 Palm Rejection: Yes Annotation Over Any Source: Yes Classroom Essential Apps: Includes Whiteboard, Annotate, Timer, Media Players, Browser, PDF Reader, Screen Record, Spinner, Voting, Maths Tools Compatibility: Windows 7 to 10, Windows XP, Linux, Mac, Android, Chrome Tracking Rate: 6m/s Scan Rate: 200Hz Gestures & Edge Swipes: Windows Supported</p> <p>Connectivity OPS Slot: 1 - Intel® spec HDMI In: 3 HDMI Out: 1</p>	01				

SN	Detail of Specifications	QTY	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
	<p> USB-A 2.0: 3 (1 for system upgrade) USB Touch (type B): 3 USB A 3.0 (faster data transfer): 3 USB C: 2 (One supports charging any device) LAN In (RJ45): 1 GB RS-232: Yes Wake-on-Lan: Yes Clevertouch Wireless Adapter 2.0: Yes Bluetooth: Yes Displayport In: 1 VGA In: 1 VGA Audio In: 1 Optical Out: 1 Headphone: 1 Touch Out: 3 NFC Reader / Writer: Yes Camera: Optional extra Proximity Sensor: Yes </p> <p>Computing</p> <p> Operating System: Android Oreo 8 System Version: LUX 8 RAM: 4GB Internal Storage: 32GB CPU: Dual Core A73+Dual Core A53 GPU: Quad Core Mali G51 Android Resolution: 4K Android Module Slot: Yes Integrated LUX UI: Yes </p> <p>Audio</p> <p> Dual Front Facing, Bass Enhanced Speakers: 2 x 15-Watt Speakers + 15-Watt Subwoofer Audio Out: Yes SPDIF / Fibre: Yes Sound Channel: 2.1 Line Array Microphone: Yes Super Wide Sound: Yes </p>					

SN	Detail of Specifications	QTY	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
3.	<p>Software Screencast O- Matic Cloud based</p> <p>Features</p> <ol style="list-style-type: none"> 1. Able to record lectures/presentations- capture screen, add a webcam and use narration to customize the video. 2. Create and edit Videos – using tools to zoom, add text and images, automated captioning, etc. 3. Share and manage Videos- video hosting- collaborate and set privacy options for the videos. Determine who can see the content and how to access it. 4. Flipped or blended learning – Create tutorials or lessons for classroom instruction. Share videos with students so, they can learn on their own. This allows you to use your in-class time more efficiently. 5. Easily integrate with tools such as Google Drive, Microsoft Teams, Google Classrooms and Moodle, etc. Full list can be found here. 6. Stock videos and images to enhance Recordings. 7. Securely backup recordings to online storage & Auto Transfer iPhone/iPad Recordings to Desktop Video Editor; Auto Transfer Android Recordings to Desktop Video Editor <ul style="list-style-type: none"> - Encrypted with AES-256 encryption - Secure and private online back up - Cloud hosting 	26 computers subscription package				
4.	<p>RobotLAB Virtual Reality Classroom Standard Pack including:</p> <ol style="list-style-type: none"> 1. 10 VR Student Devices all pre-configured with Google Expeditions, Discovery VR and Cardboard Camera App 2. 10 Device chargers 3. 10 Goggles 4. Full HD 10" Teacher Tablet with Sleeve pre-configured with Google Expeditions and Discovery VR 5. 1x 5ghz Wi-Fi Router preconfigured 6. Protective Wheeled Case 7. 1-Year Support & Warranty 8. White Glove Service 9. 1-hour Online PD 					

Name & Signature with Official Seal

Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

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 sheets /annexure.

I / We agree that the decision of committee(s) 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 in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI.

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

Check List

(To be filled by Applicants)

This page must be placed on Top of the complete bidding document

Prepare & Submit the Bid in this Order

Detail	Envelope	Yes ✓	No ✗
ALL Pages are signed and Stamped			
Draft of Earnest Money	Financial Envelope		
Bid /Quotation – Form 1 (Strictly as per Pattern)			
Declaration Form – Form 2	Technical Envelope		
Proof of Registration – GST			
Proof of Registration – Income Tax			
Latest Print out of FBR ATL (GST)			
Latest Print out of FBR ATL (Income Tax)			
Clientele List			
Experience Contracts			
Affidavit of Non-Blacklisting (Legal Document)			
Manufacturer Authorization Letter (MAL)			
Product Brochures and Detailed Specification			

For queries and further clarification, you may

- ✓ Write to us on m.qasim@comsats.edu.pk
- ✓ Visit us at 3rd Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5060 / 0333 915 4790 (Mr. Qasim)