

Invitation to Bid

CIIT-PS/17(09)/788

Provision of Branded IT Equipment

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids “**Single-Stage One-Envelop**” basis for “**Provision of I.T & Office Equipment**”.

2. The firm/company should be on the Active Tax Payer List (ATL) for General Sales Tax and Income Tax of FBR.
3. **The complete bidding document** is placed hereunder **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 2%** of the total value of the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS Institute of Information Technology, Principal Seat, Islamabad (FTN/NTN: 9013701-9).
5. The Financial Bid, prepared in accordance with instructions in the bidding document, must reach at **3rd Floor, Faculty Block-II, CIIT Park Road, Islamabad** latest by **Oct. 10, 2017 by 1100 hours (Sharp)**.
6. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Bids will be opened on the same day at **Half hours after tender closing at Room No. G-6/G-8, Ground Floor, Faculty Block-I, CIIT**. This advertisement/complete tender is also available on PPRA’s website at www.ppra.org.pk as well as CIIT’s website at www.comsats.edu.pk
8. A Pre-Bid Meeting will be held on **Sept. 25, 2017 at 1130 hours** for clarification and to address your queries, you are invited to attend the Pre-Bid Meeting.



Muhammad Qasim

Senior Program Officer (Procurement, Principal Seat)

COMSATS Institute of Information Technology

3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.

Tel: 051-9049-5060, **E-mail:** m.qasim@comsats.edu.pk

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; or is signed/stamped by the unauthorized agent of the Firm/company;
- d) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- e) The Tender is received by telephone/telex/fax/telegram;
- f) Tenders received without earnest money;
- g) In contradiction with the specification given by the CIIT;
- h) It conditional in any way.
- i) It is ambiguous, in-complete information given, conditional.

2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, 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 on successful completion of all items and job within 30 days for the item purchased.

6. Retention Money/Performance Security of 10% will be held from the total payment.

7. Earnest money of successful bidder will remain in custody of this office until the complete supply of the material; and released with a written request on firm/company letterhead.

8. 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 Institute of Information Technology (CIIT), Principal Seat.

9. The rates must be quoted **inclusive of taxes**; if tax is not mention in the bid, the prices will be considered inclusive of all applicable taxes.

10. The Work will be awarded on item-wise basis.

11. Mandatory requirements are given and are to be fulfilled.

12. 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;

13. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
14. Prices should be valid for 90 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
15. The successful bidder will have to complete the job **within 10 days' time** with delivery to Treasurer Office, 3rd Floor, Faculty Block-II, CIIT Islamabad, at its own cost.
16. No request for correction will be entertained after opening of the bid.
17. The work will be awarded on the basis of technically qualified bidder on lowest evaluated cost.

Special Conditions:

18. Undertaking for replacement of Part on *Judicial Paper duly notarized MUST be provided by the successful bidder after Award of Purchase Order.*
19. In case of any delay in the delivery, 2% per day will be deducted up to 10% from the supplier, any delay beyond 05 days will automatically cancel the Work/Purchase Order, earnest money will be confiscated and the order will be placed to the next lowest evaluated bidder.
2. Local Warranty by the Brand with card will be accepted only. The firm warranty on its letterhead will not be accepted. CIIT requires that local **Brand** warranty with Card be provided for the equipment.
3. The Warranty should cover the REPLACEMENT of Parts. The diagnostics should be made within 48 hours & replacement should be made within a maximum of **15 days**. In case the item is not repaired (replacement of parts) within the given time, 1% of the total performance guarantee will be deducted per day up to 10%. If the item is still not delivered to CIIT in working condition, the vendor shall replace the faulty item (complete) within one week else the cost will be recovered from performance guarantee and the vendor will be blacklisted from future tendering with CIIT.
4. Prepare the quotation as per the required specification. The quotation with specification less than the required items will be disqualified from the process.

Mandatory Requirement:

All the below documents MUST be submitted with the Bid. Failure to fulfill any of the below condition will disqualify the bidder from the bidding process. Submission of all documents mentioned below are mandatory at the time of the tender submission. No document will be accepted on later stage.

Please submit the document in the order given below.

1.	Draft of Earnest Money	Mandatory	Top
2.	Bid /Quotation <i>(Strictly as per pattern)</i>	Mandatory	Form-I
3.	Names of Major Clients / Work Executed in Last 3 years <i>(Corporate/Govt./NGO Client ONLY)</i> <i>Attach minimum 10 Work Orders for the same equipment of at least Rs. 400,000 each</i>	Mandatory	Form-II
4.	Declaration Form	Mandatory	Form-III
5.	Active Tax Payer List (Up to date)	Mandatory	Flag-A
6.	GST Registration Certificate	Mandatory	Flag-B
7.	Authorized Dealer/Reseller Certificate The Authorized dealer must have office in Islamabad/Rawalpindi.	Mandatory	Flag-C
8.	Brochure of the Items	Mandatory	Flag-D

Signature & Stamp
(Authorized Representative)

DETAILED SPECIFICATIONS OF THE ITEMS

Prices should be quoted as per this pattern:

(Inclusive of Taxes)

SN	Detail	Qty	Unit Price	Total Cost
1(a)	<p>Core i5 Desktop Computer (Branded) Intel Core i5 Processor, Minimum 4th Generation, 64 Bit, 3MB Cache, 500 GB SATA Hard Disk 7200 RPM, 4 GB RAM, TWO (02) RAM Slots (Min.), DVD-RW/Super Drive, Wireless PCI Express Adapter (LAN Card), Integrated Graphics & Sound, HDMI Connectivity, 04 USB Ports, Same Brand Keyboard & Mouse, Branded Power cables (02), DOS, Standard Warranty</p>	15		
1(b)	<p>Same Brand LED 18.5" HDMI & VGA Connectivity Standard Warranty</p>	15		
	<p>650 VA UPS (Line-Interactive) – Dry Battery Backup time upto 15 minutes (Minimum), Two Output slots, Dry Battery 7.0 Amp, Automatic AVR Function</p>	10		

Under Sale Tax Act 1990 (Amended), Personal Computers are Exempted of GST.

Signature & Stamp
 (Authorized Representative)

FORM-I

	Detail of Item	Specification	
Desktop Computer (Branded)	Name Brand (HP /Dell /Lenovo/Acer etc.)		
	Type (USDT/SDT/MT)		
	Processor Detail (Speed, Cache, Gen., Bit Speed etc.)		
	RAM Detail (Capacity Type Speed)		
	HDD Capacity (500 GB SATA 7200 RPM)		
	LED 18.5" (Same Brand, Model)		
	Wi-Fi Card (Express Card) Details		
	CD/DVD (Name, Type, Speed)		
	Key Board Mandatory (Same Brand)		
	Mouse Mandatory (Same Brand)		
	Two Power Cables Branded with Computer		
	Warranty Detail (Give year-wise detail) (Part Replacement /Repair /Transportation /Labor)	Year 1	
		Year 2	
Year 3			

Signature & Stamp
(Authorized Representative)

Detail of Work Executed in the last 3 years

SN	Organization & Address	Name of The Official	Contact Numbers	Month & Year of Execution of Work	Total Amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Amount of Work executed in last 3 years					

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

Signature & Stamp
(Authorized Representative)

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 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 detected at a later date the committee is at liberty to act in a manner it feels deemed fit.

Name of Firm/ Company	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Telephone No.	
E-mail	
Signature & Stamp (Authorized Representative)	

Check List (To be filled by Applicants)

Detail	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder		
2. Draft of Earnest Money		
3. Bid /Quotation (Form-I		
4. Form II - Work Executed in Last 3 years		
5. A Total of 10 Work Orders		
6. Form III - Declaration Form		
7. Active Tax Payer List (GST and Income Tax)		
8. GST and Income Tax Registration Certificate		
9. Authorized Dealer/Reseller Certificate		
10. Brochure of the Items		

For queries and further clarification, you may

- ✓ write to us on m.qasim@comsats.edu.pk
- ✓ Visit us at 3rd Floor, Faculty Block-II, CIIT, Islamabad
- ✓ Call us at 051-9049-5060

Signature & Stamp
(Authorized Representative)