

# **TENDER DOCUMENT**

**Procurement of I.T and Networking Equipment**

**Tender # CUI/PS/EPC/NW&I.T/01/11-2018**



**COMSATS University Islamabad  
Directorate of P, D and HRD  
Principal Seat**

**Ph. # 051-90495025**

## Table of Contents

<b>S. #</b>	<b>CONTENTS</b>	<b>Page</b>
Part A	Notice	3
Part B	Evaluation Criteria	4
	Documents Required to be Submitted by Vendor	5
Part C	Terms and Conditions	6
Part D	Mandatory Requirements	9
Part E	List of Equipment	10
Part F	Tender Acceptance Form	17

**Part A: TENDER NOTICE**  
**Procurement of I.T and Networking Equipment's**  
**Tender # CUI/PS/EPC/NW&I.T/01/11-2018**

COMSATS University Islamabad (CUI) is a public sector multi-campus university. The CUI invites sealed tenders through **single stage two envelope** mode from reputed and experienced firms registered with Income Tax and Sales Tax Departments for the following Packages:

**Package I: Procurement of I.T Equipment**

**Package II: Procurement of Networking Equipment**

**Package III: Procurement of Computers and Laptops**

2. The bidders can quote for all or any of the packages mentioned above. Bidding documents, containing the detailed terms and conditions, procedure for submission of bids, bid security etc. can be downloaded from [www.comsats.edu.pk](http://www.comsats.edu.pk).

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office below on or before 1100 hours, December 21, 2018. Technical Bids only will be opened on the same day at 1130 hours. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

4. CUI reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal. The unsuccessful bidder(s) participating in the bidding process shall be informed the reason(s) for rejection of their proposal, however COMSATS University Islamabad shall not be liable to justify those reasons.

**Senior Program Officer (Treasurer Office)**

3<sup>rd</sup> Floor, Faculty Block-II

CUI Park Road, Tarlai Kalan, Islamabad

Phone : 051-90495025-/90495060

## **Part B: Evaluation Criteria**

2.1 The bidders are required to submit technical and financial proposals in separate envelopes. The envelopes should be clearly marked as “Technical Proposal” and “Financial Proposal” respectively. The earnest money should be included in the Financial Proposal and no reference what so ever regarding financial proposal and earnest money should be given in the technical proposal. The technical proposals shall be opened first and only financial proposals of qualified bidders on technical terms shall be opened. The technical proposals will be evaluated on the basis of specifications of the equipment quoted, past record of the vendor and other evaluation parameters setout in the tender document, in the light thereof by the CUI laid down in a transparent and non-discriminatory manner.

## Documents to be submitted by the vendors

3.1. Bidders are required to provide following documents along with the technical proposal:

- a. Name of firm / company
- b. Contact person name, address, phone, fax, and e-mail
- c. Year of establishment/ proof of registration
- d. Proof of authorized agent of the original equipment manufacturer in Pakistan
- e. Name of major clients in last three years (for relevant works related to the stated tender only) with verifiable contacts
- f. Proof of registration with GST as well as NTN number.
- g. Sales Tax exempt status (if applicable)
- h. Affidavit that the firm/company has never been black listed by the government / public entity or in litigation.
- i. Detailed product information/brochures
- j. Delivery date.

3.2. The rates quoted by the firms must include the following:

- a. The rates must be quoted in accordance with the detailed equipment specifications, proposed quantities duly filled in the BOQ attached with this document.
- b. Detailed product warranty/guarantee information/service agreement
- c. Validity period of the quoted price (at least three months).
- d. Any other information deemed necessary.

## Part C: TERMS & CONDITIONS

- 4.1 The last date and time for the receipt of tender is **1100 hrs, December 21, 2018** at **Senior Program Office (Treasurer Office) Faculty Block 2, 3<sup>rd</sup> Floor, COMSATS University Islamabad, Principal Seat.**
- 4.2 Tenders will be opened **at 1130 hrs, December 21, 2018** in Room No. G-6/G-8, Ground Floor, Faculty Block-I, of COMSATS University Islamabad in presence of the representatives of the parties, who wish to be present.
- 4.3 The tender shall be accompanied by **Earnest Money in Pak Rupee @ 2% of quoted Price** in shape of pay order/ bank draft in favor of **COMSATS University Islamabad.**
- 4.4 All prices should be valid for at least 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle CUI to forfeit the earnest money in favor of the CUI.
- 4.5 The technical proposal must be accompanied by technical literature of the brands quoted so as to allow a fair assessment of the features and capabilities of each equipment.
- 4.6 It would be the responsibility of the authorized agent/ manufacturer to satisfactorily complete the supplies as per supply order, subject to CUI's acceptance/ inspection thereof.
- 4.7 All admissible taxes shall be applicable. The quoted price should be inclusive of all taxes.
- 4.8 The earnest money will be released after complete delivery and inspection of the delivered items at **Store Office COMSATS University Islamabad, Abbottabad Campus.**

- 4.9 Items being ordered should be brand new and unused and should comply with the laid down specifications. Brochures and product details must be attached. The vendor/ manufacturer should provide warranty for a period of at **least one year**. This will include free service, technical support and replacement of defective parts at the premises of **COMSATS University Islamabad, Abbottabad Campus**.
- 4.10 The time period of supply/installation/commissioning will be **sixteen (16) weeks** from the date of issuance of Supply order.
- 4.11 In case of delay in the delivery of items, 0.5% of the total amount of the order will be charged as penalty per day, up to a maximum of 10% of the total bid price. Failure to complete supplies within **20 days** will make the Supply Order eligible for termination with no compensation due to be paid to the agent of the manufacturer and any supplies already made/ Earnest Money will be forfeited.
- 4.12 No offer of a authorized agent/firm will be considered if:-
- a. Received without earnest money along with financial proposal
  - b. Received later than the date and time fixed for tender submission
  - c. The tender is unsigned/ unstamped
  - d. The offer is ambiguous
  - e. The offer is conditional
  - f. Offer is made by the unauthorized agent of the original equipment manufacturer
  - g. The offer is from a firm which is black listed, by any Govt. Office or in litigation.
  - h. The offer is received by telephone/telex/fax/telegram.
  - i. Any unsigned/ ambiguous erasing, cutting/overwriting etc. is made
- 4.13 It would be the sole responsibility of the agent/ manufacturer to comply with the applicable laws, be national or international.

4.14 In case of any dispute, decision of the Rector, CUI will be final and binding upon the parties.

4.15 The procurement has been bifurcated into three Packages i.e. Package I: Equipment for I.T, Package II: Equipment for Networking and Package III: Computers and Laptops. The bidders can bid for all or any of the three mentioned procurements.

4.16 CUI reserves the right to accept or reject part or whole of the tender without assigning any reason thereof CUI reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal. The unsuccessful bidder(s) participating in the bidding process shall be informed the reason(s) for rejection of their proposal, however COMSATS University Islamabad shall not be liable to justify those reasons.

### **Special Conditions:**

5.1 Local Warranty of **one year by the Brand** with warranty card will be accepted only. The firm warranty on its letterhead will not be accepted. CUI requires that local **Brand** warranty with Card should be provided for the equipment.

5.2 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 CUI 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 CUI.



## Part D: 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	<b>To be placed in Financial bid</b>
2.	Bid /Quotation <i>(Strictly as per pattern)</i>	Mandatory	<b>Form-I</b>
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	<b>Form-II</b>
4.	Declaration Form	Mandatory	<b>Form-III</b>
5.	Active Tax Payer List (Up to date)	Mandatory	<b>To be placed in Technical Proposal</b>
6.	GST Registration Certificate	Mandatory	<b>-do-</b>
7.	Authorized Dealer/Reseller Certificate <b>The Authorized dealer must have office in Islamabad/Rawalpindi.</b>	Mandatory	<b>-do-</b>
8.	Brochure of the Items	Mandatory	<b>-do-</b>
9.	Proof that the equipment is brand new and bill of lading of the imported item at the time of delivery	Mandatory	

**Signature & Stamp**  
(Authorized Representative)

The filled in Tender Document should be forwarded to :

**Muhammad Qasim**  
**Senior Program Officer (Procurement, Principal Seat)**  
**COMSATS University Islamabad**

**Package-1****Part E: DETAILED SPECIFICATIONS OF THE ITEMS**

Prices should be quoted as per this pattern:

(Inclusive of Taxes)

SN	Equipment Title	Specifications	Qty	Unit Price	Total Cost
1	Central switch cabinet	42U Imported (Toten or equivalent)	1		
2	Switch Cabinet	9U Imported	12		
3	Fiber Optic	Indoor single mode 12 core fiber optic cable	2000		
4	OFDF	24 ports	1		
5	Fiber Patch Cord	LC-SC Single mode 3 metre duplex	40		
6	Pigtails	Single mode pigtail 1.5 metre	40		
7	UTP Cables	UTP CAT 6 (3M or equivalent)	25		
8	Face Plates	Face Plate 45x45, 02 ports	500		
9	Back Box	Standard size network face plate bock box soft plastic	500		
10	Information Outlet	Imported I/O with high density copper connectors, with back push shutter (3M or equivalent)	500		
11	Branded Patch Cord	4 pair, 1mtr patch cord	500		
12	Patch cord/Drop Cable	4 pair, 3 metre patch cord grey color	500		
13	Distribution Switch	Cisco 3750-X or equivalent	1		
14	Access Switch	Cisco 2960-X or equivalent	10		
15	Wireless Access Point	802.11 AC compliant (Cisco, HP, or equivalent)	7		

16	Dura Duct	Cable Duct (Adamage or equivalent) 16x38 in feet	600 ft		
17	Dura Duct	Cable Duct (Adamage or equivalent) 33x33 in feet	500 ft		
18	Dura Duct	Cable Duct (Adamage or equivalent) 40x40 in feet	500 ft		
19	Labor Charges	Labor Charge for Networking			
20	Electrification	As per sample and layout			
21	UPS (3KVA)	UPS (3KVA) pure sine-wave for computers. (Emerson, APC, or equivalent)	2		
22	UPS 2KVA with Batteries	UPS 2KVA pure sine-wave with Batteries for computer equipment. (Emerson, APC, or equivalent)	1		
	<b>Total</b>				

**Package- II****Part E: DETAILED SPECIFICATIONS OF THE ITEMS**

Prices should be quoted as per this pattern:

(Inclusive of Taxes)

SN	Equipment Title	Specifications	Qty	Unit Price	Total Cost
1	Multimedia Projector for Class Rooms	LCD tech Multimedia Sony / Panasonic or equivalent 3200 lumens, Wireless, Network input, HDMI (2), VGA in/output, A/V Motorized Multimedia screen wall mount Size 6x6 with 15-meter branded HDMI cable, with 2 feet iron/aluminum roof mount stand (protective box), complete bolt kit, As per Sample. Installation/fixing and ducting. Warranty 1 Year onsite	15		
2	CCTV IP CAM 3MP for Labs	Hikvision DS- 2CD1131-I 3.0 MP CMOS Network Camera (Hikvision or Equivalent)	35		
3	Multimedia Projector for Multipurpose Hall	LCD tech Multimedia Sony / Panasonic or equivalent 3200 lumens, Wireless, Network input, HDMI (2), VGA in/output, A/V Motorized Multimedia screen wall mount Size 8x6 with 20-meter branded HDMI cable, with 2 feet iron/aluminum roof mount stand (protective box), complete bolt kit, As per Sample. Installation/fixing and ducting. Warranty 1 Year onsite	1		

4	Sound System for Hall	Sound System (including Amplifier, mixer, speakers, microphones (1 collar, 2 wireless, 2 podium) and installations)	1		
5	CCTV IP CAM 3MP for Hall	Hikvision DS-2CD1131-I 3.0 MP CMOS Network Camera(Hikvision or Equivalent)	4		
	<b>Total</b>				

**Package- III**

**Part E: DETAILED SPECIFICATIONS OF THE ITEMS**

Prices should be quoted as per this pattern:

(Inclusive of Taxes)

SN	Equipment Title	Specifications	Qty	Unit Price	Total Cost
1	Core i7 Computer Systems (Tower) Without Monitor for Labs	Desktop PC (Branded) – HP/DELL/Acer/Lenovo /Toshiba or equivalent (Computing), Processor Intel® Core™ i7- 6700 3.4GHz (6th Generation) 64 bit or above, threads 4, cores 4, L3 cache 8MB or equivalent, Graphics – Intel HD Graphics 530 or equivalent, RAM – 8 GB 1600 MHz DDR4 SDRAM, 4 DIMM or equivalent (at-least 2 slots), HDD – 500 GB 7200 rpm SATA or equivalent, Network Interface – Gigabit Network Connection, Tower casing, USB Keyboard Banded /A4Tech, USB Mouse Branded/A4Tech, 1 Year Warranty (parts & Labor)	100		
2	Core i7 Computer Systems (Tower) with LED Monitor for Graduate Lab	Desktop PC (Branded) Processor Intel Core i7- 6700 3.4GHz (6th Generation) 64 bit or above, threads 4, cores 4, L3 cache 8MB or equivalent, Graphics – Intel HD Graphics 530 or equivalent, RAM – 8 GB 1600 MHz DDR4 SDRAM, 4 DIMM or equivalent (at-least 2 slots), HDD – 500 GB 7200 rpm SATA or equivalent, Network Interface – Gigabit Network Connection, Tower casing, USB Keyboard Banded /A4Tech, USB Mouse Branded/A4Tech, LED Monitor 18.5” Branded, USB extension cable 1 Years Warranty (parts & Labor)	21		

		(HP/DELL/Acer/Lenovo /Toshiba or equivalent)			
3	Core i5 Laptops for Faculty	Laptop Computer (Slim) IntelCore i5- (6th Gen) 64 bit, L3 cache 8MB, 4 GB RAM single chip 1600 MHzDDR4, 500 GB HDD7200 rpm SATA, display 14 inches or higher battery 6 cell, GigabitNetwork Interfacewired + wireless, power adapteroriginal. (HP/DELL/Acer/Lenovo /Toshiba or equivalent)	17		
4	Core i5 Desktop Computers for Faculty	Desktop PC (Branded), Processor Intel Core i5- (6th Generation) 64 bit or above, Graphics – Intel HD Graphics or equivalent, RAM – 4 GB single chip 1600 MHz DDR4 SDRAM, 4 DIMM or equivalent (at-least 2 slots), HDD – 500 GB 7200 rpm SATA or equivalent, Network Interface – Gigabit Network Connection, Tower casing, USB Keyboard Banded /A4Tech, USB Mouse Branded/A4Tech, LED Monitor 18.5” Branded,1 Year Warranty (parts & Labor) (HP/DELL/Acer/Lenovo /Toshiba or equivalent)	40		
	<b>Total</b>				

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.					
<b>Total Amount of Work executed in last 3 years</b>					

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

**Signature & Stamp**  
(Authorized Representative)



# Part F: Tender Acceptance Form

## 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.

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

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

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

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

Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CUI, Islamabad

Call us at 051-9049-5025/051-9049-5060.

**Signature & Stamp**  
(Authorized Representative)