

# **Invitation to Bid**

CIIT-PS/16(11)/534

## **Provision of I.T& Office 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) of FBR.
3. **The complete bidding document** is placed hereunder **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 3%** 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.
5. The Financial Bid, prepared in accordance with instructions in the bidding document, must reach at **3<sup>rd</sup> Floor, Faculty Block-II, CIIT Park Road, Tarlai Kalan Islamabad** latest by **06<sup>th</sup>December, 2016** by **1045 hours (Sharp)**.
6. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Bids will be opened on the same day at **1130 hours** 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](http://www.ppra.org.pk) as well as CIIT's website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



**Muhammad Qasim**

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## **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 is ambiguous, in-complete information given, conditional.
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2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to apply. If any registered supplier is not in ATL, his payment will be stopped till the firm/company files mandatory tax returns and appears on ATL of FBR.
  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 tax**; if tax is not mention in the bid, the prices will be considered inclusive of all 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, 3<sup>rd</sup> 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: (Read Thoroughly)**

18. In case of any delay in the delivery, 2% per day will be deducted upto 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.
19. CIIT requires that local **Brand** warranty with Card be provided for computer system and Printers. Local Warranty by the Brand with card will be accepted only. The firm warranty on its letterhead will not be accepted.
20. Diagnostics services must be provided within 24-48 hours of the complaint.
21. The Warranty should cover the replacement of Parts. The diagnostics should be made within 48 hours & replacement should be made within a maximum of **10 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 upto 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 total cost will be recovered from performance guarantee and the vendor will be blacklisted from future tendering with CIIT.
22. 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	<b>Flag-A</b>
2.	Bid /Quotation <i>(Strictly as per pattern)</i>	Mandatory	<b>Flag-B</b>
3.	Names of Major Clients <i>(Corporate/Govt./NGO Client ONLY)</i> <i>(Attach minimum 10 Work Orders)</i>	Mandatory	<b>Flag-C</b>
4.	Tender Acceptance Form	Mandatory	<b>Flag-D</b>
5.	Active Tax Payer List (Latest)	Mandatory	<b>Flag-E</b>
6.	GST Registration Certificate	Mandatory	<b>Flag-F</b>
7.	Undertaking for replacement of Part <i>(On Judicial Paper duly notarized)</i>	Mandatory	<b>Flag-G</b>
8.	Brochure of the Items	Mandatory	<b>Flag-H</b>
9.	Authorized Dealer/Reseller Certificate <b>The Authorized dealer must have office in Islamabad/Rawalpindi (Listed on the website of the brand)</b> <i>(Computers &amp; Printers Only)</i>	Mandatory	<b>Flag-I</b>
10.	The Brand for Computers must have Company Service Center in Islamabad/Rawalpindi.	Mandatory	<b>Flag-J</b>

# Tender Acceptance 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 all information provided by our firm is correct. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

<b>Tender Number</b>	
<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>Fax No. (If any)</b>	

**Signature**  
(Authorized Representative)

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**Stamp**

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**DETAILED SPECIFICATIONS OF THE ITEMS**

**Prices should be quoted as per this pattern:**

<b>SN</b>	<b>Detail</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Cost</b>
<b>1.</b>	<p><b>Core i5 Desktop Computer (Branded)</b>                      Intel Core i5 Processor, 4<sup>th</sup> Generation, 3.2 Ghz (Minimum), 64 Bit, 3MB Cache, 500 GB SATA Hard Disk 7200 RPM, 4 GB DDR3 RAM, TWO (02) RAM Slots(Min.), DVD-RW/Super Drive, Wireless PCI Express Adapter (LAN Card), Integrated Graphics&amp; Sound, 06 USB Ports (with USB 3.0 Support-at least 2 ports), 18.5” LED Branded, Keyboard &amp; Mouse, Power cables (02), DOS, One Year Company/Brand Warranty (Card)</p>	<b>19</b>		
<b>2.</b>	<p><b>Core i7 Desktop Computer (Branded)</b>                      Intel Core i7 Processor, 6<sup>th</sup> Generation, 3.2 Ghz (Minimum), 64 Bit, 3MB Cache, 1 TB SATA Hard Disk 7200 RPM, 16 GB DDR3 RAM, TWO RAM Slots (Min.), 2GB Dedicated Graphics Card, DVD-RW/Super Drive, Wireless PCI Express Adapter (LAN Card), Integrated Sound , 06 USB Ports (with USB 3.0 Support-at least 2 ports), 18.5” LED Branded, Keyboard &amp; Mouse, Power cables (02), DOS, One Year Local Company/Brand Warranty (Card)</p>	<b>01</b>		
<b>3.</b>	<p><b>HP 1102 Printer</b> or Equivalent                      with Power and USB Printer Cable                      One Year Local Company/BrandWarranty (Card)</p>	<b>16</b>		
<b>4.</b>	<p><b>650 VA (Line-Interactive) – Dry Battery UPS</b>                      Battery &amp; Parts Replacement Warranty, Backup time upto 15 minutes (Minimum), Two Output slots, Dry Battery 7.0 Amp, Automatic AVR Function</p>	<b>24</b>		
<b>5.</b>	<p><b>HP SJ 2500 ADF Scanner</b> or equivalent                      with Power and USB Printer Cable                      One Year Local Company/Brand Warranty (Card)</p>	<b>1</b>		
<b>6.</b>	<p><b>Paper Shredder</b>                      Shred Type &amp; Size: 3 x 9 mm / Cross Cut                      Capable of Shredding Staple                      Over heat Protection                      23 Litre Waste Basket</p>	<b>1</b>		

7.	<p><b>Fax Machine</b></p> <p>2 line LCD screen displays the name and number  Save 25 fax pages sent  Save 28 page fax received  Store 110 phonebook names and numbers  Advanced Copy functions: zoom, zoom, page layout functions  Automatic load text (10 pages)  50 page paper tray  Displaying 30 of calls and memory  One Year Local Warranty</p>	1		
8.	<p><b>Nikon D-5300 24.2 MP DSLR Camera</b> or equivalent  Lens Auto focus-S, DX NIKKOR Range 18-55mm, focal length 3.5-5.6G with Anti-Vibration/Image Stabilizer</p> <p><b>Camera Bag</b>  Padded, Water proof, 22x11x20 cm dimension</p> <p><b>Memory Card</b> 32 GB (Class 10 at-least having a data transfer rate of 30MBps)</p> <p><b>Lens Hood</b> compliant with the camera</p> <p><b>Tripod</b> – Professional Tripod stand for camera with adjustable height and turn-around turret compliant with the camera model</p> <p><b>Other Required Features</b>  One Year Local Brand Warranty with Card  Camera Training by Vendor  Availability of 50mm/55-200mm lens for future upgrade</p>	1		

**Note:** Complete Specification should be mentioned in the Quotation, Any bid not mentioning complete information will be disqualified from the process.

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

- ✓ write to us on [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CIIT, Islamabad
- ✓ Call us at 051-9049-5060