

CORRIGENDUM
(No. CIIT-PS/16(11)/531)

Reference to the Tender Notice No. CIIT-PS/16(11)/531 on the subject “**Provision of Photocopier Machine(s)**” uploaded on Public Procurement Regulatory Authority’s website on **Nov 03, 2016** vide Tender Notice No. **TS294790E**, the revised tender with changes is enclosed. The changes have been highlighted.

Invitation to Bid

CIIT-PS/16(11)/531

Provision of Photocopier Machine(s)

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids **“Single-Stage-Two-Envelop”** method from **Authorized Dealers/Resellers/Distributors** firms for **“provision of Photocopier Machine(s)”** The firm/company should be on the Active Tax Payer List (ATL) of FBR.

1. Bidding documents, containing detailed terms and conditions, method of procurement, procedure, of submission of bids, bid security, bid validity, opening & evaluation of bids, performance guarantee etc. is placed can be downloaded from www.comsats.edu.pk , **free of cost**.
2. The bids **“Technical” & “Financial”**, prepared in accordance with the instructions in the bidding document must reach at **“3rd Floor, Faculty Block-II, CIIT Park Road, Tarlai Kalan Islamabad”** latest by **06th December, 2016** by **1030 hours (Sharp)**. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
3. **“Technical Bids”** will be opened on the same day at **1100 hours** at **Room No. G-6, Ground Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad**. This advertisement is also available on PPRA’s website at www.ppra.org.pk as well as CIIT’s website at www.comsats.edu.pk



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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.
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. 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;
 4. No request for correction will be entertained after opening of the bid.
 5. The work will be awarded on the basis of technically qualified bidder on lowest evaluated cost.
 6. The Work will be awarded on item-wise basis.
 7. Mandatory requirements are given and are to be fulfilled.
 8. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.

Financial Clauses:

9. 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.
10. The tender must accompany 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 (CIIT), Principal Seat.
11. 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.
12. Prices should be valid for 90 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
13. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source;
14. Bidders will have to produce the proof of being a Tax Filer with FBR.
15. Payment will be made for actual item purchased. CIIT may increase or decrease the quantity.
16. The payment will be made on successful completion of all items and job within 30 days;

Delivery Clauses:

17. The successful bidder will have to complete the job **within 21 days' time**.
18. In case of any delay in the delivery within the stipulated time, 1% per day will be deducted upto 10% from the supplier (10 days maximum), any delay beyond this will automatically cancel the Work/Purchase Order; earnest money will be confiscated and the Work will be awarded to the next lowest evaluated bidder.

Special Conditions: (Read Thoroughly)

19. Prepare the quotation as per the required specification **exactly** as per the pattern given in the tender. The quotation with specification less than the required items will be disqualified from the process.
20. The Firm must be Authorized Dealer/Reseller/Distributor of the item being supplied. The certificate of the same must be accompanied with your documents.
21. Complete installation of the supplied items will be responsibility of the firm.
22. Training of officials on the complete function of the supplied item(s) will be provided by the firm in the total cost.
23. CIIT requires that local warranty be provided for the equipment provided. No International Warranty will be accepted. Standard Warranty must be provided in writing.
24. The diagnostics and repairing services must be provided within 48 hours of the complaint. In case of non-compliance, deduction of upto a total of 1% will be deducted from Performance Guarantee per non-compliance on each written complaint.
25. The Warranty should cover the replacement of Parts during the warranty period.
26. Retention Money/Performance Security of 10% will be held from the total payment.

Technical Criteria: (Mandatory Requirement)

All the below documents MUST be submitted with the Bid. Failure to fulfill any of the below will disqualify the bidder from the bidding process.

Technical Evaluation Criteria:

1. Specification of the Copier

After Sale Services (Please Provide Detail) 10 Marks
Names of Major Clients (Attach Work Orders) 10 Marks
(One Mark per Corporate/Govt./NGO Client ONLY)

Technical Bid/Envelop

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|--|-----------|
| 2. Tender Acceptance Form | Mandatory |
| 3. Active Tax Payer List (Latest) | Mandatory |
| 4. GST Registration Certificate | Mandatory |
| 5. Authorized Dealer/Reseller Certificate | Mandatory |
| 6. Undertaking for replacement of Part
(On Judicial Paper duly notarized) | Mandatory |
| 7. Brief Profile of Firm | Mandatory |
| 8. Brochure of the Copier | Mandatory |

Financial Bid/Envelop

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|--|-----------|
| Draft of Earnest Money | Mandatory |
| Bid /Quotation – Complete in all respect
(Strictly as per pattern) | Mandatory |

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.

Tender Number	
Name of Firm/ Company	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Telephone No.	
E-mail	
Fax No. (If any)	

Signature
(Authorized Representative)

Stamp

DETAILED SPECIFICATIONS OF THE ITEMS

Prices should be quoted as per this pattern:

(Inclusive of GST)

SN	Detail	Qty	Unit Price	Total Cost
1.	<p>Multi-Functional Laser Colored Copier (Brand New)</p> <ul style="list-style-type: none"> • Copier Speed: Minimum 40 CPM • Color: Full Colored • Automatic Document Feeder (ADF) • Minimum Duty Cycle: 25,000/Month • Minimum 1200x1200 dpi Print Resolution • Min. 3&Max.4Trays and one bypass Tray • Able to Support Paper Size A3 to A6 • Able to support 70-300 gsm Paper • Power Source 220-240 V • Windows 7/Vista/8.0/8.1/10 Support • Minimum Single Drum Life warranted by OEM: (Warranty on Stamp to replace Drum free of cost if minimum limit is not met) ✓ 250,000 (Minimum) • Minimum Toner Life warranted by OEM: (Warranty on Stamp) ✓ Black: 20,000 (Minimum) ✓ Color: 15,000 (Minimum) 	01		
2.	<p>External Sorter (Compatible with above Copier)(Brand New)</p> <p>RequiredCapacity: 1,500pages Two Tray Stapling facility</p>	01		

3.	<p>Monochrome Laser Copier (Brand New)</p> <ul style="list-style-type: none"> • Copier Speed: Minimum 25 CPM • Color: Monochrome • Automatic Document Feeder (ADF) • Copier, Color Scanner, Printer • Minimum 600x600 dpi Print Resolution • Minimum Single Drum Life warranted by OEM: (Warranty on Stamp to replace Drum free of cost if minimum limit is not met) <ul style="list-style-type: none"> ▪ 50,000 (Minimum) • TWO Trays (No extra) and one bypass tray • Able to Support Paper Size A3 to A6 • Able to support 70-300 gsm Paper • Power Source 220-240 V • Windows 7/Vista/8.0/8.1/10 Support 	04		
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Note: Complete Specification should be mentioned in the Quotation, Any bid not mentioning the complete information OR meeting the above criteria according to the above will be disqualified from the process.

Please accompany the following documents in the order specified.

Check-List:

Financial Bid/Envelop

- Draft of Earnest Money
- Bid /Quotation – Complete in all respect (As per Pattern)

Technical Bid/Envelop

- Tender Acceptance Form
- Active Tax Payer List (Latest)
- GST Registration Certificate
- Authorized Dealer/Reseller Certificate
- Undertaking for replacement of Part free of cost in Warranty Period(one year minimum)
- Undertaking for replacement of Drum free of cost of minimum limit is not met.
- Brief Profile of Firm
- Brochure/Info Sheet of the Items being Quoted
- Any other Document you consider necessary