

Tender Document

Supply of Computer System for Biosciences Department



COMSATS University Islamabad
Park Road, Tarlai Kalan, Islamabad
051-9049-5122 / 051-9049-5154

Invitation to Bid

No.CUI/Proc/TN-(042)/11-20/042

Supply of Computer System for Biosciences Department

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector Prestigious Educational Organization invites tender from renowned firms/companies registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), for **Supply of Computer System for Biosciences Department**.
2. Tender procedure will base upon “**Single Stage-Single Envelope**” bidding method as prescribed under PPRA rules.
3. The Financial Bids must be accompanied with the **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 online for the interested firms/parties on PPRA website as well as CUI website which can be downloaded. Interested firms/bidders are required to submit their bids proposals along with tender fee of **Rs.500/- (non-refundable)** in shape of pay order/DD in favour of CUI Islamabad.
5. Sealed tenders (prepared in accordance with instructions of tender documents) must reach at the given address latest by **November 26th, 2020 at 1100 hrs.**
6. 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.



Manager (Procurement)

COMSATS University Islamabad

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

Tel: 051-9049-5154, 9049-5242

Email: hassan@comsats.edu.pk

Eligibility & Qualification:

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
Authorized Dealer/Reseller Certificate 6. The supplier must be authorized dealer/reseller of the brand required.	Mandatory
7. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public)/letterhead that the firm/company is neither black listed nor in litigation with any of its public sector client	Mandatory
8. Warranty/Guarantee Terms The bidder shall offer comprehensive 1 year (minimum) warranty/guarantee of items or standard warranty terms of manufacturer.	Mandatory
9. Product Brochures Provide supported brochures of quoted item mentioning product quality, reliability and performance standard, manufacturer, country of origin and reputation/recognition of brand in the relevant business market.	

Criteria for Tenders Evaluation and Award of Contract:

Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the Most Advantageous bid, following mandatory scales of above shall be taken into consideration of bids;

Award of Contract

After above scrutiny of bids, comparative statement of prices will be prepared on the basis of Most Advantageous bid. The lowest price bid confirming the technical specification will be considered for award of contract.

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 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 specified by CUI will be imposed.
- 14. The supply will be made within **25 days' time** from the date of Work Order. In case of delay, 1% of the total bid will be deducted upto 10% (additional 10 days for supply). In case of further delay, the work order will automatically be cancelled without any further information or communication and earnest money will be forfeited AND/OR a ban from business with CUI for a period specified by CUI 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, CUI will inform the bidder within 15 days-time and the bidder will arrange for replacement of the item(s) within 7 days' time. In case of non-compliance, the charges incurred on the item(s) will be deducted from the earnest money/Invoice.
17. Samples are mandatory and bid without samples will not be considered (where specifically requested).
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 authorities
19. Acceptance or Rejection of Exemption Certificate is the discretion of CUI and refund (if any) may be claimed from FBR.
20. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
21. In case of Tie in same Rates; 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.
22. 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.
23. In case of any dispute, the matter will be referred to Rector, CUI, whose decision will be binding on both parties.

FORM 1

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Supply of I.T Equipment

SN	Detail of Specifications	Quantity	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
1.	<p><u>Dell 3070 desktop machine</u></p> <p>Core™ i5-9500 (6 Cores/9MB/6T/3.0GHz to 4.4GHz/65W); "1TB 7200RPM SATA Hard Disk Drive,16GB 2 X 8GB, 2666MHz DDR4 Memory, with Graphic Card Nvidia GE Force RTX 2080 Super, 01 key board, 01 mouse</p> <p>(Equivalent or above)</p>	01				

Bid Valid for 60 days

Signature: _____

Name: _____

Contact Information: _____

Official Stamp: _____

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 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	Yes ✓	No ✗
ALL Pages are signed and Stamped		
Draft of Earnest Money		
This Check-List on Top		
Bid /Quotation – Form 1 (Strictly as per Pattern)		
Declaration Form – Form 2		
Proof of Registration – GST		
Proof of Registration – Income Tax		
Latest Print out of FBR ATL (GST)		
Latest Print out of FBR ATL (Income Tax)		

For queries and further clarification, you may

- ✓ write to us on hassan@comsats.edu.pk
- ✓ Visit us at 2nd Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5154 / 051-9049-5242