

COMSATS Institute of Information Technology,
Sahiwal Campus

TENDER DOCUMENTS

For

Procurement of Air Conditioners for Academic Blocks of CIIT Sahiwal

Submission and Opening Date for Tender (Financial & Technical):

May 26, 2017 (Friday)

Submission Time: 1130 hours

Opening Time: 12:00 hours


May 2017



Procurement Department

COMSATS Road, Off G.T.Road, Sahiwal
Tel: 040-4305001 Web: www.ciitsahiwal.edu.pk

Signature & Stamp of Bidder




Invitation to Bid


(No. CIIT-SWL/Procurement-17/32)

Procurement of Air-Conditioners for Academic Blocks of CIIT Sahiwal

1. COMSATS Institute of Information Technology (CIIT), Sahiwal Campus, a public sector HEI of Ministry of Science and Technology invites sealed bids from the original manufacturers / authorized distributors / suppliers/ registered with income tax and sales tax departments and who are on active taxpayers list (ATL) of FBR for supply of **Air Conditioners for academic blocks of CIIT Sahiwal**
2. Bidding documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at **“Procurement department, COMSATS Road, Off G.T.Road, Sahiwal”**. Non-refundable fee of bidding document is **Rs. 3000 (Three Thousand Rupees Only)** in shape of pay order/Demand Draft in favour of CIIT, Sahiwal.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Procurement department, COMSATS Road, Off G.T.Road, Sahiwal on or before **1130 hours on May 26, (Friday), 2017**. Bids will be opened at **1200 hours** on the same day, in the presence of bidder's representatives who choose to attend at the same address. This advertisement is also available on PPRA's website at www.ppra.org.pk.



Muhammad Nadeem (Manager Purchase)
COMSATS Institute of Information Technology
(A Public Sector HEI of Ministry of Science & Technology)
COMSATS Road, Off G.T.Road, Sahiwal
Tel: 040-4305001



PID(0) /16

www.ciitsahiwal.edu.pk

13x3

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. *Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Sahiwal Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 3,000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Sahiwal to the address given below. No bid will be accepted without tender documents' fee.
5. Part / Advance payments is not allowed.
6. The exact completion/delivery time from the date of the purchase/work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
7. COMSATS Institute of Information Technology, Sahiwal Campus, will follow the PPRA rule of **single stage—one envelope procedure**:
 - I. Each Bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
8. After opening of bids, COMSATS Institute of Information Technology, Sahiwal Campus will examine the bids for completeness as per tender document.
9. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
10. COMSATS Institute of Information Technology, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CIIT Sahiwal will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.

Signature & Stamp of Bidder

11. The bid should be submitted in a sealed envelope in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **May 26, 2017** on or before **1130 hours** and will be opened on the same date **at 1200 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
12. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Sahiwal Campus
COMSATS Road, Off G.T Road, Sahiwal.
Tel: 040-4305001-05, Ext: 128
13. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Procurement of Air Conditioners for Academic Blocks of CIIT Sahiwal”**.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods / services to CIIT-Sahiwal in time then the penalty will be charged as under:-**
 - a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
16. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
17. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
18. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
19. In case of any dispute, decision of the Director, CIIT Sahiwal will be final and binding upon the parties.
20. The CIIT reserves the right to modify the quantities of goods / services at any time. However, 15% of the purchase order amount will be considered as the permissible limit to issue variation.

Signature & Stamp of Bidder

21. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
22. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Sahiwal Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
23. **The bidder is required to furnish in the form of Bank deposit / CDR / Pay order equivalent to 2% of the total bid price as a Bid Security in favor of “COMSATS Institute of Information Technology, Sahiwal Campus”. Any bid not accompanied by an acceptable bid security shall be rejected by the Employer as non-responsive and without any right of appeal.**
- a. The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or an expiry of validity of Bid Security whichever is earlier.
 - b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity
 - ii. If a bidder does not accept the correction of his bid price
 - iii. in case of a successful bidder, if he fails to sign the contract agreement
24. Warranty will be on the part of supplier, which is **three Years for compressor and one year for parts** starting from the date of job completion.
25. **05% of the total value of the Invoice will be retained as security by COMSATS Institute of Information Technology, Sahiwal Campus which will be released after three years from the date of delivery / completion of work / Satisfactory Report/supply. Bank guarantee is acceptable as per rules.**
26. The Tender shall be checked for any arithmetic errors which shall be rectified. The Tender Price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall binding upon the Tenderer.
27. The Employer will inspect and test the air conditioners supplied provided, under the contract, to verify their conformity to the Technical Specifications. The inspections and test will be conducted at final destination.
28. COMSATS Institute of Information Technology, Sahiwal Campus reserves the rights to accept or reject the bid if;

Signature & Stamp of Bidder

- i. Received without earnest money
- ii. Received later than the date and time fixed for tender submission
- iii. The tender is unsigned/ unstamped
- iv. The offer is ambiguous
- v. The offer is conditional
- vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
- vii. The offer is from a firm, which is black listed by any Govt. Office.
- viii. The offer is received by telephone/telex/fax/telegram.
- ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

29. Evaluation Criteria: Bids will be evaluated on the basis of following criteria:

- Tenderer is a bidder who has not been blacklisted by any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- The company must have setup and experience of after sales support in the past..
- Experience of the firm for supplying of equipment to any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- Experience in the market.
- Best features of the offered products. Following key features will be evaluated:
 - i) **Cooling:** BTU, Rated Capacity, Rated Power Consumption, Running Current and Seer.
 - ii) **Heating:** Rated Capacity, Rated Power Consumption, Running Current
 - iii) **Electrical:** Rated Voltage, Maximum Input Power, Maximum Input Current, and Rated Frequency
 - iv) Dimensions and weight of Indoors and Outdoors.
 - v) Low voltage operation and electricity Savings
 - vi) Maximum Piping, Air Flow, Sound level, Refrigerant and type of fin.
 - vii) Compressor and Appearance
 - viii) Warranty policies.

30. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.

31. I / We hereby confirm to have read carefully the terms and conditions of your Tender Enquiry dated for opening on..... for the purchase of

We agree to abide by all these terms and conditions/instructions.

32. Certified that the prices quoted against advertises tender dated..... are not more than the prices charged from any other purchasing agencies in the county in the financial year..... and in case of any discrepancy, We/I hereby undertake to refund the price charged in excess if and when asked to do so.

33. Certified that the prices quoted by our firm are inclusive of all applicable taxes as per rules and regulations.

Company / Vendor Name:.....

Name of Tenderer:.....

Postal Address:.....

Tel. / Mobile:.....**Email:**.....

NTN#:.....**GST#:**.....

C.N.I.C No:.....

Signature of Tenderer:.....

Date and Stamp:.....

- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

Items to be quoted in Pak Rupees Inclusive of all taxes

BoQs of Air Conditioners for Academic Blocks of CIIT Sahiwal

Part-a (Grand Total Basis)

Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes		
				Unit Price (Rs.)	Total Price (Rs.)	
1	<p><u>Split Wall Mounted Air Conditioner 1.5 Ton DC Inverter (Heat & Cool)</u></p> <p>Low Voltage Operation, Double Layer Condenser, Pure Copper Installation Kit, R 410A Refrigerant, Rated Voltage 220-240V, Rated Frequency 1PH, 50HZ, Cooling Capacity 18000 BTU and maximum electricity saving.</p> <p>Warranty: Compressor 03 Years, Parts 01 Year</p>	No	12			
2	<p><u>Split Wall Mounted Air Conditioner 2.0 Ton DC Inverter (Heat & Cool)</u></p> <p>Low Voltage Operation Startup, Double Layer Condenser, Pure Copper Installation Kit, R 410A Refrigerant, Rated Voltage 220-240V, Rated Frequency 1PH, 50HZ, Cooling Capacity 24000 BTU and maximum electricity saving</p> <p>Warranty: Compressor 03 Years, Parts 01 Year</p>	No	12			
	Total in Rs.					
	Total in words					

Part-B (Grand Total Basis)

Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes		
				Unit Price (Rs.)	Total Price (Rs.)	
3	Air Ceiling Cassette AC 1.5 Ton DC Inverter Heat & Cool Energy Efficient, Auto Restart and R 410A Refrigerant Warranty: Compressor 03 Years, Parts 01 Year	Acson/ OR Equivalent	No	01		
4	Air Ceiling Cassette AC 2.0 Ton DC Inverter Heat & Cool Energy Efficient, Auto Restart and R 410A Refrigerant Warranty: Compressor 03 Years, Parts 01 Year	Acson/ OR Equivalent	No	01		
Total in Rs.						
Total in words						

Note:

- Prices should be quoted inclusive of all freight & Packing charges and we need delivery of items at CIIT Sahiwal Campus premises.
- In Addition to filling of the attached BoQs, supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee.
- The Purchase/Supply Order will be issued on **Grand Total Basis**.
- For all the Brands mentioned in this tender (if any), the term “or equivalent” is hereby added and shall be considered as per PPRA rules