

**COMSATS Institute of Information Technology,
Sahiwal Campus**

TENDER DOCUMENTS

For

**Supply of Services to increase bandwidth (150 Mbps CIR Internet
over Fiber) with backup link (Radio link) for CIIT Sahiwal
Campus**

Submission and Opening Date for Tender:

August 23, 2017 (Wednesday)

Submission Time: 1130 Hours

Opening Time: 1200 Hours

August 2017



Procurement Department

COMSATS Road, Off G.T.Road, Sahiwal

Tel: 040-4305004 Web:Sahiwal.comsats.edu.pk

Signature & Stamp of Bidder

Invitation to Bid
(No. CIIT-SWL/Procurement-17/36)

Supply of Services to increase bandwidth speed (150 Mbps CIR Internet over Fiber) with backup link (radio link) for CIIT Sahiwal Campus

1. COMSATS Institute of Information Technology (CIIT), Sahiwal Campus, a public sector HEI of Ministry of Science and Technology invites sealed bids from the *reputed Internet Service Providers (ISP) Companies* registered with income tax and sales tax departments and who are on active taxpayers list (ATL) of FBR for supply of Services to increase bandwidth speed (150 Mbps CIR Internet over Fiber) with Wi-Fi backup link for CIIT Sahiwal Campus.
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. Rs. 1500 (One Thousand and Five Hundred) 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 August 23, 2017 (Wednesday). 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 website at www.ppra.org.pk.

Muhammad Nadeem
Manager Purchases
CIIT Sahiwal

TERMS AND CONDITIONS

[All pages (BoOs & 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. Contract period will be from the start of services. After job completion contract agreement will be signed for initially **two years**. The contract is extendable subject to the quality of services.
4. Recurring charges will be paid on monthly basis. Three months termination notice in writing is required to terminate the contract/agreement.
5. Before quoting, the vendor in his own interest can carry out site visits/surveys to know the site conditions and full implications of the assignment. This will help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the tender documents. The cost of visiting the site shall be borne by the vendor and shall be at his own responsibility and risk.
6. PTA Rules, Regulations and guidelines will be applicable on both parties.
7. The vendor will provide 150 Mbps CIR Internet over Fiber with 20-25 Mbps over radio link (back up link). The vendor will provide 98.50-99.00 service level and all technical support.
8. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Sahiwal Campus.
9. Documents along with Pay Order / Demand Draft amounting to **Rs. 1500/-** 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.
10. Part / Advance payments is not allowed.
11. The exact completion/delivery time from the date of the purchase / work order will be **60 days**. The handing over / completion time for this contract is of critical importance.
12. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Sahiwal Campus's premises.
13. After opening of bids, COMSATS Institute of Information Technology, Sahiwal Campus will examine the bids for completeness as per tender document.
14. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis grand total.

15. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
16. 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.
17. 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 **August 23, 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.
18. 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
19. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Supply of Services to increase bandwidth (150 Mbps CIR Internet over Fiber) with backup link (radio link) for CIIT Sahiwal Campus”**.
20. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
21. **If the vendor fails to deliver the goods / services to CIIT-Sahawal 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.
22. 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.
23. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
24. 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.
25. All prices should be quoted on F.O.R (Pak Rupees).

26. All prices should be valid for at least **90 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.
27. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
28. In case of any dispute, decision of the Director, CIIT Sahiwal will be final and binding upon the parties.
29. 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.
30. **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
31. 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.
32. The Employer will inspect and test the equipment supplied provided, under the contract, to verify their conformity to the Technical Specifications. The inspections and test will be conducted at final destination.
33. COMSATS Institute of Information Technology, Sahiwal Campus reserves the rights to accept or reject the bid if;
- 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.

34. 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.

35. 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.

36. 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.

BoQ

Supply of Services to increase bandwidth (150 Mbps CIR Internet over Fiber) with backup link (Radio link) for CIIT Sahiwal Campus

Srl. No	City	Description	OTC (One Time Charges, if any)	Monthly Charges (Rs.)
01	Sahiwal COMSATS Institute of Information Technology	150 Mbps CIR Internet over Optical Fiber with 20-25 Mbps CIR Internet with backup link (Radio Link)		
		Total (Rs.)		
		Rate must be inclusive of all applicable taxes (Withholding and Sales Tax)		

Note:

- The Purchase/Work order will be awarded on grand total basis.
- The unit rate must be inclusive of all applicable taxes.
- The vendors are required in their best interest to visit the site for proper assessment of the work for correct cost estimation.