

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

TENDER DOCUMENTS

For

**Supply of Services for Repairing of Twenty Four (24) Multimedia
Projectors for CIIT Sahiwal Campus**

Submission and Opening Date for Tender:

August 22, 2017 (Tuesday)

Submission Time: 1130 Hours

Opening Time: 12:00 Am

August 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-17/35)

Supply of Services for Repairing of Twenty Four (24) Multimedia Projectors 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 companies/suppliers* registered with income tax and sales tax departments and who are on active taxpayers list (ATL) of FBR for supply of Services for repairing of twenty four (24) multimedia projectors for 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. 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 22, 2017 (Tuesday). 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 (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. 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.
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. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Sahiwal Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Sahiwal Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
10. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. 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.
12. Before quoting, the Tenderer in his own interest can carry out campus visit to know the problems of multimedia projectors and full implications of the assignment. This will help him in proper assessment of the work. Failure to do so will not absolve the vendor 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 Tenderer and shall be at his own responsibility and risk.
13. 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 22, 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.

14. 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

15. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Supply of Services for Repairing of Twenty Four (24) Multimedia Projectors for CIIT Sahiwal Campus”**.

16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

17. **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.

18. 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.

19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

20. 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.

21. All prices should be quoted on F.O.R (Pak Rupees).

22. 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.

23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.

24. In case of any dispute, decision of the Director, CIIT Sahiwal will be final and binding upon the parties.

25. 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.
26. **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
27. **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 months from the date of delivery/completion of work/supply.**
28. Bidders will also be responsible to provide free services within three months if, any error occurs at their part. However, separate charges will be paid if, any error occurs at the part of the employer.
29. 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.
30. 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.
31. 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.

32. 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.

33. 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.

34. 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 for Supply of Services for Repairing of Twenty Four (24) Multimedia Projectors for CIIT

Sahiwal Campus.

Srl. No	Brand	Problem Identified	Qty	Rate (Rs.)	Total Amount (Rs.)
01	LG	Not Visible + Low Visibility	12		
02	LG	Power Supply + Not Visible	04		
03	Mitsubishi	Mother Board + Not Visible	08		
		Total	24		

Note:

- The Purchase/Work order will be awarded on grand total basis.
- The unit rate must be inclusive of all applicable taxes and we need delivery of items at our premises.
- The vendors are required in their best interest to visit and check the projectors available with the department for correct cost estimation.