

TENDER DOCUMENT



Renewal Services of WLAN Network Controller for RUCKUS and New Access Points

(Single stage - Single Envelopes basis)

**COMSATS University Islamabad Wah Campus
G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

Invitation to Bid

1. COMSATS University Islamabad (CUI), Wah Campus invites sealed bids from the original manufactures or their authorized distributors registered with income Tax and Sales Tax Departments for **Renewal Services of WLAN Network Controller for RUCKUS and New Access Points**
2. Only registered firms who are on active taxpayers list (ATL) of FBR are eligible to supply goods/services to Government departments.
3. 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 Office Admin Block, CUI Wah Campus”, at price of **Rs. 1000/.** This amount shall be paid in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without tender documents’ fee. Tender document may be down loaded from PPRA Website and document price money (DD / Pay order) may be attached with documents once deposit **(FTN No 9013701-9)**
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **11-10-2021 at 11:00 am.**(The Tender document will not be received after 11:00 am). Bids will be opened the same day at 11:30 am.



Incharge Purchase Section
COMSATS University Islamabad
Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2, Fax: 051-4546850



COMSATS University Islamabad, Wah Campus
Single Stage Single Envelop Procedure

Title : Renewal Services of VLAN Network Controller for RUCKUS

TERMS AND CONDITIONS

1. Only registered firms, on Active Taxpayers List of FBR, are eligible to participate in tender.
2. Offer of a supplier/firm may not be considered for tender competition if:-
 - a. The bid is not prepared and submitted as per instructions given in the tender document.
 - b. The bid is incomplete
 - c. Received without Earnest Money and/or found with less amount of earnest money than required financial extent.
 - d. Received later than the date and time fixed for tender submission
 - e. Bid not submitted at specified venue.
 - f. The offer is ambiguous, with cutting & erasing/over writing. (the mistake /cutting corrected clearly and signed may be accepted subject to approval by the convener of purchase committee
 - g. The tender is submitted with wrong pattern/method of bidding
 - h. The tender is not properly covered and sealed
 - i. The offer is conditional
 - j. The offer is from a firm which is black listed, by any Govt. Office.
 - k. The offer is received by telephone/telex/fax/telegram.
3. Documents along with Pay Order / Demand Draft as Tender Documents Fee as amounting to **Rs. 1000/-** (Nonrefundable) & Earnest Money Equivalent to 2% of the total cost of quoted items shall be prepared in favor of COMSATS University Islamabad, Wah Campus and submitted at the address given at **S.No 22** below. No bid will be accepted without tender documents' fee.
4. Tender Document can either be collected from Purchase Section CUI- Wah Campus or be downloaded from PPRA Website.
5. The exact completion/delivery date of the consignment from the date of issue of the Purchase / Work Order, will be as shown in Purchase Order / Work Order .
6. All prices should be quoted in Pak Rupees and on F.O.R basis and the bid proposal should be inclusive of freight charges and all other applicable Govt taxes and the items will be delivered at COMSATS University Islamabad, Wah Campus. Deduction of Income Tax and any other applicable taxes will be deducted according to Government prevailing rules.
7. **The bid form (BoQs) must be duly filled , stamped and signed by the authorized representative of the bidder. Please quote the rates on our BoQs and clearly mention specifications (ie) model / brands/country of origin etc, otherwise your bid may be rejected.**
8. Payment will be made on submission of Invoice, Sale Tax Invoice and Delivery Challan in the name of COMSATS University Islamabad, Wah Campus and after the complete order has been supplied, inspected / accepted which includes installation /Training, where applicable.
9. Quoted prices should be valid for 90 days. Withdrawal or any modification of the original offer within the validity period shall not be allowed and if so will entitle **CUI-Wah Campus** to forfeit the Earnest Money and / or impose appropriate punitive action on such vendor (s).

10. The contractor will be legally bound and obligated towards Terms & Conditions specified in Tender Document/ Purchase , Work Order / Contract Agreement in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of “**Force Majure**”.

11. Payment will not be made in advance or parts, rather 100% payment will be made on completion of the consignment including commissioning, installation / training by the firms, where necessary.

12. The Earnest Money will be returned to the firm (s) on completion of Consignment

13. The potential bidders needing any clarification regarding BoQ, bidding procedure / Terms & Conditions of the tender, may raise their query (in writing) and seek guidance prior to tenders closing date.

14. The **CUI-Wah Campus** reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

15. If the vendor fails to deliver the goods / services to **CUI-Wah Campus** in time then the penalty will be charged as under:-

a. 1% of the invoice price for first 2 weeks

b. 2% of the invoice price for further 2 weeks.

c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled and earnest money may also 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 replace the same as per specifications mentioned in BoQ, otherwise the purchase / work order will be cancelled after due / extended date with confiscation of earnest money.

17. Purchase order (s) will be awarded to the lowest / technically accepted bidder (s) in the light of specification shown in BoQ or as recommended by the user / Purchase Committee, on the basis of **Item Wise , Sub Total Wise** or **Grand Total Wise** as convenient to CUIW.

18. The bidding procedure is subject to compliance with PPRA rules/CUI policy and decisions of the competent authorities of CUI, Wah Campus and be implemented. It will be the sole responsibility of the supplier / manufacturer to comply with the applicable national/international laws. In case of any dispute, decision of the Director, **CUI-Wah Campus** will be final and binding upon the parties.

19 **Warranty / Guarantee where required will be provided by the vendor (s) where applicable.**

20 Multiple prices will not be quoted

21. **The bid should be submitted in a sealed envelope up to 11:00 am on 11-10- 2021 and will be opened by Purchase Committee on the same date at 11:30am in the presence of available bidders or their representatives.**

22. **The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e) CUIW/PS/TEN/21-22/ Renewal Services of WLAN Network Controller for RUCKUS and New Access Points, and should be dispatched on following address**

Purchase Section

COMSATS University Islamabad, Wah Campus

G.T. Road, Wah Cantt. Ph# 051-4534200-2, Ext: 219 Fax# 051-4546850

23. TECHNICAL REQUIREMENT

The samples and financial bids will only be considered, of the firms, which will verify by writing 'Yes' or 'No' under the prescribe columns mentioned below. Necessary certificates will also be attached.

		Yes	No
a.	The firm maintain a business office and is registered as Importer, Supplier /Service provider/ Distributor and maintains GST No and NTN. Certificate are attached.		
b.	The firm is authorized distributor, supplier and service provider of IT Services . Certificate is attached.		
c.	The firm holds qualified technical staff. (List showing qualifications / Designation of the staff is attached)		
d.	Copies of purchase Orders against previous contracts executed form 01.07.2020 to date are attached.		
e.	Affidavit on stamp paper of appropriate value for non-blacklisting of firm is attached.		

24. The Technical Committee of CUIW (if felt necessary) could visit the firms office/shop for verification.

Undertaking

We have carefully read the Terms and Conditions mentioned in Tender Document. We accept all these Terms & Conditions unconditionally.

Name of Bidder Firm/Company: _____

Name & Designation of Authorized Official: _____

Signature: _____

Date: _____

Company Stamp: _____

Tel/ Cell Nos. _____

E-mail Address: _____

BILL OF QUANTITY (BoQ)**Renewal Services of WLAN Network Controller for RUCKUS and New Access Points**

Sr.No.	Description	Qty	Model / Brand	Unit Price with Taxes	Total Prices with Taxes
1	WLAN Controller Support Renewal for RUCKUS Smart Zone 100 for 1 year with Installation and configuration (Existing Hardware)	1			
2	Partner Watchdog Support Renewal Per RUCKUS SZ/vSZ AP, 1 YR with Installation and configuration (Existing Hardware)	32			
3	Ruckus Wireless Access Points (IN-DOOR) Associate Partner Support, Per SZ/(v)SZ AP, 1 YR with Installation and configuration (For New AP)	5			

Total Price**Terms and conditions**

- Solution must be turnkey.
- Firm Must have certified Engineer of relevant products (Certificate must be attached).
- Firm must provide configuration and installation services to upgrade the controller.
- Firm Must be authorized partner with Principal (Certificate must be attached)
- Firm must have authorized bidding certificate (Certificate must be attached)
- Firm must provide warranty letter (Warranty Letter must be attached)

Note : For any query regarding in BOQ, Mr Muhammad Bilal Masood Cell 0333-6144656 may be contacted