

TENDER DOCUMENT



Supply of Equipment & Consumable items for ECE Lab

(Single Stage Two Envelope Basis)

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

Invitation to Bid

COMSATS University Islamabad, Wah Campus invites sealed bids from the original manufactures / authorized / distributors / suppliers registered with income Tax and Sales Tax Departments for **Supply of Equipment & Consumable items for ECE Lab**

2. Only registered manufacture 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. 1,000/.** 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.
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah at 11:00 am on **23-12-2021**. Bids will be opened the same day at 11:30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.



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, G. T. Road, Wah Cantt

Single Stage Two Envelop Procedure

Title : Supply of Equipment & Consumable items for ECE Lab.

TERMS AND CONDITIONS

1. Only registered Suppliers, who are on Active Taxpayers List (ATL) 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. Bidders could not challenge the decision of the Purchase / Technical Evaluation Committee or ask for reason of disqualification
- 4 Documents along with Pay Order / Demand Draft amounting to **Rs. 1,000/-** as a Tender Documents Fee (Nonrefundable) & Earnest Money Equivalent to 2% of the total cost of quoted items shall be submitted in favor of COMSATS University Islamabad, Wah Campus to the address given at **S.No 24** below. No bid will be accepted without tender documents' fee.
5. Tender Document can either be collected from Purchase Section CUI- Wah Campus or be downloaded from PPRA Website
6. 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 .
7. 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.

8. **The Bid Form (BoQ) must be filled , stamped and signed by the authorized representative of the bidder. Bid/Quotations on firm's pad may not be accepted.**

9. 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.

10. 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.

11. 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).

12. 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"**.

13. Payment will not be made in advance or parts, rather 100% payment will be made on completion of the consignment including commissioning, installation and training by the concerned firm where necessary.

14. On receipt of Technical Evaluation Report of from Committee, the Earnest Money will be returned to un successful firms where as earnest money of qualified firm(s) will be returned on completion of the consignment.

15. The successful bidder/contractor will sign **Procurement Contract** with CUI, Wah Campus in form written agreement on Rs 100/-stamp paper in case purchase is more than 10 Million.

16. 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.

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

18. 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.

19. 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.

20. Preparation of Technical Bid:

Following points may be kept in mind while preparing Technical Bid:

a.	Make & Type of quoted items (Technical compliance with BoQ)	Provide detail of items, brands, country of origin with complete specification being offered without mentioning prices on company letter head (duly signed and stamped beneath by the bidder.
b.	Brief Profile of the Firm	Mention Company Introduction , Type of Business , Offices & Services in Pakistan , NTN & GST Registration Number with Copy of NTN & GST Certificates , Professional Staff (Administrative & Technical) , Verifiable Office addresses, Telephone & Cell No., E-mail address for Contacts.
c.	Details of Experience	Provide list of contracts in-hand/ performed by the bidder so far clearly mentioning for each contract, the name of organization, complete address, year of contract, contract value, date of contract award and date of contract completion.
d.	Reliability of quoted Brand & Country of Origin.	Provide supported brochures.
e.	Bidder's corporate Status	Whether the bidder firm is: Manufacturer, Business Partner of Manufacturer, Sole Distributor of Manufacturer, Authorized Distributor/Agent/Reseller/Supplier or any other affiliation Note : Provide certificate/letter issued from manufacturer .
f.	Technical Resources & Services Support	Details of firm's ability / facility available for provision , installation, upgrading , training and after sales services.
g.	Warranty/Guarantee	The bidder shall offer at least 01 year warranty/guarantee (where applicable) or standard warranty terms of manufacturer and free of cost after sale service.
h.	Consignment completion period	Firms should specify the completion period from the date of issue of Purchase / Work Order

21. Bids Evaluation Criteria for Technical Bid. Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose, following mandatory scales of evaluation shall be taken into consideration.

Sr #	Parameter	Scale of Evaluation
a.	Make & Type of quoted items (Technical compliance with BoQ)	60 Marks
b.	Brief Profile of the Firm	05 Marks
c.	Details of Experience	05 Marks
d.	Reliability of quoted Brand & Country of Origin	05 Marks
e.	Bidder's Corporate Status	05 Marks
f.	Technical Resources & Services Support	10 Marks
g.	Warranty/ Guarantee	05 Marks
h.	Consignment completion period	05 Marks
Total Marks:		100
Minimum Qualifying Marks:		75

22. **Preparation of Financial Bid:**

Financial Bid will be prepare in following manner.

a.	Bid Prices	<ul style="list-style-type: none"> ➤ Each offered item to be entered separately with unit & total price. ➤ The bid must be made on BoQ attached with Tender Document and signed by manufacturer or the authorized Firm/dealer / representative. ➤ Alternate item (s) / Price (s) will not be quoted
b.	Bid Validity	90 Days from the date of opening of Financial Bid.

23. **Criteria for awarding Purchase / Works Order:**

- a. On receipt of Technical Evaluation Report from Technical Evaluation Committee (TEC), all participating firms will be informed for their Qualification / Disqualification
- b. Date of opening of Financial Bids will be communicated to the firms declared **Qualified** by the TEC.
- c. Disqualified firm(s) will be asked to collect their Earnest money along with their sealed Financial Bids.
- d. On opening of Financial Bids, Comparative Statement (CST) will be prepared and Purchase Order(s) will be issued to technically qualified / lowest quoting firm (s), on **Item Wise , Sub Total or Grand Total Wise** ,as convenient to CUIW.

24. *The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e) CUIW/PS/TEN/21-22/12 “Supply of Equipment & Consumable items for ECE Lab. 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**

25. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Wah may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s earnest money

26. Mentioning only origin of manufacturing like "Local" or "China" etc. is not acceptable. The vendors must mention the brand of the quoted item failing which may lead to rejection of the bid or respective item, as the case may be.

27. **Multiple rates of an item may also lead to the rejection of bid / item.**

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: _____

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

BILL OF QUANTITY (BoQ)**Supply of Equipment & Consumable items for ECE Lab****Non Consumable Item**

S. No	ITEM	Description	Qty	A/U	Model/ Brand Quoted	Unit Price with Taxes	Total Price with Taxes
1	AC Module (Double Size)	As per sample	10	Nos			
2	DC Module	As per sample	10	Nos			
3	TRIAC Module	As per sample	10	Nos			
4	Resistor Module	As per sample	10	Nos			
5	Inductive Module	As per sample	3	Nos			
6	Diode Module	As per sample	8	Nos			
7	SCR Module	As per sample	8	Nos			

Consumable Item

S. No	ITEM	Description	Qty	A/U	Model/ Brand Quoted	Unit Price with Taxes	Total Price with Taxes
8	Copper Cable Roll . Single Conductor Insulated 1.5mm copper (New Age Cables)	As per sample	2	Roll			
9	Toggle Switch	As per sample	100	Nos			
10	Fuse 3A small size	As per sample	2	Box			
11	Fuse 5A small size	As per sample	2	Box			
12	Cable Ties 4 inch	As per sample	5	Packet			
13	Fuse Holder	As per sample	50	Nos			
14	Diagonal Wire Cutter 8 inch	As per sample	2	Nos			
15	Glue Gun Rod	As per sample	30	Nos			
16	Resister (47 ohm 10W)	As per sample	50	Nos			
17	Variable Resistor (500k)	As per sample	30	Nos			
18	Resistor (1 Ohm 10 watt)	As per sample	50	Nos			
19	Resistor (100 Ohm 1 watt)	As per sample	200	Nos			
20	Resistor (1100 ohm 44W)	As per sample	50	Nos			
21	Resistor (2200 ohm 22/25W)	As per sample	50	Nos			
22	Resistor (4400 ohm 11W)	As per sample	50	Nos			
23	Selector Switch having four options (3-phase)	As per sample	10	Nos			
24	Capacitor (0.22uF 50V)	As per sample	50	Nos			
25	Banana connectors (Black & Red)	As per sample	200	Nos			
26	Soldering Iron 60w	As per sample	5	Nos			

27	Soldering Gun Automatic	As per sample	1	Nos			
28	Soldering Paste Large box	As per sample	6	Nos			
29	Diode (25FR120, 1200V, 25A)	As per sample	100	Nos			
30	Heat Sink for diode (Item No.21)	As per sample	100	Nos			
31	HDMI Cable (Standard Size)	As per sample	5	Nos			
32	Battery 9V (Power Plus)	As per sample	100	Nos			
33	Nose Plier (Large Size 8 inch)	As per sample	2	Nos			
34	Soldering Iron Stand	As per sample	3	Nos			
35	Project Board (Bread Board) Proskit	As per sample	10	Nos			
36	Glue Gun Silicon Rod	As per sample	10	Nos			
37	Solder Sucker (Goot) Original Model: GS-104	As per sample	6	Nos			
38	Claw Hammer	As per sample	1	Nos			
39	Adjustable Wrench 12 inch	As per sample	1	Nos			
40	Mother Board Cell CR-2032	As per sample	30	Nos			
41	POWER Extension Board	As per sample	3	Nos			
42	Soldering Wire 400 gms roll	As per sample	2	Nos			
43	USB Mouse	As per sample	5	Nos			
44	Screw Driver Set (Proskit)	As per sample	1	Nos			
45	LM565 (IC)	As per sample	15	Nos			
46	LM566 (IC)	As per sample	15	Nos			
47	MC1648 (IC)	As per sample	15	Nos			
48	LM318 (IC)	As per sample	20	Nos			
49	Op-amp (IC: LM741)	As per sample	50	Nos			
50	LM348 (IC)	As per sample	15	Nos			
51	Connecting Wire Roll	As per sample	2	Nos			
52	Plugin wire	As per sample	50	Nos			
53	RJ45 Connector	As per sample	100	Nos			
54	Banana Female Terminal Socket Plug 4mm (Red + Black)	As per sample	250	Nos			
55	Potentiometer 5K Ohm (Radio Volume Type 3-pin Mono)	As per sample	30	Nos			
56	Small Push Button Switch (Round) SPST	As per sample	15	Nos			
57	Acrylic Sheet 3mm (White) 12x9 inch Approx. With holes and printing. (As per sample)	As per sample	12	Nos			
58	Resistor 1 Kilo Ohm (1W)	As per sample	50	Nos			

Note :- For Samples or any query Mr Khawar may be contacted at Call NO 0322-5080194.