

# **Tender Document**

## **Provision of Laptops**



**COMSATS University Islamabad  
Park Road, Islamabad**

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**COMSATS University Islamabad**  
**CUI-PS/26(02)/2602**

***Provision of Laptops***

1. COMSATS University Islamabad (CUI), a Public Sector Educational Organization invites Bids from firm/companies registered with Income Tax & Sales Tax Departments and are on Active Taxpayer List of FBR (I.T & GST), for **Provision of Laptops**.
2. The selection procedure shall be based upon **“Single-Stage-Two-Envelopes”** bidding method as prescribed under PPRA rules.
3. The Bids must be accompanied with the **Bid security of Rs.40,000/-** in the form of Pay Order/Demand Draft in favor of COMSATS University Islamabad (**FTN/NTN: 9013701-9**); scanned copy of which is required to be uploaded through EPADS and **Original must be submitted** physically before the closing date and time of the tender to COMSATS University Islamabad on the below given address. Do not submit physical bids.
4. The complete Tendering process shall be carried out through EPADS.
5. Tender document containing necessary details, selection criteria & qualifications are available on **ePADS [Under Department: COMSATS University Islamabad (PS)]**.
6. The closing date of submission is **March 10, 2026, 1100 hours**. The technical bids shall be opened in the presence of the bidders who choose to attend, **half an hour after the closing time**.

**Contact Person and Submission**



Muhammad Qasim  
Senior Program Officer  
**COMSATS University Islamabad**  
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## 1. Key Points

**Table # 1**

S.N	Detail	Specification
i.	Validity of Bid	<b>45</b> Days from the date of closing of Bids
ii.	Award of Contract / W.O	Item-wise Basis
iii.	Delivery Time	<b>Max. 08 weeks</b> from the date of issuance of W.O
iv.	Method	Single Stage Two Envelope
v.	Closing Date & Time	<b>As pe the Tender Notice</b>
vi.	Opening Date & Time	Half Hour after the Closing Time on the same day
vii.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	<b>As per the Tender Notice</b>
viii.	Submission of Bid Security	<b>On EPADS and Physically</b>
ix.	Performance Guarantee (Under Rule 39 of PPRA Rules 2004)	<b>10%</b> of total value of the <b>Invoice</b> , for period of <b>One year</b> from the date of <b>delivery</b> .
x.	Submission of Bid Security along with hardcopy of Technical & Financial Bids	Treasurer Department, 3rd Floor, Faculty Block-2, CUI, Islamabad
xi.	Opening Venue	Committee Room # 8, Faculty Block-1, CUI, Park Road, Islamabad
xii.	Submission of Bids	<b>Only via EPADS. No physical bids required</b>

## 2. Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously shall AUTOMATICALLY disqualify me from the bidding process.

By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection shall be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage, the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period as deemed appropriate depending on nature of offence.

<b>Tender Title</b>	
<b>Name of Firm/ Company</b>	
<b>Year of Establishment in this business</b>	
<b>Name of Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail (For all official correspondence)</b>	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

### 3. Bid Evaluation Criteria:

The Evaluation of bid consist on following:

- 1- Technical Evaluation
- 2- Financial Evaluation

#### Requirement for Technical Evaluation

Detail	Criteria
1. Bank Draft/Pay Order of Bid Security (To be Physically Submitted to Purchase Section on the Closing Date)	Mandatory
2. Declaration Form (On Letterhead)	Mandatory
3. Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory
4. <b>Proof of Non-Blacklisting:</b> Affidavit on legal paper of appropriate value (duly attested from notary public) <b>OR</b> letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client	Mandatory
5. <b>Compliance with CUI requirement/Specification</b> Mentioning Brand Name & Model is mandatory. Blank technical sheet shall be treated as non-compliance and may result in rejection of tender/bid	Mandatory
6. <b>Authorized Partner/Distributor/Dealer/Re-Seller Certificate:</b> The bidder must provide a valid authorized partner/dealership/re-seller certificate /letter of the Brand being offered, issued directly by the Brand (Principal) in favor of the firm/company participating in the bid. Any certificate/letter issued by dealer/re-seller other than the Principal (Brand being offered) shall be considered as invalid and technically dis-qualified.	Mandatory
7. <b>Warranty:</b> One-year Official Local warranty	Mandatory
8. <b>Brand New Laptops</b> The Laptops should be brand new, serial number of which can be verified by Principal. Re-furbished equipment are not acceptable and shall be subject to blacklisting & forfeiting of Bid Security.	Mandatory
9. <b>Professional Experience</b> List of <b>05</b> executed contracts for Desktop/Laptop/Notebooks <b>ONLY</b> , for 05 different clients of over Rs.1,000,000/- each in the last 3 Year.	Mandatory
10. Submission of Tender document through EPADS	Mandatory

- Failing in any of the mandatory requirements shall disqualify the bidder from further bidding process.
- After evaluation/marketing of bidders in technical evaluation process, financial bids of technically qualified bidders shall be only opened later on prior notice.
- DO NOT attach any information or portfolio which is not requested. Only provide the demanded information.

#### Financial Evaluation

- Technically qualified bidders offering the lowest price shall be awarded contract

### 4. FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## Provision of Laptops

SN	Specification	Qty	Unit Price (GST Excl)	GST Amount	Unit Price (GST Incl)	Total Cost (GST Incl)
	Intel Core i7-1355U (13th Gen or above) 16 GB DDR4-3200MT/s 512 GB PCIe® NVMe™ SSD Intel® UHD Graphics 14" Diagonal Full HD (1920 x 1080), IPS, Narrow Bezel Integrated 720p HD Camera Wi-Fi and Bluetooth® 5.3 Wireless Card Dual Stereo Speakers, Dual Array Microphones Fingerprint Reader 2 USB Type-A 5Gbps Signaling Rate (1 Charging, 1 Power); 1 HDMI 2.1; 1 stereo Headphone / Microphone Combo Jack; 1 RJ-45 2 USB Type-C 10Gbps Signaling Rate Click pad with Multi-Touch Gesture Support Backlit & Spill Resistant Keyboard Smart 45W AC Adapter Laptop Briefcase / Original Bag Pike Silver Aluminum Color 1 Year Official Local Warranty	03				

- The bid is submitted without any conditions.
- All the terms and conditions provided by COMSATS University Islamabad are acceptable unconditionally, including **BID VALIDITY AND DELIVERY TIME & ONE YEAR OFFICIAL LOCAL WARRANTY.**

Name of authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Official Company Seal: \_\_\_\_\_

## 5. Technical Compliance Performa (Mandatory)

(On Company's Letterhead)

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## Provision of Laptops

Specification	Compliance	Higher Specs
<b>New Branded Laptops (Mentioning Brand &amp; Model is mandatory)</b>	<b>Laptop Brand Name:</b> <b>Model Number:</b>	
<b>Intel Core i7-1355U</b>		
<b>Generation: 13th or above</b>		
<b>RAM: 16 GB DDR4-3200MT/s</b>		
<b>SSD: 512 GB PCIe® NVMe™ SSD</b>		
<b>Graphics: Intel® UHD Graphics</b>		
<b>Display: 14" Diagonal Full HD (1920 x 1080), IPS, Narrow Bezel</b>		
<b>Camera: Integrated 720p HD Camera</b>		
<b>Keyboard: Backlit &amp; Spill Resistant Keyboard</b>		
<b>Color: Pike Silver Aluminum</b>		
Wi-Fi and Bluetooth® 5.3 Wireless Card		
Dual Stereo Speakers, Dual Array Microphones		
Fingerprint Reader		
2 USB Type-A 5Gbps Signaling Rate (1 Charging, 1 Power);		
HDMI Slot		
Stereo Headphone / Microphone Combo Jack		
RJ-45 Slot		
2 USB Type-C 10Gbps Signaling Rate		
Click pad with Multi-Touch Gesture Support		
Smart 45W AC Adapter		
Laptop Briefcase/ Original Bag		
<b>Warranty: One-year Official Local Warranty</b>		

It is certified that the above-mentioned Brand and Model shall be provided, if selected. In case of non-availability, I undertake that I shall provide a higher specs computer and printer , as per the demand of CUI.

Name of authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Official Company Seal: \_\_\_\_\_

## 6. General Terms & Conditions of the Tender

- i. No tender/bid shall be considered if:
  - a) Not uploaded through EPADS.
  - b) Received without required documentation or deficiency in required documentation.
  - c) Received without bid security.
  - d) In contradiction with the specification given by the CUI.
  - e) Received with any condition.
  - f) The bidder is in litigation with CUI or is blacklisted by any organization or is notified as blacklisted on PPRA website.

## 7. Contact person and Submission of Bids:

- i. Contact Person for all inquiries and clarification and bids submission shall be undersigned.

**Muhammad Qasim**

Senior Program Officer

COMSATS University Islamabad

3rd Floor, Faculty Block-II, Park Road, Islamabad,

Tel: 051-9049 5060 / 0333 915 4790

Email: m.qasim@comsats.edu.pk

- ii. You may visit, write or call. However, written queries through email shall be considered as official.

## 8. Validity of Bids:

- i. The Bid shall remain valid as mentioned in **Table 1** of the tender document.
- ii. Any bidder/firm/ company which refuses to accept the work order based on market price escalation shall result in forfeiting the bid security. The CUI may also impose a ban on business with CUI for a minimum of 6 months.

## 9. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- ii. Applicable Income tax and GST shall be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified by the concerned tax authorities/FBR; however, CUI shall be the final authority to accept or reject the exemption certificate. In case of non-acceptance, CUI shall deduct all applicable taxes as per tax rate. CUI shall provide a certificate of tax deduction, and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In the case of Tie in Rates of the lowest bidders, CUI shall award the contract to any bidder.
- iv. Unit price shall be taken up to 1 decimal point. The total cost shall be round-up to zero decimals.

- v. In case of any conflict in the price/cost quoted by the bidder, the unit cost (Exclusive of GST) quoted by the bidder shall be considered for calculation.
- vi. In case of no mention of GST. The prices/cost shall be considered as inclusive of GST.

## **10. Bid Currencies & Bid Security:**

- i. Prices shall be quoted in Pak Rupees.
- ii. The Bidder shall furnish, as part of its bid, a bid security as specified in the tender notice. The bid security is required to protect CUI against the risk of Bidder's conduct which would warrant the security's forfeiture.
- iii. The Bid Security shall be denominated in the local currency, and it shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following form:
  - a. Bank Draft / Pay Order
- iv. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.
- v. The bid security found deficient of the required amount shall not be considered.
- vi. Unsuccessful bidders' bid security shall be released and returned as promptly as the successful bidder gives consent to the work order or sign the contract agreement, whichever is applicable.
- vii. The successful Bidder's bid security shall be retained till the duration of the contract.
- viii. The bid security shall be forfeited:
  - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.
  - b. Fails to comply with the requirement of the bid and contract.

## **11. Clarification of Bidding Document:**

- i. During evaluation of the bids, CUI may, at its discretion, ask the Bidder for a clarification of its bid and other such information which is important to CUI. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond/reply within a given deadline, the bidder shall be considered as non-responsive and disqualified from the bidding process.

## **12. Opening of Bids:**

- i. CUI shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

### **13. Influencing the evaluation process:**

- i. No Bidder shall contact CUI on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has grievance to the notice of the CUI , it should only do so in writing.
- ii. Any effort by a Bidder to influence CUI during bid evaluation or bid comparison may result in the rejection of the Bidder's bid.

### **14. Qualification & Evaluation of Bids:**

- i. CUI shall determine to its satisfaction whether the Bidder is qualified to fulfil the contract satisfactorily, in accordance with the criteria & qualification listed in the tender document.
- ii. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as CUI deems necessary and appropriate.
- iii. CUI shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria.
- iv. The bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. The bids shall be evaluated to determine the lowest evaluated bid/most advantageous bid.
- vi. No bidder shall be eligible for any margin of preference in the Proposal Evaluation.
- vii. CUI shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- viii. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of tax) shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, the bid shall be rejected, and the bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words shall prevail.
- ix. CUI may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
  - a. *Explanation: A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or*

*variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to CUI.*

- x. Prior to the detailed evaluation, CUI shall determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- xi. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties shall be deemed to be a material deviation. The CUI 's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- xii. If a bid is not substantially responsive, it shall be rejected by CUI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **15. Notification of Evaluation Reports:**

- i. The evaluation report shall be notified through EPADS.

## **16. Corrupt or Fraudulent Practices & Blacklisting:**

- i. CUI requires that Bidders, Contractors, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
  - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI,
  - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- ii. CUI shall have the right to reject a proposal for award if it determines that the bidder has been engaged in corrupt or fraudulent practices in the past with any organization.

- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA shall be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
- iv. CUI shall sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules, if it at any time determines that the firm has engaged in corrupt, fraudulent or collusive practices in competing for, or in executing.

## **17. Right to Accept or Reject All Bids:**

- i. CUI reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the bidder(s) or any obligation to inform the bidder(s) of the grounds for the CUI 's action.

## **18. Award of Contract:**

- i. Prior to the expiration of the period of bid validity, CUI shall notify the successful bidder(s) in writing by mail/email that its bid has been accepted.
- ii. The notification of the award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- iii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI shall promptly notify each unsuccessful Bidder and shall release its bid security.

## **19. Notification of Award:**

- ii. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- iii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI shall promptly notify the unsuccessful bidder(s) and shall release its bids security.

## **20. Delivery Information:**

- i. The supply shall be made to CUI as mentioned in **Table 1** of the tender document.
- ii. In case of delay in delivery, the vendor may submit a written request for extension in delivery, giving valid justification with proof. The following decision can be made by CUI.

- a. CUI may extend the delivery time according to the nature and urgency of the procurement with the condition of deductions in percentage (0% to 10%) from the total bill depending on and acceptability of the justification. The decision shall be communicated to the vendor for extension along with [percentage of deduction, if any]. In case of non-responsiveness/non-acceptance by the vendor, the work order shall automatically be cancelled, and the bid security shall be forfeited. CUI may also impose a ban from business with CUI for a minimum of 6 months to a maximum duration to be determined by CUI.
- b. CUI may reject the request, in which case, the work order shall be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with CUI for a minimum of 6 months to a maximum duration to be determined by CUI. CUI shall be the final authority for decision of acceptance or rejection.
- iii. It is the responsibility of the vendor to make delivery of the procurement directly to the **Treasurer Department, 3rd Floor, Faculty Block-2, CUI. Mr. Shoaib Ishfaq, 051-9049-5415** may be informed one day prior to delivery for proper arrangements and entry. A proper delivery challan from store is the sole responsibility of the vendor.
- iv. Payment shall be made as per actual quantity delivered & accepted to CUI.
- v. The bills along with delivery challan shall be submitted to the Procurement office for processing of Receipt & Inspection of the End-user department and payment. Any deficiency in documentation shall be removed by the vendor.

## 21. Legal Document

- i. The EoI/Tender document and Contract agreement/work order/purchase order together are the legal documents and all the terms and conditions, criteria, qualification is a legal binding on both the parties.