



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-16-784
Case # 1943

TERMS AND CONDITIONS

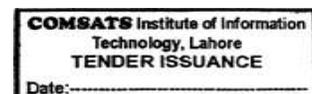
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. *Any addition, deletion or modification of any clause of the procurement terms & conditions / BoQs 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, Lahore Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore 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. The bid proposal must be inclusive of freight and all other taxes delivered at CIIT-Lahore premises.
8. After opening of bids, COMSATS Institute of Information Technology, Lahore 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. The bid should be submitted in a sealed envelope up to **January 11, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
11. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

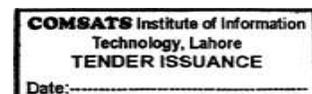
12. The envelope shall also bear the word "**CONFIDENTIAL**" and the Title of procurement of "**c**".
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. **If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**

Signature & Stamp of Bidder



- 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.
15. 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.
 16. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
 17. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Lahore 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.
 18. All prices should be quoted on F.O.R (Pak Rupees).
 19. 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.
 20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
 21. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
 22. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
 23. **05% of the total value of the Invoice will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after Six Months, from the date of delivery / completion of work / supply.**
 24. **The bidder is required to furnish in form of Bank deposit / CDR equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
 25. COMSATS Institute of Information Technology, Lahore 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.

Signature & Stamp of Bidder



26. 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.
27. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

BoQs of Furniture for Lab A-10 Block A Physics Department, CIIT-Lahore, CIIT-Lahore

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT’s BoQ may lead to rejection of bid (fully or partially).	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
	Item Name & Specification					
1	<p>Provision and Installation of wooden Lab table in size : Width= 36” Height= 33” and Length=61”Flat table top face 1.5” made with approved color ¾” thick double side lamination chip board ply wood including the cost of two cantilever sports, border lapping, one coat of shining lacquer, carriage , and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge</p> <p>Note: Show in plan side table # 1</p>	No’s	03			

2	<p>Provision and supply of wooden moveable table cabinet in size: Width= 18" Height= 31" and Length=57"made with approved color ¾" thick double side lamination chip board ply wood including the cost of one ¾"thick horizontal shelve, one ¾" thick vertical partition, front two leafs, both side hinges, two handles, two catchers, locks, four lockable wheels, border lapping, one coat of shining lacquer, carriage, back cover with ¼" thick same color MDF and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge Note: Show in perspective view side table#1</p>	No's	03			
3	<p>Provision and Installation of wooden Lab table in size : Width= 36" Height= 33" and Length=60"Flat table top face 1.5" made with approved color ¾" thick double side lamination chip board ply wood including the cost of two cantilever sports, border lapping, one coat of shining lacquer, carriage , and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge Note: Show in plan side table # 2</p>	No's	03			
4	<p>Provision and supply of wooden moveable table cabinet in size: Width= 18" Height= 31" and Length=56"made with approved color ¾" thick double side lamination chip board ply wood including the cost of one ¾"thick horizontal shelve, one ¾" thick vertical partition, front two leafs, both side hinges, two handles, two catchers, locks, four lockable wheels, border lapping, one coat of shining lacquer, carriage, back cover with ¼" thick same color MDF and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge Note: Show in perspective view side table#2</p>	No's	03			
5	<p>Provision and Installation of wooden Lab table with rack in size: Width= 36" table height= 33", Rack height = 18" and Length=72", rack depth = 15" Flat table top face 1.5" made with approved color ¾" thick double side lamination chip board ply wood including the cost of three cantilever sports, border lapping, one coat of shining lacquer, carriage, and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge Note: Show in plan side table # 3</p>	No's	04			

6	Provision and supply of wooden moveable table cabinet in size: Width= 18" Height= 31" and Length=68"made with approved color ¾" thick double side lamination chip board ply wood including the cost of one ¾"thick horizontal shelve, one ¾" thick vertical partition, front two leafs, both side hinges, two handles, two catchers, locks, four lockable wheels, border lapping, one coat of shining lacquer, carriage, back cover with ¼" thick same color MDF and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge Note: Show in perspective view side table#3	No's	04			
7	Provision and Installation of wooden center lab table with rack in size: Width= 4'- 6" table height= 2'-9", and Length=7'-0",Flat table top face 1.5" made with approved color ¾" thick double side lamination chip board ply wood including the cost of one side chamfer, sports, border lapping, one coat of shining lacquer, carriage, and fixing at required position in lab A-10 etc. Complete in all respects per satisfaction of Engineer in charge. Note: Show in plan center table	No's	02			
8	Provision and supply of wooden moveable table cabinet in size: Width= 24" Height= 31" and Length=80"made with approved color ¾" thick double side lamination chip board ply wood including the cost of one ¾"thick horizontal shelve, two ¾" thick vertical partition, both side front three leafs, both side hinges, both side three handles, both side three catchers, locks, six lockable wheels, border lapping, one coat of shining lacquer, carriage, and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge Note: Show in perspective view sidetable#3	No's	02			
9	Provision and supply of wooden rack in size: Width= 30" Height= 72" and Depth=18"made with approved color ¾" thick double side lamination chip board ply wood including the cost of four ¾"thick horizontal shelve, one ¾" thick vertical partition, border lapping, one coat of shining lacquer, carriage, and fixing at required position in lab A-10 etc. Complete in all respects as per satisfaction of Engineer in charge.	No's	01			
10	Provision and Supply of ply wooden Table for Office use width 2'-6", Height=2'-6", Length= 4' made in approved color lamination chip board including the cost of draw, Handle, Lock, one coat of shining lacquer and computer rack etc. Complete in all respects as per satisfaction of Engineer in charge.	Job	01			

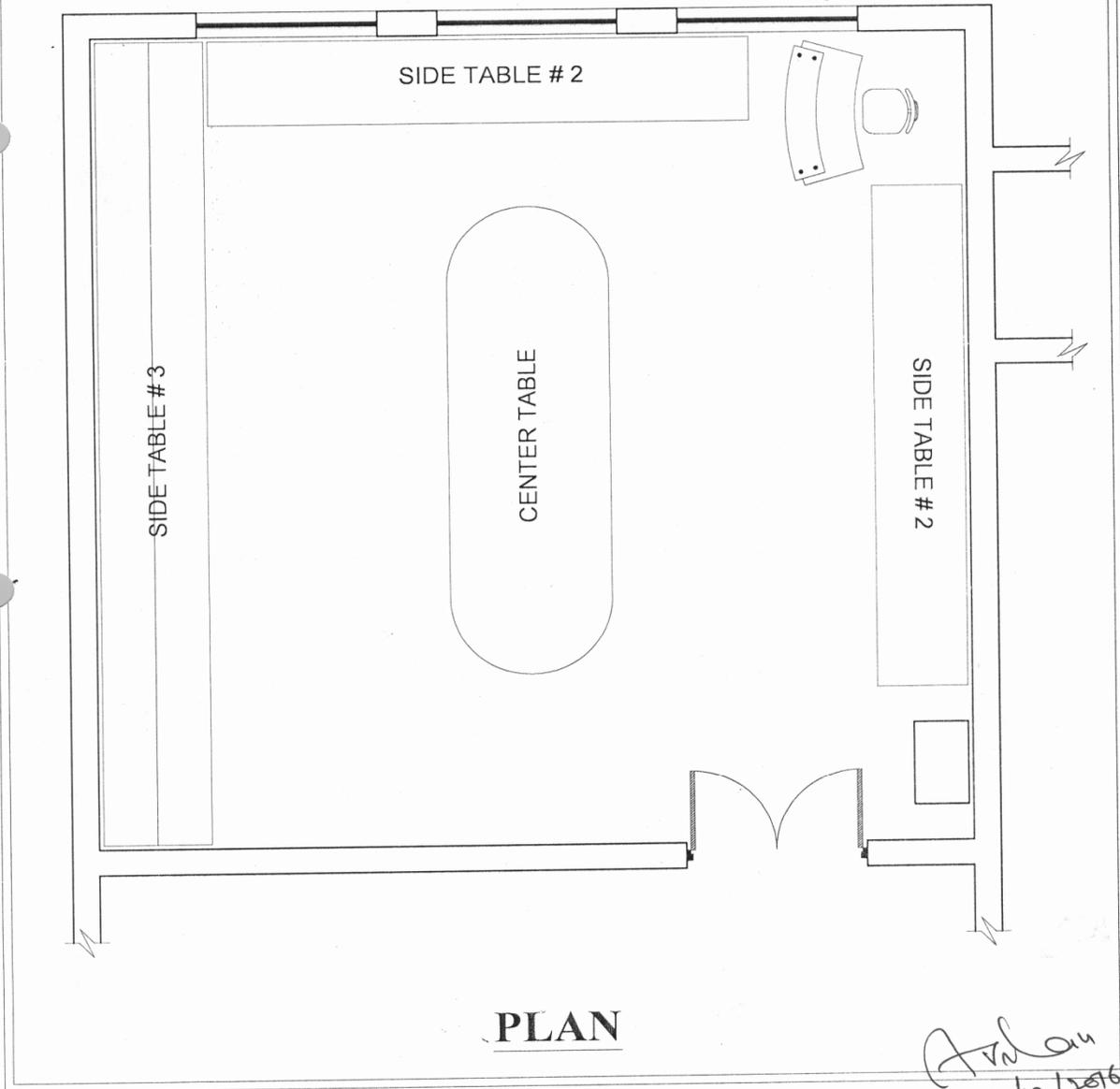
11	Supply of wooden stool made with Shesham wood in size: Top plank (12"x12"x1"), Stool leg (2"x2"x21"), Top frame(2"x2"x12"), foot rail (1"x2"x15") including cost of surface preparing for paint and two coat approved color polish complete in all respects as per sample	No's	10			
12	Providing and fixing of Roller blinds for window in size : width= 6'-4" , height = 6'-00" approved dark blue color including the cost of hanger, top and bottom aluminum rods, chain for operating etc. Complete in all respects as per satisfaction of Engineer in charge.	Job	03			

Special Terms and conditions:

1. Lowest vendor (s) will be required to provide sample of **Furniture** strictly as per BoQ / **Specifications** within 03 days of opening of bid.
2. Failing to meet quality and specification requirements may lead to rejection of bid and order may be awarded to 2nd lowest bidder, subject to approval of competent authority.
3. Purchase / Work order will be awarded on **Item Wise** basis.
4. Please submit the bid on our prescribed BoQs, otherwise your bid (s) may be rejected.
5. Multiple rates of an item may lead to the rejection of bid / item.

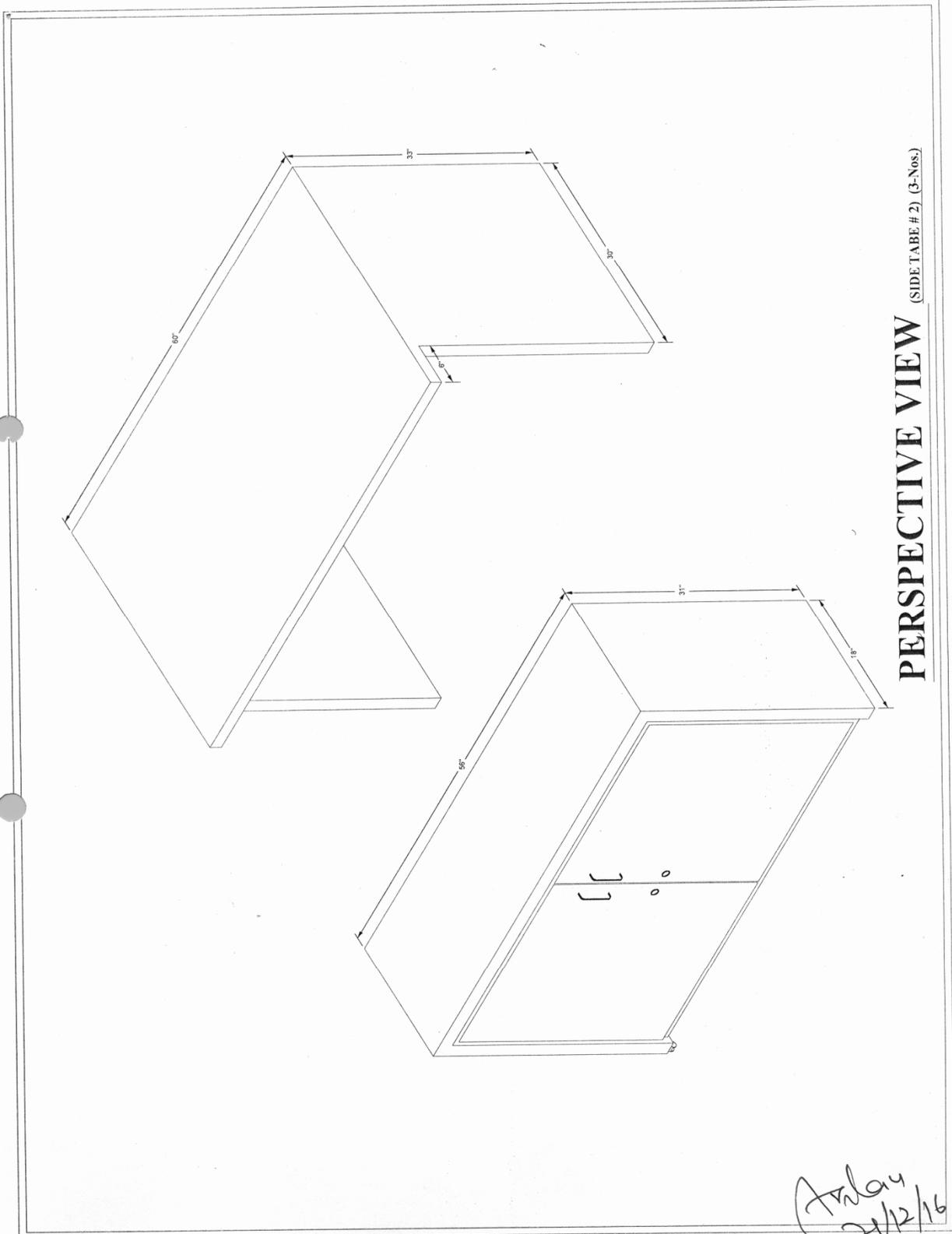
A-10

OPTICS & NUCLEAR PHYSICS LAB 24'-3"x24'-3"

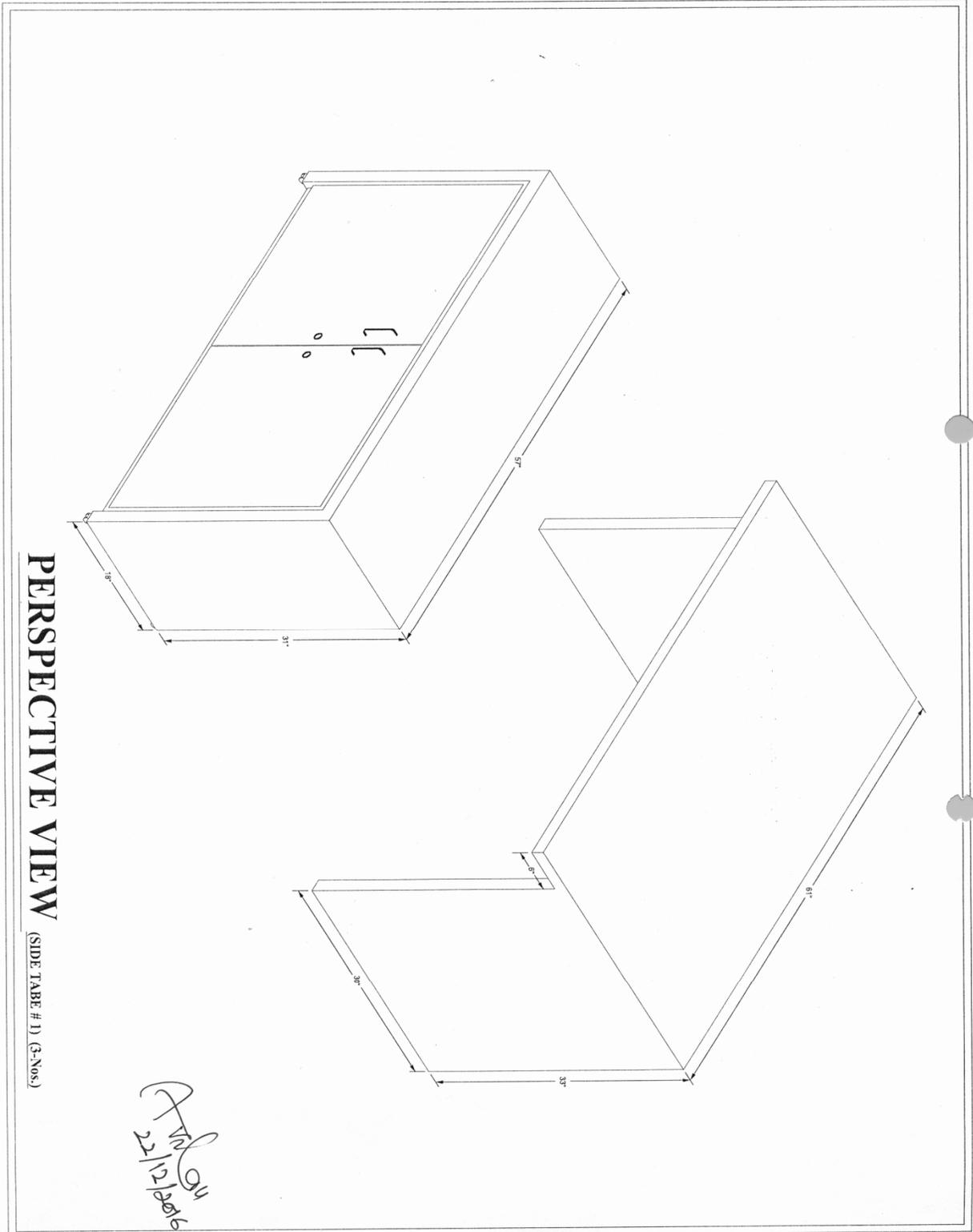


PLAN

Arslan
21/12/2016

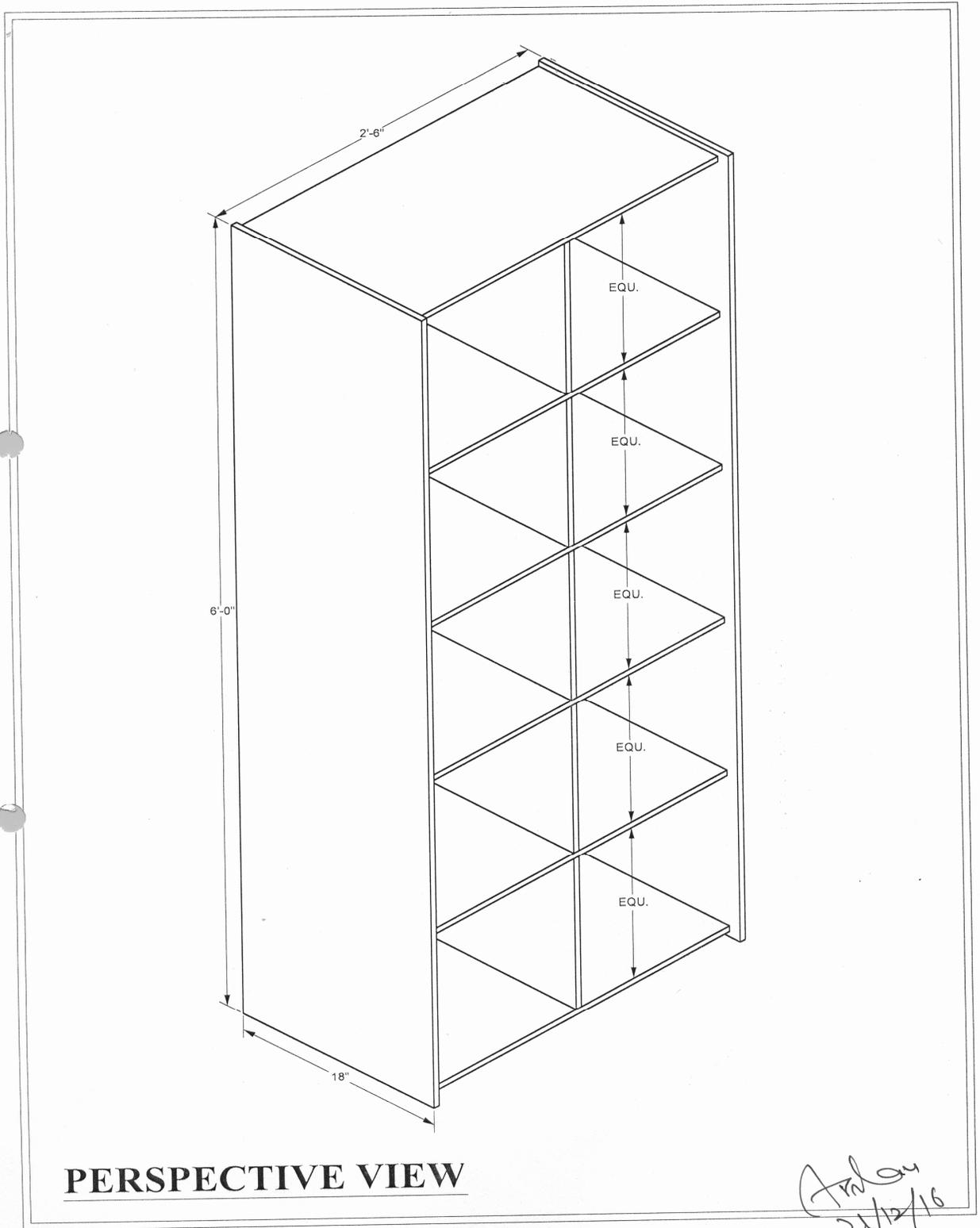


Arday
21/12/16



Signature & Stamp of Bidder

COMSATS Institute of Information
Technology, Lahore
TENDER ISSUANCE
Date:-----



PERSPECTIVE VIEW

Arslan
21/12/16