



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

Tender No. CIIT-TN-13-17-858

TERMS AND CONDITIONS

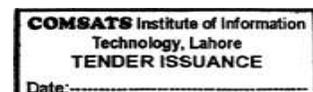
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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 **20 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 **May 17, 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 "**Work Station with Cabinets, Chairs, Board and AC for Dr. Salman Khan CS-Dept**".
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

Signature & Stamp of Bidder



- 14. If the vendor fails to deliver the goods / services to CIIT-Lahore 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.
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 Furniture Items for Six Months and Air Conditioner for Three Years will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and it will be released after mentioned periods, 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.

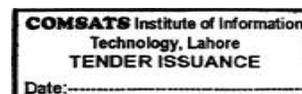
26. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender otherwise the tender will not be considered under any circumstances.
27. The undersigned affirm that the terms and conditions as contained in this document have been read and 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 Work Station with Cabinets, Chairs, Board and AC for Dr. Salman Khan CS-Dept, 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). Item Name & Specification	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
		Unit	Qty.		Unit Price (Rs.)	Total Price (Rs.)
<u>Furniture Items</u>						
1	Providing and supplying of the wooden <u>work station</u> , Table size: 3.62’ x 2.5’ x2.5’, Book cabin with leafs size: 3.62 ‘x 1.25’ x 1.5’ made with ¾” thick win board lamination sheet and soft board size: 3.62’ x 2’ with cloth as per approved sample including the cost of cutting, fixing, two lock ,handle, magnet catcher and two light plug (SK) with 2 mm 7/0.29 cable for connection etc complete in all respect. Sample Pictures are attached	Nos	4			
2	Providing and supplying of the wooden <u>white board</u> in Size : 6’ x 4’ made with ¾” thick chip board, white laminated Formica and border lapping with aluminum angle ,complete in all respects.	Nos	1			
3	Providing and supply the revolving <u>executive chair</u> as per approved sample and attached Picture.	Nos	4			
<u>Electrical Items</u>						
4	Cable 2 Coe 7/.44 copper PVC insulated PVC Sheathed. (Good Quality) GM or equivalent	Me ter	40			

Signature & Stamp of Bidder



5	Breaker 20 Amp 2 Pole with Box (Genuine) Truu or equivalent	Nos	01			
Grand Total Amount (Rs.)						
<u>Air Conditioner with Installation</u>						
6	<u>2 Ton Air Conditioner</u> Haier, Orient, PEL, Dawlance, Waves or Equivalent Compressor Mitsubishi or equivalent, Refrigerant R22, Refrigerant Pipe Pure Grooved Copper, Fixed Frequency, Cooling Capacity 24000 BTU, Power Supply (Ph/V/Hz) 1,220,50, Type Split AC wall mounted. Note: Three years compressor and one year Air Conditioner Unit and Installation Warranty is required.	1	Nos.			
	<u>Installation of 2 Ton Air Conditioner</u> MS Bracket for Outdoor 4.6mm thickness and paint on frame, unit with 3/4" dia PVC pipe (popular or equivalent) for drainage, Control wire flexible from indoor to outdoor as per required load, refrigerant copper pipe guage 22, 60mm x 60mm PVC duct (Adamjee or Equivalent) to cover insulated metal tubing between in-door and out-door units and PVC drainage pipe; including the cost of carriage to site and fixing in position; lacquer spray on refrigerant copper pipe, all installation make with screws, complete in all respects and to the entire satisfaction of the engineer in charge. Note: 10 Rft refrigent pipe including wire, drain pipe and PVC Duct will be provided with installation kit. Additional Refrigent, Drain Pipe, Control wire and PVC Duct used if any will be separately charged.	1	Jobs			
Grand Total Amount (Rs.)						
-	<u>Optional Items for AC Installation (If Required)</u>					
	Refrigent Copper Pipe (if extra from 10 Feet)	RF T	01			
	Electric flexible control wire size 110 / 0.76 (if extra from 10 Feet) GM or Equivalent	RF T	01			
	Drain Pipe 3/4" dia PVC (if extra from 10 feet) Popular or Equivalent	RF T	01			
	PVC Duct 60mm x 60mm (if extra from 10 Feet) Adamjee or Equivalent	RF T	01			

1. Please submit the bid on our prescribed BoQs, otherwise your bid (s) may be rejected.
2. Multiple rates of an item may lead to the rejection of bid / item.
3. Purchase / Work order for **Electric Items (Sr. 4 & 5) on Turnkey basis** and **AC with Installation (Sr.6) is also on Turnkey basis.**

Special Terms and conditions for Furniture Items;

4. Vendors are required to inspect samples of **Furniture Items** available at CIIT-Lahore Campus before **quoting price / model** to avoid quality and specification issues.

Signature & Stamp of Bidder

5. Lowest vendor (s) will be required to provide sample of **Furniture Items** strictly as per physical sample / BoQ within 03 days of opening of bid.
6. In case, lowest bidder failed to either provide sample within deadline or meet the mentioned quality / specification requirements in the provided sample, may lead to rejection of bid. (With confiscation of CDR).
7. In such case Sample Order shall be issued to 2nd lowest.
8. Purchase / Work order will be awarded to the vendor with the approved sample on **Item Wise** basis.

Work Station Pictures



Executive Chair

