



COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1396

Case # 3107

Single Stage One Envelop Procedure

Title of Tender: Expendable Supplies for Dr. Rizwan Raza, Department of Physics

TERMS AND CONDITIONS

1. *All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
2. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
3. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** as a tender document fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. **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.**
8. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at CUI, Lahore Campus's premises.
9. After opening of bids, CUI, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. The bid should be submitted in a sealed envelope up to **August 26, 2020** on or before **1100hrs** and will be opened on the same date **at 1130hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
12. The envelope should be marked as under;
Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

The envelope shall also bear the word "CONFIDENTIAL" and following identification quotation of **"Expendable Supplies for Dr. Rizwan Raza, Department of Physics"**.

Signature & Stamp of Bidder

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 COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
- a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
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 University Islamabad, 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) inclusive of all taxes.**
19. All prices should be valid for at least **120 days.** Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in CUI 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 or grievance, the matter shall be addressed as per PPRA rules.
22. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 23. The bidder is required to furnish in form of Bank deposit/ CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS University Islamabad, Lahore Campus”.**
24. COMSATS University Islamabad, Lahore Campus reserves the rights to 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. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
25. 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.

26. 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 Expendable Supplies for Dr. Rizwan Raza, Department of Physics

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:

1. The bid may be rejected on the reason of ambiguity (OR)

Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-Lahore Campus BoQ may lead to rejection of bid (fully or partially).

Prices to be quoted inclusive of all applicable taxes

Sr . #	Item Name & Specifications		Qty	Quoted Model / Brand /Make	Unit Price (Rs.)	Total Price (Rs.)
1	Acetone	High grade	5 liter			
2	Citric Acid Anhydrous powder	High grade	1000g			
3	Cerium(III) nitrate hexahydrate	99.999%	2000g			
4	Samarium(III) nitrate hexahydrate	99.999%	500g			

5	gadolinium(iii) nitrate hexahydrate	99.999%	500g			
6	Cobalt (III) Carbonate	98%	250 g			
7	Cobalt Nitrate	99-102%	100g			
8	Copper(II) Carbonate	98%	500g			
9	Iron (II) Oxide	99.9%	1000 g			
10	Lanthanum Nitrate	99%	200g			
11	Lithium carbonate	99.99%	500g			
12	Magnesium nitrate	98%	2000g			
13	Manganese dioxide	99.9%	500g			
14	Nickel Nitrate	99%	1000g			
15	Nickel Oxide	99 %	500 g			

16	Nickel Carbonate	99 %	250g			
17	Oxalic Acid	99%	1000g			
18	PVA (PolyVinylalcohol) Or equivalent	High grade	500ml			
19	Sodium carbonate	High grade	1000g			
20	H ₂ (hydrogen)	5 ft High pressure steel Cylinder Type & Quality (99.99 %)	1 cylinder			
21	Bio Gas	5 ft High pressure steel Cylinder Type & Quality (N ₂ ,CH ₄ ,CO,H ₂)	1 cylinder			
22	Gloves	Disposable & Surgeon 50 Nos. containing in One Pack	Two packs			
23	Crucible	(20ml, 30ml, 50ml) 100 Nos of each size	300 Nos.			
24	Tissue rolls	large	10 packets			
25	Aluminum foil	For lab use	5 rolls			
26	Spatula set	For lab use	2 set			

27	Chemical Sample voiles	Glass voils 50 ml, Plastic voiles 10ml- 20ml) (100 Nos of each size)	100			
28	Silver paste	Highly conductive	50g			

Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
- In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
- Supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.

Special Terms and conditions;

- i. Please submit bid (rates) on our prescribed BoQs Form and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with bids, otherwise your bid (s) may be rejected.
- ii. Chemicals which require special conditions e.g. low temperature etc. must be provided as such otherwise their delivery will not be accepted.
- iii. Under no circumstances should re-packed chemicals be provided.
- iv. Purchase / work order (s) will be awarded on **Item Wise Basis** as mentioned in BoQs.
- v. **Multiple rates of an item may also lead to the rejection of bid / item.**