



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: June 02, 2016

Case # 1757

BoQs of Stirring/heating plate for IRCBM, CIIT-Lahore

Sr. #	Name	Item Name / Description	Have you facilitated/provided this in your offer?		Qty		Rate to be quoted Inclusive of all (applicable) Taxes			
			Yes	No			Quoted Model/ Make	Unit Price (Rs.)	Total Price (Rs.)	
1	Stirring /heating Plate	Purpose	To control the heating and stirring of the samples			1	No			
		Main Body	Stiring under Controlled temperature (30 ° C to 250 ° C with +/- 2 ° C)							
		Others	Heater power 220/240 V, equipped with power restore function after power failure, literature information also needed							
Total Amount (Rs) Inclusive of all taxes										

Note:

- Purchase / work order (s) will be awarded on **Item wise** basis.
- Please quote the Brand & rates on our BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.
- Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.
- Please tick (Yes / No) the requirement column according to the quoted brand specifications.
- In Addition to filling of the attached BoQs, 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 literature model. So the item/bid may be rejected.
- Literature information must be attached with your technical bid.

Signature of Contractor with Stamp

- The quantity may be increased or decreased before awarding the purchase/work order.

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 of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.**
- Part / Advance payments is not allowed.
- The exact completion / delivery time from the date of the purchase / work order will be **10 Days**. The handing over / completion time for this contract is of critical importance.
- Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
- COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;
 - The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - During the technical evaluation no amendments in the technical proposal shall be permitted;
 - The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
 - and
 - The bid found to be the lowest evaluated bid shall be accepted.
- In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
- The quotation should be submitted in a sealed envelope.

The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Stirring/heating plate for IRCBM, CIIT-Lahore”**, and 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

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8. 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
10. 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.
11. 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.
12. The bid should be submitted in a sealed and stamped envelope up to **June 08, 2016, 1100Hrs** and will be opened on the same date at **1130hrs** in the presence of available bidders.
13. I / We
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....
 - **NTN # :**.....**GST#:**.....

the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into

Signature of Contractor with Stamp