



COMSATS University Islamabad, Lahore Campus
Purchase Section

Date: March 19, 2021

Case # 3160

Single Stage Two Envelop Procedure

BoQs of Centrifuge Machine for Department of Pharmacy, CUI-Lahore Campus

Technical Portion (Please mention the quoted model/ brand/Make in technical portion with no mention of price otherwise the bid will be rejected)

Sr. #	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).		Please fill the Column either the Quoted items meet the Specs		Quoted Model / Brand/ Make
	Item Name & Specification	Qty.	Yes	No	
01	Refrigerated Centrifuge Machine	1	No.		
	RPM > 13000				
	Time display with nobe				
	Volume: up to 2 ml				
	Refrigerated machine				

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

1. The bids shall be evaluated to strictly ensure that the quoted brand / model / make meet all the BoQ/ specification requirements given in the bidding document for each item.
2. 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.
3. Supporting literature (where available / required) of the quoted brand/ model / make must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the brand/ model / make and the supported literature may lead to rejection of bid.

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Financial Portion (Price and Brand/Model/Make to be mention only in Financial Proposal in a separate sealed envelope) Strictly on our BoQs Form.

<p>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</p> <ol style="list-style-type: none"> 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 									
Sr. #	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).				Please fill the Column either the Quoted items meet the Specs		Rate to be quoted Inclusive of all (applicable) Taxes		
	Item Name & Specification			Qty.		Yes	No	Quoted Model / Brand/ Make	Unit Price
01	Refrigerated Centrifuge Machine	RPM > 13000	1	No.					
		Time display with nobe							
		Volume: up to 2 ml							
		Refrigerated machine							

Special Terms and conditions;

- **Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mention the quoted model / brands / make with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
- **If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.**
- **Vendor is required to make ensure the availability of the item in the local market before quoting them.**
- **If required Demo of the Quoted model may be required.**
- **Multiple rates of an item may also lead to the rejection of bid / item.**
- **Purchase / work order shall be awarded on item wise basis.**

Signature & Stamp of the Bidder

GENERAL 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 COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.**

Signature of Contractor with Stamp

2. Part / Advance payments is not allowed.
3. 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.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
6. Purchase order (s) will be awarded to the evaluated lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
7. COMSATS University Islamabad, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;
 - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. 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;
 - vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. 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;
 - ix. and
 - x. The bid found to be the lowest evaluated bid shall be accepted.
8. The quotation should be submitted in a sealed envelope.
9. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Centrifuge Machine for Department of Pharmacy, CUI-Lahore Campus”**

Secretary Purchase Committee

COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

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10. 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
11. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days**.
12. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
13. **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 warning letter, if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
14. The bid should be submitted in a sealed and stamped envelope up to **March 24, 2021 before 1400 Hrs** and will be opened on the same date at **1430 Hrs** 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 Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
15. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
16. 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:**

Signature of Contractor with Stamp