COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Case# 1380   Tender No. CIIT-TN-13-15-543

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, Rates should be quoted on our prescribed format, failing which the bid may be rejected]

1. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.

2. Documents along with Pay Order / Demand Draft amounting **Rs. 500/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.

3. Partial / Advance payments is not allowed.

4. The exact completion/delivery time from the date of the purchase / work order will be **60 days**. The handing over / completion time for this contract is of critical importance.

5. **The bid proposal should be inclusive of all freight and packaging charges and will be delivered at Lahore Airport.**

6. **The payment will be made in Pak Rupees to the Local Vendor/Supplier against the conversion rate of actual GD-1(Conversion Rate) for C&F Quoted Items/Equipments as per following formula.**

   Foreign Currency (as per PO) x Conversion rate of GD-1 = Total Amount in Pak Rupees

7. **Custom clearance will be cleared by COMSATS Lahore Campus.**

8. **The order will be awarded on Grand Total / Turnkey Basis.**

9. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.

10. 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.

11. Purchase order (s) will be awarded to the lowest or technically recommend bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.

12. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.

13. The bid should be submitted in a sealed envelope up to **June 15, 2015** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.

14. The envelope should be marked as under;

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

15. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"Mass Flow Controller for Chemical Engineering Department."**.

Signature of Contractor with Stamp

16. The bid form (Annex-I/BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

17. 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 will be cancelled, earnest money and payment will be forfeited.

18. 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.

19. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.

20. 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.

21. All prices should be quoted on **C&F with all freight charges at Lahore Airport.**

22. All prices should be valid for at least **90 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.

23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.

24. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.

25. The CIIT reserves the right to modify equipment quantities at any time before the award of work.

26. 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 Institute of Information Technology, Lahore Campus"**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

27. Warranty will be on the part of supplier, which is **One Year Warranty** after the completion of supply /work.

28. **05%** of the total value of the Invoice will be retained as per warranty period which is **One Year** as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after the completion of warranty period, which will start from the date of completion of work

29. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject if;

No offer of a supplier/firm will be considered: -
    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.

30. The tendered 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.

31. I / We

   • **Company / Vendor Name:………………………………..…………..……………...**

Signature of Contractor with Stamp

- **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

BoQs of Mass Flow Controller for Chemical Engineering Department

#	Item Name	Details/Specifications	Have you facilitated/ provided this in your offer?		Qty	Rates to be quoted in C&F Lahore with all freight charges at Lahore Airport		
			Yes	No		Quoted Brand/ Make/ Model	Unit Price(C &F Lahore Airport)	Total Price (C&F Lahore Airport)
1	**Mass Flow Controller for CO2**	- Flow range: 0-1 lit/min - Discharge Pressure: 10 bar - RS232 connection with cable, relevant accessories and software for triggering the mass flow controller from computer - Standard NPT (1/4") Connection - Operating temperature range: 25-60 Deg Celcius - Minimal pressure drop as possible - Installation of MFC and software installation along with trigger control of MFC by PC must be provided. - Software and license for the control of gas mixture preparation. The complete			01 No			

Signature of Contractor with Stamp

		details of the software should be provided with the bid. The details should include its capacity to trigger mass flow controller via PC and the details regarding the set-point and measured values on the display. - Primary gas selection set to CO_2 with 98 selectable gases (includes Composer firmware, which allows for 20 more custom gas presets to be stored). Power supply and communication cables						
2	**Mass Flow Controller for CH4**	- Flow range: 0-1 lit/min - Discharge Pressure: 10 bar - RS232 connection with cable, relevant accessories and software for triggering the mass flow controller from computer - Standard NPT (1/4") Connection - Operating temperature range: 25-60 Deg Celcius - Minimal pressure drop as possible - Installation of MFC and software installation along with trigger control of MFC by PC must be provided. - Software and license for the control of gas mixture preparation. The complete details of the software should			01 No			

Signature of Contractor with Stamp

		be provided with the bid. The details should include its capacity to trigger mass flow controller via PC and the details regarding the set-point and measured values on the display. - Primary gas selection set to CO2 with 98 selectable gases (includes Composer firmware, which allows for 20 more custom gas presets to be stored). Power supply and communication cables						
3	**Mass Flow Controller for N2**	- Flow range: 0-1 lit/min - Discharge Pressure: 10 bar - RS232 connection with cable, relevant accessories and software for triggering the mass flow controller from computer - Standard NPT (1/4") Connection - Operating temperature range: 25-60 Deg Celcius - Minimal pressure drop as possible - Installation of MFC and software installation along with trigger control of MFC by PC must be provided. - Software and license for the control of gas mixture preparation. The complete details of the software should be provided with the bid. The		01 No				

Page 5 of 6

Flow range: 0-1 lit/min uses CO_2 and N_2.

Signature of Contractor with Stamp

		details should include its capacity to trigger mass flow controller via PC and the details regarding the set-point and measured values on the display.						
		- Primary gas selection set to CO_2 with 98 selectable gases (includes Composer firmware, which allows for 20 more custom gas presets to be stored). Power supply and communication cables						
Grand Total (in C&F including all freight Charges Lahore Airport)								

Note:

1. **Kindly tick/mark the Yes/No Column on our prescribed BoQs, do not use your own letter head. Otherwise your bid/tender will be rejected.**

2. **The order will be awarded on Grand Total / Turnkey Basis.**

3. **Price should be quoted inclusive of all freight charges on our prescribed BoQs. Do not use your own company letterhead otherwise your bid/proposal will be rejected.**

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

Signature of Contractor with Stamp