



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

Tender No. CIIT-TN-13-16-728
Case # 1762

TERMS AND CONDITIONS

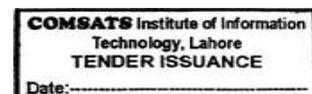
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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.*
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 **30 days**. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's 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 **September 07, 2016** 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 following identification quotation of **"Computer Chairs for Labs of CS-Department"**.
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 **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.
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 Invoice will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after 06 Months, from the date of delivery / completion of work / supply.**
- 24. 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.**
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. I / We

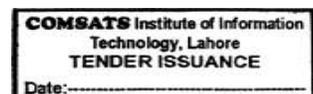
- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- The undersigned certify that the terms and conditions as contained in the documents, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate.

Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQs of Computer Chairs for Labs of Computer Science Department, CIIT-Lahore

Sr .#	Item Name & Specification	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	<p><u>Computer Chairs</u> Providing and Fixing of Ground fixed lab chairs with Ground support metal base 9" Round Shape, 10 gauge, Back Patti 2 Sutter, 3 inch width x Length 2 Feet, with overlap 7 inch Iron strip, covering with Plastic frame with adjustable back and sitting seat. Adjustable iron handle and Spring 3 Sutter supporting plate for back oval shape (9 inch x 4 inch) having 4 bolts and bottom of sitting side plate size (8 inch x 7 inch) 3 sutter with 4 bolts, Adjustable Rod with base plate size (6 inch x 1 inch) round iron bar, fixed with Pipe 12 guage , height 14 inch Sitting seat size (24 inch x 22 inch from front x 18 inch from back fixed with shame size Tali Wood Plate 1 inch thick) Back side of Chair size (Height 22 inch x bottom 16 inch x center 15 inch x upper 19 inch) fixed with shame size Tali Wood Plate 1 inch thick). As per attached picture.</p>	100	Nos.		

Signature & Stamp of Bidder





Special Terms and conditions:

1. Kindly see the sample of Chair available at CIIT-Lahore Campus before quoting to avoid quality contents and specification issues.
2. Failing to meet quality and specification requirements may lead to rejection of bid and order may be awarded to 2nd lowest bidder, subject to approval of competent authority.
3. Vendor will be required to provide sample of Chair along with bid / tender.
4. Samples should be proper tagged / signed / stamped.
5. Purchase / Work order will be awarded on Item Wise basis.
6. Please submit the bid on our prescribed BoQs, otherwise your bid (s) may be rejected.
7. Multiple rates of an items may lead to the rejection of bid / item.