



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

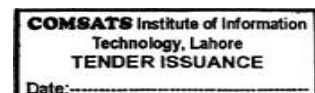
Tender No. CIIT-TN-13-17-870

**TERMS AND CONDITIONS**

**Note: All pages of 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 / BoQs 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 setup of Sr. # 1, 2 & 3 must be ready by 08:00 PM on June 06, 2017 as the students examination will start by 08:00 AM in morning from June 07, 2017, and other items Sr. # 4 & 5 must be delivered within two days after the issuance of Purchase Order. 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 **May 31, 2017** on or before **1100hrs** and will be opened on the same date **at 1130hrs** 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 **"Generators and Air Conditioning Services on Rental Basis for Terminal Examinations"**.
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

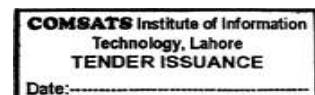
**Signature & Stamp of Bidder**



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 **60 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. 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.**
24. 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.
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:**.....

**Signature & Stamp of Bidder**



- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:** .....
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**BoQs of Generators and Air Conditioning Services on Rental Basis (w.e.f 06-06-2017) and Procurement of Change Over Switch for Terminal Examination of CIIT-Lahore**

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).	Qty.		Quoted Model / Brand	Rates to be quoted inclusive of all (applicable) taxes	
	Item Name with Specification and required models / brands				Rate Per Day (Rs.)	Total Amount for 16 days (Rs.)
<b>A. Services on Rental Basis</b>						
1	Generator Setup on Rent basis (Approximately for 16 Days) Daily estimated approximating hours= 06 Hours providing services for 1 No's Generator on rental basis for load consumptions of <u>725 Amp/phase</u> with Canopy for Power Load. <u>Cables for Generators Connections shall be provided by CIIT-Lahore.</u>	Job	01			
2	Generator Setup on Rent basis (Approximately for 16 Days) Daily estimated approximating hours= 06 Hours providing services for 1 No's Generator on rental basis for load consumptions of <u>70 Amp/phase</u> with Canopy for Power Load. <u>Cables for Generators Connections shall be provided by CIIT-Lahore.</u>	Job	01			
<b>Grant Total Amount (Rs.) Sr. 1 &amp; 2</b>						
<b>B. Services on Rental Basis</b>				Quoted Model / Brand	Rate Per Day (Rs.)	Total Amount for 16 days (Rs.)
3	<u>Air Conditioner Setup (sound proof) with Generator on Rental Basis for approximating 16 days (Daily estimated approximating hours = 08 Hours)</u> Air Conditioner minimum Capacity 42 Ton is required with Genset. <ul style="list-style-type: none"> <li>• Genset Capable to bear load as per requirement.</li> <li>• All required Cables shall be arranged by the Vendor</li> </ul>	Job	01			
<b>C. Purchase of Change Over</b>				Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
4	Change over Switch Four Pole 1000 Amp running, Fuji / EMCO or Equivalent Pure Copper Terminal, Current Rating minimum 1000 Amp, Original	Nos.	01			

Signature & Stamp of Bidder

5	Change over Switch Four Pole 200 Amp running, Fuji / EMCO or Equivalent Pure Copper Terminal, Current Rating minimum 200 Amp, Original	Nos.	01			
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### Terms and Conditions

1. Bidders are required to visit the CIIT-Lahore Campus and meet our technical person (Mr. Ramez Nasir 0331-4850715) for calculate the exact load of Generators and ACs (rental base items) before quoting the rates.
2. Installation and transportation shall be responsibility of Vendor
3. Vendor will be responsible to provide the load as per above mentioned requirements
4. Rental rate covers the Operators, Insurance of Genset, Lubricant, Filters, Parts (Major & Minor) Maintenance Services and damage if any
5. Diesel For Generators shall be supplied by COMSATS Institute of Information Technology, Lahore
6. Accommodation of operator shall be responsibility of Vendor and Operator must be present during operational hours.
7. In case of any failure in rental basis items, Vendor will be responsible to repair / replace within half hour, otherwise the wasted hour's payment shall be deducted from gross payment.
8. Only Generator and Air Conditioning Services base companies are eligible to participate in Sr. 01 to 03 of tender.
9. Purchase / Work order for (Sr. 1 & 2) on Turnkey basis and (Sr.3,4 & 5) on item wise basis.
10. Genset and ACs Services are required for approximately 16 days. However it can be extended or reduced for few days and the payment shall be made on the rate quoted for per day, accordingly.
11. Please submit the bid on CIIT-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid / item may be rejected.
12. Multiple rates of an item may also lead to the rejection of bid / item.

Signature & Stamp of Bidder