



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

Tender No. CIIT-TN-13-17-921  
Case # 2124

**TERMS AND CONDITIONS**

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

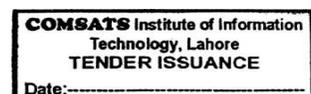
1. Any addition, deletion or modification of any clause of the procurement terms & conditions /BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.
2. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. 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 exact completion/delivery time from the date of the purchase / work order will be **15 days**. The handing over / completion time for this contract is of critical importance
7. The bid proposal must be inclusive of freight and all other taxes and to be 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 **August 23, 2017** 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

The envelope shall also bear the word "**CONFIDENTIAL**" and the Title of procurement of "**Sports Items for Semester Fall 2017, CIIT-Lahore**".

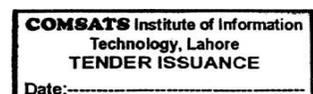
12. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

**Signature & Stamp of Bidder**



- 13. 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.
14. 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.
15. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
16. 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.
17. All prices should be quoted on F.O.R (Pak Rupees).
18. 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.
19. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
20. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
21. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 22. 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.**
23. 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.
24. 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.

Signature & Stamp of Bidder



25. 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:** .....
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

### **BoQs of Sports Items for Semester Fall 2017, CIIT-Lahore**

No change in the BoQs (Specs and Qty.) of CIIT, as detailed below, is allowed. Any addition information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).				Rate to be quoted Inclusive of all (applicable) Taxes			
Sr. #	Sports Name	Item Name & Specification	Qty.		Quoted Model / Brand/ Make	Unit Price (Rs.)	Total Price (Rs.)
1	Badminton	<b>Badminton Racket</b> (Head Aluminum, Shaft Steel, Flex Stiff) Yonex B 4000 or equivalent	Nos.	10			
		<b>Badminton Net</b> Parachute Heavy duty Standard Size or equivalent	Nos.	04			
		<b>Shuttle Cock</b> (Professional High quality soft cork. Especially selected grade A goose feathers) Finex 4 Star or equivalent	Dozen	15			
2	Cricket	<b>Hard Ball</b> (156gms, Good Quality Chrome Leather. 6 Cork Layers & Wool Bonding, PVC Center. Hand Stitched ( More than 70 Stitches) HS Spark 300 or equivalent	Nos.	36			
		<b>Tennis Ball</b> CA PLUS 10000 or equivalent	Dozen	25			
		<b>Tennis Bat</b> CA Sports Vision 1000 or equivalent	Nos.	20			

**Signature & Stamp of Bidder**

		<b>Bench (Outdoor) for Cricket Ground</b> Iron and Wood (High Quality) Including fixing and installation Complete with all aspects Vendor is required to inspect the sample before quoting the rate.	<b>Nos.</b>	<b>06</b>			
		<b>Batting Gloves</b> Malik Zulfi or equivalent	<b>Pair</b>	<b>06</b>			
3	Football	<b>Football</b> (Synthetic leather is typically) Double Star or equivalent	<b>Nos.</b>	<b>24</b>			
		<b>Fiber Shade for faig pole and flexes stand</b> Size: 22x10x3 feet Including fixing and installation Complete with all aspects	<b>No.</b>	<b>01</b>			
4	Volleyball	<b>Volleyball</b> Jaga Champion or equivalent	<b>Nos.</b>	<b>06</b>			
5	Basket Ball	<b>Basketball</b> Molten mega force or equivalent	<b>Nos.</b>	<b>10</b>			
6	Hockey	<b>Hockey Keeper Kit</b> Jaga or equivalent	<b>No.</b>	<b>01</b>			
7	Table Tennis	<b>Table Tennis Racket</b> Butterfly or equivalent	<b>Nos.</b>	<b>12</b>			
		<b>Table Tennis Ball</b> Double Circle Yellow or equivalent	<b>Dozen</b>	<b>05</b>			
8	Others	<b>Fiber Dustbin</b> (4ft h, Circularity 2ft, Stylish and Spacious) or equivalent Fiberglass as per sample of CIIT Lahore Vendor is required to inspect the sample before quoting the rate	<b>Nos.</b>	<b>4</b>			
		<b>Iron Stand for Boundary Rope</b> Size: 18x8x3 feet Including fixing and installation Complete with all aspects	<b>No.</b>	<b>01</b>			

**Note:**

- Vendors are required to inspect sample of all items available at Sports Office, CIIT-Lahore Campus before quoting price / model to avoid quality and specification issues.

Signature &amp; Stamp of Bidder

- **Lowest vendor (s) will be required to provide Sample as per physical sample / BoQ within 02 days of opening of bid.**
- **In case, First lowest bidder failed to either provide sample within deadline or meet the mentioned quality / specification requirements in the provided sample, may lead to rejection of bid. (with confiscation of CDR).**
- **In such case Sample Order shall be issued to 2<sup>nd</sup> lowest.**
- **Purchase / work order (s) will be awarded on Item Wise basis.**
- **Please submit the bid on CIIT-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid / item may be rejected.**
- **Multiple prices of an item may lead to the rejection of item/bid.**