



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

Tender No. CIIT-TN-13-17-942
Case # 2167

Title of Tender: **Student Chairs and Desks for Architecture Department**

TERMS AND CONDITIONS

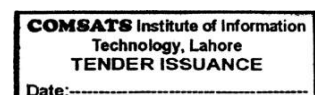
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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 **25 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 to be delivered at CIIT-Lahore 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 **October 02, 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

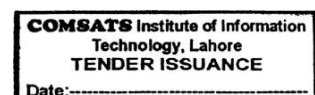
12. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Student Chairs and Desks for Architecture Department”**.
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

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 **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 or grievance, the matter shall be addressed as per PPRA rules.
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 it will be released after six months, from the date of delivery / completion of work / supply.**
- 24. The bidder is required to furnish in form of Bank deposit / CDR 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.


Signature & Stamp of Bidder



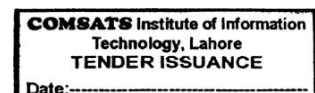
27. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **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 Student Chairs and Desks for Architecture Department, 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). Item Name & Specification	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
1	<p>Chair Static Chair, PP Arms , Seat (18 inch x 18 inch) and Back (17 inch x 12 inch) Plastic Cushioned and Upholstered with Black Mesh / Metal Structure with Four Glides. (Strictly as per Sample, physically available at CIIT-Lahore)</p> 	150	Nos.			
2	<p>Provision and supply of student Desk / open able box type table in size: 36''x 24'' x 30'', frame of table fabricated with 1'' square MS hollow pipe 14 SWG, the top and box of table made with approved color 3/4'' thick chip board lamination ply wooden sheet, with 1/2'' square wooden beading as per drawing including the cost bottom rubber plug (Peet), Hinges, Chapka Kundi, two stays and frame powder coat paint with approved color as per satisfaction of HOD Architecture & Design. Complete in all respects</p>	150	Nos.			

Signature & Stamp of Bidder



Special Terms and conditions;

1. Vendors are required to inspect sample (s) of **Chair and Desk / Open Able Box Type Table** available at CIIT-Lahore Campus before quoting price / model to avoid quality and specification issues.
2. Lowest vendor (s) will be required to provide Sample (s) of **above mentioned item (s)**, strictly as per BoQ **within 03 days of opening of bid.**
3. In case, 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).
4. In such case Sample Order shall be issued to 2nd lowest.
5. Purchase / Work order (s) will be awarded on **item wise basis.**
6. Please submit the bid on CIIT-Lahore prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
7. Multiple rates of an item may lead to the rejection of bid / item.

Signature & Stamp of Bidder