



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

Tender No. CIIT-TN-13-17-988
Case # 2235

Single Stage Two Envelope Procedure

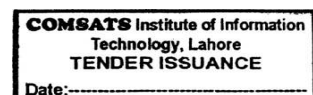
Title of Tender: **Expendable Supplies for Dr. Akhtar Hayat, Department of IRCBM**

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 **45 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 **December 20, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
11. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**;
 - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;

Signature & Stamp of Bidder



- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
- vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
- ix. and
- x. The bid found to be the lowest evaluated bid shall be accepted.

12. 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

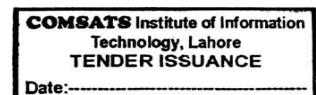
The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Expendable Supplies for Dr. Akhtar Hayat, Department of IRCBM”**.

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

Signature & Stamp of Bidder

- 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. **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. 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.
- 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:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**



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

BoQs of Expendable Supplies for Dr. Akhtar Hayat, Department of IRCBM

Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)

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).					Quoted Model Brand with meeting the all specifications
Sr. #	Item Name	Specifications	Qty		
1	4-(4-Carboxybenzyl)-2H-1,4-benzoxazin-3(4H)-one	329778221 Or equivalent	300	Mg	
2	6-Amino-2H-1,4-benzoxazin-3(4H)-one 97%	89976-75-0 Or equivalent	2	Gram	
3	3,4-Dihydro-2H-1,4-benzoxazin-6-ol	329792509 Or equivalent	100	Mg	
4	Nafion (solution)	31175-20-9 Or equivalent	25	mL	
5	Zinc nitrate hexahydrate	10196-18-6 Or equivalent	500	G	
6	Zinc chloride	7646-85-7 Or equivalent	500	G	
7	Copper acetate	6046-93-1 Or equivalent	250	G	
8	Copper nitrate trihydrate	10031-43-3 Or equivalent	100	G	
9	Cobalt acetate tetrahydrate	6147-53-1 Or equivalent	250	G	
10	Cobalt chloride hexahydrate	7791-13-1 Or equivalent	250	G	
11	Cobalt nitrate hexahydrate	10026-22-9 Or equivalent	100	G	
12	L-dopa	59-92-7 Or equivalent	5	G	
13	Hexadecyltrimethylammonium bromide	57-09-0 Or equivalent	500	G	

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14	Chloroplatinic acid hydrate	26023-84-7 Or equivalent	5	G	
15	Cobalt (II) sulfate hydrate	60459-08-7 Or equivalent	10	G	
16	Sodium sulfate (anhydrous)	7757-82-6 Or equivalent	500	G	
17	1,4-Dibromobutane	110-52-1 Or equivalent	500	G	
18	Potassium carbonate	584-08-7 Or equivalent	500	G	
19	Sarcosine	107-97-1 Or equivalent	500	G	
20	Tetraoctylammonium bromide (TOAB)	14866-33-2 Or equivalent	5	G	
21	Sodium nitrite (NaNO ₂)	7632-00-0 Or equivalent	500	G	
22	Dopamine hydrochloride	62-31-7 Or equivalent	25	G	
23	(±)-Epinephrine hydrochloride	329-63-5 Or equivalent	5	G	
24	2-Bromo-4'-chloroacetophenone	536-38-9 Or equivalent	25	G	
25	p-Tolyl isothiocyanate	622-59-3 Or equivalent	5	G	
26	3-Methoxyphenyl isothiocyanate	3125-64-2 Or equivalent	5	G	
27	Tetrabutyltitanate	5593-70-4 Or equivalent	500	G	
28	Acetic acid	64-19-7 Or equivalent	500	mL	

Special Requirement:

The vendor must have an authorized dealer certificate of the quoted product from the original Manufacturer or Principal (certificate with current year's validity) must be attached with bid otherwise such item may be rejected.

Signature & Stamp of Bidder

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

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. #	Item Name	Specifications	Qty		Quoted Model / Brand	Total Price (Rs)
Chemicals						
1	4-(4-Carboxybenzyl)-2H-1,4-benzoxazin-3(4H)-one	329778221 Or equivalent	300	Mg		
2	6-Amino-2H-1,4-benzoxazin-3 (4H)-one 97%	89976-75-0 Or equivalent	2	Gram		
3	3,4-Dihydro-2H-1,4-benzoxazin-6-ol	329792509 Or equivalent	100	Mg		
4	Nafion (solution)	31175-20-9 Or equivalent	25	mL		
5	Zinc nitrate hexahydrate	10196-18-6 Or equivalent	500	G		
6	Zinc chloride	7646-85-7 Or equivalent	500	G		
7	Copper acetate	6046-93-1 Or equivalent	250	G		
8	Copper nitrate trihydrate	10031-43-3 Or equivalent	100	G		
9	Cobalt acetate tetrahydrate	6147-53-1 Or equivalent	250	G		
10	Cobalt chloride hexahydrate	7791-13-1 Or equivalent	250	G		
11	Cobalt nitrate hexahydrate	10026-22-9 Or equivalent	100	G		
12	L-dopa	59-92-7 Or equivalent	5	G		
13	Hexadecyltrimethylammonium bromide	57-09-0 Or equivalent	500	G		
14	Chloroplatinic acid hydrate	26023-84-7 Or equivalent	5	G		
15	Cobalt (II) sulfate hydrate	60459-08-7 Or equivalent	10	G		
16	Sodium sulfate (anhydrous)	7757-82-6 Or equivalent	500	G		

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17	1,4-Dibromobutane	110-52-1 Or equivalent	500	G		
18	Potassium carbonate	584-08-7 Or equivalent	500	G		
19	Sarcosine	107-97-1 Or equivalent	500	G		
20	Tetraoctylammonium bromide (TOAB)	14866-33-2 Or equivalent	5	G		
21	Sodium nitrite (NaNO ₂)	7632-00-0 Or equivalent	500	G		
22	Dopamine hydrochloride	62-31-7 Or equivalent	25	G		
23	(±)-Epinephrine hydrochloride	329-63-5 Or equivalent	5	G		
24	2-Bromo-4'-chloroacetophenone	536-38-9 Or equivalent	25	G		
25	p-Tolyl isothiocyanate	622-59-3 Or equivalent	5	G		
26	3-Methoxyphenyl isothiocyanate	3125-64-2 Or equivalent	5	G		
27	Tetrabutyltitanate	5593-70-4 Or equivalent	500	G		
28	Acetic acid	64-19-7 Or equivalent	500	mL		

Special Terms & Conditions:

1. The packing should contain a label showing traceable catalogue / lot number.
2. Certificate of Analysis must be provided with the delivery.
3. The vendor must have an authorized dealer certificate of the quoted product from the original Manufacturer or Principal (certificate with current year's validity) must be attached with bid otherwise such item may be rejected.
4. Chemicals which require special conditions e.g. low temperature etc. must be provided as such otherwise their delivery will not be accepted.
5. Under no circumstances should re-packed chemicals be provided.

Note:

- Purchase / work order (s) will be awarded **on Item Wise**.
- 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.

Signature & Stamp of Bidder