



# COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI,LC-TN-13-18-1084

Case # 2387

**Title of Tender:**                    **Furniture for DLD Lab**

## **TERMS AND CONDITIONS**

1. *All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
2. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI,LC by any vendor will not be acceptable and may lead to rejection of the bid.*
3. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. 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 University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. **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.**
8. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. The bid should be submitted in a sealed envelope up to **June 27, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. The envelope should be marked as under;

**Secretary, Purchase Committee**  
**COMSATS University Islamabad, Lahore Campus**  
Defence Road, Off Raiwind Road, Lahore.  
Tel: 042-111-001-007, Ext: 875

13. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of **"Furniture for DLD Lab"**.

**Signature & Stamp of Bidder**

14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad, Lahore Campus 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.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, 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.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI, LC to forfeit the earnest money in favor of the CUI,LC and / or put a ban on such vendor participation in tenders / works.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
23. The CUI,LC reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. **05% of the total value of the Invoice will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (Six Months) which will be counted from the date of delivery / completion of work / supply.**
25. **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 University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. COMSATS University Islamabad, 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.
27. 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.
28. 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 Furniture for DLD Lab EE-Department**

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

No change in the BoQs (Specs & Qty.) of CUI,LC, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI,LC's BoQ may lead to rejection of bid (fully or partially).			Rates to be quoted inclusive of all (applicable) taxes		
Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<b><u>Laboratory Table</u></b> Providing and fixing of Laboratory Table 6'x3'x3'. Structure made up of MS pipe 2 1/2x1 1/4x18 gauges with matt/powder coat finish paint in approved color. Top made of chemical resistance sheet (Laminated Alnoor Lasani, approved color) with PVC lapping, side cabinets and drawers made of 3/4" thick lamination board (Alnoor Lasani, approved color), PVC end plug inclusive of electrical installation ( 8 no Multi socket independent circuit 7/0.29 copper connected with industrial socket ,and under the table Electricity, complete in all respects.	20 Nos.			
2	<b><u>Laboratory Stool</u></b> Providing and supply of lab stool 1'x1'x2'. Structure made up of MS pipe 16 gauges with matt/powder coat finish paint in approved color. Top made of chemical resistance sheet (Laminated AlnoorLasani, approved color), with PVC lapping. Complete in all respects.	50 Nos.			
3	<b><u>Office Table</u></b> Providing and fixing of Office Table 4'x2.5'x2.5'. Structure made up of MS pipe 2 1/2x1 1/4x18 gauges with matt/powder coat finish paint in approved color. Top made of chemical resistance sheet (Laminated AlnoorLasani, Approved), cabinet and drawers made	01 Nos.			

**Signature & Stamp of Bidder**

	of 3/4" thick lamination board (AlnoorLasani, Approved color) with PVC lapping, PVC end plug, complete in all respects.				
4	<b><u>Revolving Chair (Executive)</u></b> Supply of Revolving Chair. With hydraulic jack. Complete in all respects.	01 Nos.			
5	<b><u>Wooden Cabinet</u></b> Providing and fixing of Wooden Cabinet 4'x1.5'x6' made with (Laminated AlnoorLasani, Approved color) for storage purpose as per approved design. Complete in all respects.	01 Nos.			
6	<b><u>Iron Rack</u></b> Providing and fixing of Fabrication of 4'x1.5' x7'iron rack for storage following specifications, frame of rack made with 1.5" x 1.5" x # 1.5 angle iron, horizontal shelves with 4 no's angle iron sports (1.5" x 1.5" x #1.5) and 1.5" thick wooden planks. Complete in all respects as per desired requirement and satisfaction of HoD EE.	02 Nos.			
7	<b><u>Notice Board</u></b> Providing and fixing of indoor notice Board 4'x3'. Complete in all respects.	01 Nos.			
8	<b><u>Notice Board</u></b> Providing and fixing of outdoor display Notice Board 3'x2'. With wooden frame and sliding glass cover. Complete in all respects.	01 Nos.			
9	<b><u>Classroom Rostrum / Dice (Simple)</u></b> Providing and supply of classroom rostrum. Complete in all respects.	01 Nos.			
<b>Grand Total Amount (Rs.)</b>					

### **Special Terms and conditions:**

1. Lowest vendor (s) will be required to provide Sample (s) of all above mentioned items, strictly as per BoQs / specifications within 15 days of opening of bid.
2. 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).
3. In such case Sample Order shall be issued to 2<sup>nd</sup> lowest.
4. Please submit the bid on CUI-Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
5. **Purchase / Work order shall be awarded on turnkey / grand total amount basis.**
6. Multiple rates of an item may lead to the rejection of bid / item.