



**COMSATS University Islamabad, Lahore Campus**  
**Defence Road, Off Raiwind Road, Lahore**

Tender No. CUI-LHR-TN-13-18-1199

Case # 2557

**Single Stage Two Envelop Procedure**

**Title of Tender: Lab Equipment for Microbiology Lab of Pharmacy Department**

**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 60 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 **January 09, 2019** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. COMSATS University Islamabad, 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;**

- 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.
13. 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

The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Lab Equipment for Microbiology Lab of Pharmacy Department”**.

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) inclusive of all applicable taxes.
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 i.e. (One Year) 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”.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights to 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.**

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

**BoQs of Lab Equipment for Microbiology Lab of Pharmacy Department**

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).			Please mention the quoted Model / Brand with meeting the all specifications mentioned in BoQs	
Sr. #	Name	Quantity		
1	<p><b><u>Weighing Balance (top loading):</u></b>            Maximum weighing capacity 3100 g; Readability 0.01 g            Built in RS 232 output interface direct connection to Computer or printer or equivalent            Warranty One Year</p>	1	No.	
2	<p><b><u>Lab Freezer</u></b>            Temp Range:-10°C to -40°C            Capacity: 90L            Type: Vertical            Temp Accuracy: 1°C            Control System: Microprocessor Control, LCD Display            Alarm: High &amp; Low Temperature; System &amp; Sensor Failure; Door ajar; Power Failure alarm            Refrigeration Type: Direct Refrigeration            Condenser &amp; Evaporator: Made of Copper            Consumption: 120W            Power Supply: AC220V±10%, 50/60Hz            Warranty One Year</p>	1	No.	
3	<p><b><u>Incubator</u></b>            (Air circulation Economy Forced, Temp Range, Ambient +5°C to 80°C, Temp Control)            Temp Fluctuation: ±0.2°C            Timer: 1~9999 mins            Capacity: 65 Liter            Consumption: 500W            LED Large Display            Over Temperature Protection            Toughened Glass inner door or equivalent            Size: 550 x 550 x 840 mm            Warranty One Year</p>	1	No.	
4	<p><b><u>pH meter</u></b>            (Bench top, ±0.01pH, ±0.1°C)            Range: -2.00 ~ 19.99PH Accuracy: ±0.01 PH            Digital LED Display            With electrode</p>	1	No.	

5	<p><b>Digital Colony counter</b> CMOS integrated circuit and LED digital display. The special probe counts sensitively and accurately It is composed by counter, probe and count pond, etc. The magnification is variable by adjusting the flectional arm.</p> <table border="1" data-bbox="240 363 786 772"> <tr> <td>Phonetic counting</td> <td>Yes</td> <td></td> </tr> <tr> <td>Counter range</td> <td colspan="2">0 ~ 999</td> </tr> <tr> <td>Suitable petri dishes</td> <td colspan="2">Φ50mm, Φ90mm</td> </tr> <tr> <td>Character height</td> <td colspan="2">13mm</td> </tr> <tr> <td>Lamp power</td> <td colspan="2">16W</td> </tr> <tr> <td>Power supply</td> <td colspan="2">220/ 110V, 50/60 Hz</td> </tr> <tr> <td>External size</td> <td colspan="2">255 * 180 * 110mm</td> </tr> </table> <p>Or equivalent Warranty One Year</p>	Phonetic counting	Yes		Counter range	0 ~ 999		Suitable petri dishes	Φ50mm, Φ90mm		Character height	13mm		Lamp power	16W		Power supply	220/ 110V, 50/60 Hz		External size	255 * 180 * 110mm		1	No.	
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6	<b>Microwave Oven, 30L</b>	1	No.																						
7	<b>Binocular Microscope, Halogen lamp with brightness adjustment, coarse &amp; fine adjustment, 10X,40X(S),100X(S, Oil), or equivalent</b>	1	No.																						
8	<p><b>Fume hoods</b> <b>Fume hood for the evaporation of solvent</b> <b>Dimensions:</b> External Size: 48 (W) x 54 (H) x 26(D) Inches Approximately Internal Size: 42 (W) x 36 (H) x 25 (D) Inches Approximately Vapor proof fluorescent lights Powerful motor and blower system capable to generate high velocity at working surface. Chemical resistant flat working surface glass fiber sheet temperature Range 400 Degree Base cabinet having 30" height and same width as fume hood, Wash Basin Gas Connections, 5 mm tempered glass Make : Local</p>	1	No.																						

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

<p>Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted</p> <ol style="list-style-type: none"> <li>The bid may be rejected on the reason of ambiguity (OR)</li> <li>Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly</li> </ol>						
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**Special Terms and conditions:**

- **Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with both bids, otherwise your bid (s) may be rejected.**
- **In Addition to filling of the attached BoQs, supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the literature model. So the item/bid may be rejected.**
- **Purchase / work order (s) will be awarded on Item Wise Basis as mentioned in BoQs.**
- **Kindly attach the Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
- **Multiple rates of an item may also lead to the rejection of bid / item.**