



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

Tender No. CUI-LHR-TN-13-20-1402

Case # 3113

**Title of Tender:**      **Computer Tables and Computer Chairs for K-4 Lab of Chemistry 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-Lahore Campus 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 (GST & Income Tax), 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 document 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 20 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. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
11. 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.
12. The bid should be submitted in a sealed envelope up to **September 02, 2020** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.

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

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Computer Tables and Computer Chairs for K-4 Lab of Chemistry Department”**

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

**16. If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**

- a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
- b. A penalty upto 10% of the invoice value may be charged.
- c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.

17. 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.

18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

19. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad (CUI), 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.

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-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus 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-Lahore Campus 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 (CUI), Lahore Campus, and will be released after warranty period i.e. (One Year) which will be counted from the date of Installation / 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. **CUI 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.**

**BoQs of Computer Tables and Computer Chairs for K-4 Lab of Chemistry Department**

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:

1. The bid may be rejected on the reason of ambiguity (OR)
2. 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

No change in the BoQs (Specs & Qty.) of CUI-LHR. 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-LHR. 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 Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<p><b><u>Computer Table</u></b>            Providing and Supply of Computer Table/Work Station.            Work Station Size:            3' x 2' x 2'-6'' with Structure made up of wooden, both side laminated MDF, 3/4" Thickness.            01 moveable Computer Rack with door, lock for CPU, key board tray soft board and 8 mm blind glass divider, included of electrical installation (2 no Multi socket independent circuit 7/0.29 copper connected with industrial socket, and under the table Electricity and holes for networking duct, complete in all respects.            Vendor should discuss with end user before working.</p>	25	Nos.			
2	<p><b><u>Lab Chairs</u></b>            Providing and Supplying of revolving lab chairs with 5 No's wheels,             Back strip # 2, 3inch width x Length 2 Feet, with overlap 7inch Iron strip, covering with Plastic insulation with fixed back and sitting seat.             Adjustable iron handle and Spring #3 supporting plate for back oval shape (9inch x 4 inch) having 4 (#3bolts) and bottom of sitting side plate size (8inch x 7 inch) #3 with 4 bolts,             Adjustable hydraulic rod, fixed with Pipe 12 SWG, height 14 inch             Sitting seat size (24inch x 22 inch from front x 18 inch from back fixed with same size Shesham Wood Plate 1 inch thick)</p>	25	Nos.			

Back side of Chair size (Height 22inch x bottom 16inch x center 15inch x upper 19 inch) fixed with same size Shesham Wood Plate 1 inch thick), Poshash of chairs with approved color fabric complete in all respect, as per approved sample					
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### **Bid Evaluation Criteria**

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

1. The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
3. 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 supported literature may lead to rejection of bid.

### **Special Terms and conditions;**

1. Lowest vendor (s) will be required to provide Sample (s) of all items, strictly as per BoQs / specifications within 03 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. Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
5. Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mention the quoted model / brands (if any) with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
6. Multiple rates of an item may also lead to the rejection of bid / item.
7. Purchase / work order shall be awarded on Item Wise Basis as mentioned in BoQs.