



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1427

Case # 3163

Title of Tender: Rate Contract for Supply of Cleaning Material for Janitorial Staff

A. 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 (GST & Income Tax) 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. 1000/-** 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 10 days. The handing over / completion time for this contract is of critical importance.**
- 8. The Quantities of Material mentioned in BoQs for One-time supply. However, Purchase / Work Order shall be issued as and when required material within contract period (One Year).**
9. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
10. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
11. In case more than one bidder have quoted same rates for an item: the bidder to whom more no. of item will be awarded the specific item.
- 12. Contract will be executed** with the lowest or technically recommended bidder (s) on the basis of **turnkey / grand total basis.**
13. The bid should be submitted in a sealed envelope up to **November 05, 2020** on or before **1100hrs** and will be opened on the same date **at 1130hrs** in the presence of available bidders.
14. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.

Signature & Stamp of Bidder

Tel: 042-111-001-007, Ext: 875

15. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Rate Contract for Supply of Cleaning Material for Janitorial Staff**”.
16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. **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.
18. 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.
19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
20. 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.
21. All prices should be quoted on F.O.R (Pak Rupees).
22. All prices should be valid for at least **one year**. 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.
23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
24. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
25. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
26. **The bidder is required to furnish in form of Bank deposit / CDR / Pay order of Rs. 20,000/- crossed in favor of “COMSATS University Islamabad, Lahore Campus”, which shall be released after the expiry of the Contract. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
27. 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.

28. 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.
29. 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.

B. BoQs of Rate Contract for Supply of Cleaning Material for Janitorial Staff for CUI-Lahore Campus

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 Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	Liquid Soap in commercial packing (5KG) OK Metro cash & Carry Brand, Luxes or equivalent	350	KG			
2	Hand Soap Dettol 150 ML or equivalent	01	Nos.			
3	Soap Safeguard 95g or equivalent	100	Nos.			
4	Harpic Power Plus 10X, 500 ML or equivalent	02	Nos.			
5	Vim Powder (Pkt 900 g) Lemon Max or equivalent	200	Pkt.			
6	Detergent powder (Pkt 96 g) Surf Excel or equivalent	10	Pkt.			
7	Phenyl Bottle (2.90-Liters Packing) , Finis perfumed white or equivalent	180	Bottle			
8	Phenyl Naphthalene Ball or equivalent	02	KG			
9	Towels fine Quality size (4 feet x 2 feet) as per sample of CUI-Lahore	120	KG			

10	Duster size (2 feet x 1.5 feet) As per sample of CUI, Lahore	14	KG			
11	Wipers, Rambo Boss or equivalent	60	Nos.			
12	Brooms Long stick (Fine quality) As per sample of CUI, Lahore	10	KG			
13	Rings for Brooms	06	Nos.			
14	Wood Stick for Brooms 2 Feet (As per sample of CUI, Lahore)	12	Nos.			
15	Broom Brush, fine quality (As per sample of CUI, Lahore)	06	Nos.			
16	Wash Room Brush Double sided, fine quality As per sample of CUI, Lahore	06	Nos.			
17	Carpet Brush, Narial fine quality, As per sample of CUI, Lahore	06	Nos.			
18	Iron Moof , fine quality base size (2 feet x 4.75 Inch), as per sample of CUI, Lahore	06	Nos.			
19	Iron Mouf Cover, size (2 feet x 4.75 Inch), as per sample of CUI, Lahore	18	Nos.			
20	Cleaning Brush (Jala Brush) size length 6 feet As per sample of CUI, Lahore	06	Nos.			
21	Acid (Neat/Pure quality) (in 25 litre cane packing) As per sample of CUI, Lahore	300	Liter			
22	Plastic Picker Plastic fine quality as per sample of CUI, Lahore	06	Nos.			
23	Scraper for Paint, As per sample of CUI, Lahore	06	Nos.			
24	Thinner Duluc ICI, (851-PK-111) or equivalent	05	Litre			
25	Plastic Bags for Dust Bins Large Size (2 feet x 1.5 feet)	05	KG			
26	Foot Mate Plastic for washrooms with Plastic Base (4feet X 10 feet) As per sample of CUI, Lahore	01	Nos.			
27	Wash Room Booki ,As per sample of CUI, Lahore	06	Nos.			
28	Vipers for Glass Cleaning size width 2 feet and length 6 feet)	06	Nos.			
29	Room Tikki (as per sample of CUI-Lahore)	12	Nos			
30	Robin Liquid Bleach 500 ml, As per sample of CUI, Lahore	85	Nos			
31	Dettol Multi Surface Cleaner 1 litre packing or equivalent	20	Nos.			
Grand Total Amount (Rs.) Sr. # 01 to 31						

C. 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.

D. SPECIAL TERMS AND CONDITIONS

1. *Bidders are requested to kindly visit the CUI-Lahore Campus, Incharge General Services Office, and inspect the samples of all items before quoting rates to avoid quality and specification issues.*
2. Initial contract will be valid for One Year from the date of Issuance of Supply / Work Order. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad, Lahore Campus.
3. The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
4. Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mentions the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
5. Multiple rates of an item (s) may also lead to the rejection of bid.
6. Contract shall be executed with lowest bidder meeting the specification requirements on **Turnkey / Grand Total Amount basis.**