



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

Tender No. CUI-LHR-TN-22-1608

Case # 3624

Single Stage One Envelope Procedure

Title of Tender: Lab Items & Consumable for Labs of Pharmacy Department

A. GENERAL 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. Tender Fee & Earnest Money/CDR

- a. Documents along with Pay Order / Demand Draft amounting to **Rs.1,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
 - b. 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", which shall be released after the completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
6. Part / Advance payments is not allowed.
 7. **The exact completion/delivery time from the date of the purchase / work order will be 15 days. The handing over / completion time for this contract is of critical importance.**
 8. Your bid proposal should be inclusive of freight and all taxes to be 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 evaluated 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 28, 2022** 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 **“Lab Items & Consumable for Labs of Pharmacy Department, CUI-Lahore Campus”**
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. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s 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 as per PPRA rule 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) inclusive of all applicable taxes.
22. 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 to forfeit the earnest money in favor of the CUI-Lahore 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 prices / cost will be considered as inclusive of all applicable taxes.
- 27. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
- 28. 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.
- 29. 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.
- 30. 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 Lab Items & Consumable for Labs of Pharmacy Department, 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:

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

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 & Specifications	Qty		Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
Part A (Items Wise Basis)						
1	Pycnometer (a) Type → accurately calibrated pycnometer (specific gravity bottle with flat bottom and perforated stopper) (b) Capacity → 25 mL volume (c) Material → Borosilicate 3.3 glass	50	Pcs			
2	Stalagmometer (a) Type → accurately calibrated stalagmometer (b) Capacity → 3.5 mL (c) Material → Borosilicate 3.3 glass	50	Pcs			
3	Ostwald's Viscometer (a) Type → double-bulbed highly calibrated with etched or engraved ring markings for accurate measurement of reading. (b) Capacity → 3 mL (c) Type → Borosilicate 3.3 glass	50	Pcs			
4	Andreasen Pipette (a) Includes → a graduated glass cylinder (0-20 cm) properly etched or engraved reading scale, with a ground tapered neck (to NS 29-37), special stopper, assembly part containing a two-way tap and a side tube suitable for transferring sediments. (b) Diameter of cylinder → 5.5 cm (c) Capacity of cylinder → 550 mL Capacity of sampling specific pipette → 10 mL	10	Pcs			
5	Abbe's Refractometer (a) Range → (i) Refractive index (nD) : 1.3000 to 1.7100; (ii) Brix : 0.0 to 100.0% (Automatic Temperature Compensation at 5 to 50°C) (b) Minimum Scale → (i) Refractive index(nD) : 0.0001; (ii) Brix : 0.1% (c) Accuracy → (i) Refractive index (nD) : ±0.0002; (ii) Brix : ±0.1% (d) Measurement Temperature → 5 to 50°C	2	Sets			

	Light Source → LED (Approximating to wavelength of D-Line)					
6	Gloves Surgical latex gloves Handex or equivalent (Packing: 100 pcs in one box)	4	Boxes			
7	Ethanol (Lab grade) Common grade, cheap Sigma / BDH or equivalent Packing: 2.5 liter bottle each	12	Bottles			
8	Sugar (sucrose, for domestic use)	3	Kg			
9	Ferrous Sulphate Lab grade Packing: 1Kg	1	No.			
10	Chloroform Lab grade Packing: 1 Liter	2	No.			
11	Iodine Lab grade Packing: 500g	1	No.			
12	Zinc Oxide Lab grade Packing: 500g	1	No.			
13	Peppermint Oil Lab grade Packing: 500ml	1	No.			
14	Sodium Bicarbonate Lab grade Packing: 500g	1	No.			
15	Tartaric Acid Lab grade Packing: 1 Kg	4	Nos.			
16	White Soft Paraffin Lab grade Packing: 1Kg	1	No.			
17	Gelatin Lab grade Packing: 500g	1	No.			

18	Common Salt (NaCl, for domestic use) Packing: 1 Kg	5	Nos.			
19	Nutrient agar Packing: 1kg	1	No.			
20	Nutrient broth Packing: 1 Kg	1	No.			
21	Cotton gauze Small size Local / China or equivalent	3	Roll			
22	Capped test tubes 15 mL Local / China or equivalent	20	Nos.			
23	Cotton buds (Packing: 100 pcs in one pack) Local / China or equivalent	5	Pack			
24	Cotton Large Size Local / China or equivalent	5	Rolls			
25	Rotary flask 1000ml capacity Neck size: 29x32 Heidolph Germany or equivalent	3	Nos.			
26	Inoculum spreade	2	Nos.			
27	Aluminum foil 5m x 300mm Diamond or equivalent	2	Rolls			
28	GLASS ROD Standard Size Local / China or equivalent	30	Nos.			
29	PIPETTES (5ML) Pyrex or equivalent	24	Nos.			
30	CONICAL FLASKS (100ML) Pyrex or equivalent	24	Nos.			

31	TEST TUBES 15mL Pyrex or equivalent	100	Nos.			
32	BEURETTE STAND CLIPS Standard size Local/China or equivalent	12	Nos.			
33	BEURETTES Standard size Pyrex or equivalent	06	Nos.			
34	CHINA DISHES Large Size China or equivalent	06	Nos.			
35	TEST TUBE WASHING BRUSHES Standard Size Local / China or equivalent	24	Nos.			
36	Yellow tips (1000 pcs in one pack)	2	Pack			
37	White tips (1000 pcs in one pack)	2	Pack			
38	Blue tips (1000 pcs in one pack)	2	Pack			
39	Antibiotic discs 1. Tetracycline 2. Gentamicin 3. Erythromycin 4. Azithromycin 5. Clarithromycin 6. Amoxicillin 7. Penicillin 8. Ceftriaxone 9. Cefepime 10. Cefaclor 11. Ciprofloxacin 12. Cefixime 13. Levofloxacin 14. Imipenem 15. Meropenem (Note: 02 pack of each Antibiotic discs)	30	Pack			

40	Pathology Slides 1. Acute hepatitis 2. Chronic hepatitis 3. Cirrhosis 4. Acute inflammation 5. Chronic inflammation 6. Thrombosis 7. Embolism 8. Infarction 9. Necrosis 10. Hyperplasia 11. Metaplasia 12. Pigmentation 13. Calcification 14. Papilloma 15. Adenoma 16. Fibroma 17. Chondroma 18. Leiomyoma 19. Basal cell carcinoma 20. Adenocarcinoma 21. Liposarcoma 22. Fibrocarcinoma 23. Lymphosarcoma 24. Hodgkin disease 25. Breast carcinoma 26. Diabetes (Note: Two slides of each disease)	52	Slides			
Part B (Sub Total Basis)						
41	Micropipette (1-200 microgram range) Local / China or equivalent	2	Nos.			
42	Micropipette (1-20 microgram range) Local / China or equivalent	2	Nos.			
43	Micropipettes (1- 1000 microgram range) Local / China or equivalent	2	Nos.			
				Sub Total Amount (Rs.) of Part-B		
Part C (Sub Total Basis)						
44	Syringes 3cc BD or equivalent	100	Nos.			
45	Syringes 5cc BD or equivalent	100	Nos.			
				Sub Total Amount (Rs.) of Part-C		

Part D (Sub Total Basis)						
46	BEAKERS (250 ML) Local / China or equivalent	24	Nos.			
47	BEAKERS (100 ML) Local / China or equivalent	24	Nos.			
48	BEAKERS (50ML) Local / China or equivalent	24	Nos.			
Sub Total Amount (Rs.) of Part-D						

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 bidding 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 (where available / required) of the quoted brand/ 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 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.
2. Bidders are advised to submit the bid on the prescribed BoQs (bidding documents) of COMSATS University Islamabad, Lahore Campus and clearly mention the Quoted Model / Brands as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.
3. **Brand name / model must be mentioned against items where required failing which the bid / item (s) may be rejected. Manufacturing origin can only be accepted against items where mentioned specifically in the BoQ form.**
4. **The concerned items should not be damaged or tempered with (sealed containers).**
5. **The items must be shipped/delivered according to their recommended conditions (temperature, sunlight and such).**
6. Multiple rates of an item may also lead to the rejection of bid / item.
7. Purchase / work order shall be awarded on **Part A (on Item Wise Basis) and Part B, C & D on Sub Total Wise basis** as mentioned in BoQs.