



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-23-1675

Case # 3790

Invitation to Bid

Single Stage One Envelope Procedure

Consumable Items for Research and Development Purpose for IRCBM Department

Part: 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 **30 days**. The handing over / completion time for this contract is of critical importance.

Signature & Stamp of Bidder

8. Your bid proposal should be inclusive of freight and all taxes to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
10. Multiple rates of an item may also lead to the rejection of bid / item.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
12. 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.
13. Purchase order (s) will be awarded to the evaluated lowest bidder (s) **Part-A on Item wise Basis and other parts on sub total amount basis / turnkey basis as mentioned in BoQs.**
14. The bid should be submitted in a sealed envelope up to **August 09, 2023** 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.
15. 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
16. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Consumable Items for Research and Development Purpose for IRCBM Department”.**
17. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
18. 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.
19. 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.

20. 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.
21. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
22. 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.
23. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all applicable taxes.
24. 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.
25. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
26. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
27. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
28. The prices / cost will be considered as inclusive of all applicable taxes.
29. 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.
30. 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.
31. 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.
32. 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.

Part B: BoQs of Consumable Items for Research and Development Purpose for IRCBM 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:						
<ol style="list-style-type: none"> 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-Lahore Campus 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).				Rate to be quoted Inclusive of all (applicable) Taxes		
Sr .#	Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
	Part-A (Item Wise Basis)					
1	Ethanol >80 % for general lab use Sigma / BDH or equivalent Packing: 2.5 Liter Bottle each	10	Bottles			
2	Jumbo Tissue Rolls for lab use Max Size High jean or equivalent As per sample available at IRCBM Department	70	Roll			
3	Hand wash To refill the dishwash bottles of labs, to wash glassware and plastic ware Packing: 500ml bottle, Local or equivalent	10	Nos.			
4	Dish wash liquid To refill the dishwash bottles of labs, to wash glassware and plastic ware (Packing: 250ml each) Local or equivalent	15	Nos.			
5	PBS Buffer Tablets pH 7.4, Each tablet for 100 ml Solution Packing: 100 Tablets in one Bottle Bioworld USA or equivalent	4	Bottles			
6	Eppendorf Safe-Lock micro test tubes 3 ml	7	Pack			

7	Magnetic stirrer bars 15 mm	24	Nos.			
8	Magnetic stirrer bars 20 mm	24	Nos.			
9	Magnetic stirrer bars 30 mm	24	Nos.			
Part B (Sub Total Wise Basis)						
10	Surgical Gloves powder free (small) powder free for lab use, (Packing: 100 pcs in one box) Handex / Latex or equivalent	20	Boxes			
	Surgical Gloves powder free (Medium) powder free for lab use, (Packing: 100 pcs in one box) Handex / Latex or equivalent	20	Boxes			
	Surgical Gloves powder free (Large) powder free for lab use, (Packing: 100 pcs in one box) Handex / Latex or equivalent	10	Boxes			
	Sub Total Amount (Rs.) of Part B					
Part C (Sub Total Amount Basis)						
11	Plastic tips for micropipette (Blue Tips) (Packing: 500 pcs in one pack) Local/ China or equivalent	4	Pack			
	Plastic tips for micropipette (Yellow Tips) (Packing: 500 pcs in one pack) Local/ China or equivalent	4	Pack			
	Plastic tips for micropipette (White Tips) (Packing: 500 pcs in one pack) Local/ China or equivalent	4	Pack			
Sub Total Amount (Rs.) of Part C						
Part D (Sub Total Amount Basis)						
12	Exhaust shades (plastic for outer) 18 inches	20	Nos.			
13	Thermometer for laboratory usage (12 inches length) with 0-120 °C	12	Nos.			
14	Aluminum foil (75 sq feet) (Packing: 24 pcs in one pack) Local/ China or equivalent	2	Pack			
Sub Total Amount (Rs.) of Part D						
Part E (Sub Total Amount Basis)						

15	Extension/connecting wire (with male and female connectors to be used to connect computers with UPS)	10	Nos.			
16	Extension Camelion Original CMS 118 Power Extension Lead (8 Ports & 3 Meters Wire) or equivalent	12	Nos.			
Sub Total Amount (Rs.) of Part						
Part F (Sub Total Amount Basis)						
17	Micropipette single channel D lab USA 10-100 uL or equivalent	5	Nos.			
	Micropipette single channel D lab USA 100-1000 ul or equivalent	5	Nos.			
18	Zipper bags Small 25 ml	1kg	Nos.			
	Zipper bags medium 50 ml 75ml	1kg	Nos.			
	Zipper bags large 100 ml	1kg	Nos.			
Sub Total Amount (Rs.) of Part						
Part G (Sub Total Amount Basis)						
19	Dustbin hazard bags (Yellow Bags) Plastic shoppers roll for dustbin usage in bio labs with 50 L capacity per bag (Packing: 30 bags per roll)	20	rolls			
20	Hydrothermal reactor stainless steel lined with Teflon 50 ml working temperature 200 °C	5	Nos.			
21	Hydrothermal reactor stainless steel lined with Teflon 100 ml working temperature 200 °C	5	Nos.			
Sub Total Amount (Rs.) of Part						
Part H (Sub Total Amount Basis)						
22	UV Cells Quarts pair volume 3 ml (Packing: 2 pcs in one pack) Local/ China or equivalent	5	Pack			
23	UV Cells Quarts Disposable volume 3 ml (Packing: 100 pcs in one pack) Local/ China or equivalent	3	Pack			
24	Glass Cover Slip (Packing: 100 pcs in one pack) Local/ China or equivalent	3	Pack			
25	Pipet wheel (Packing: 12 pcs in one pack) Local/ China or equivalent	2	Box			
26	TYPE A - LONG CELL, 9 mm NO BULB (193922) BET sample tubes (quarts BET tubes) or equivalent	3	Nos.			
Sub Total Amount (Rs.) of Part						

Part 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. Please submit the bid (rates) on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.**
- 2. 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.**
- 3. Supporting literature of the quoted model must be attached (where available/required) for perusal of CUI Lahore to technically assess that the quoted item meet the required specifications and other conditions of our BoQs / tender document.**
- 4. The bids shall be evaluated to strictly ensure that the quoted brand/ model/ item meet all the BoQ/ specification requirements given in the tender document for each item.**
- 5. 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.**
- 6. 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.**