



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

Tender No. CUI-LHR-TN-23-1680
 Case # 3801

Invitation to Bid

Single Stage One Envelope Procedure

General and Consumable Items for Undergraduate Labs of Chemical Engineering 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 **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. 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) **on Item wise Basis**.
14. The bid should be submitted in a sealed envelope up to **August 30, 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 Majure 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 "**General and Consumable Items for Undergraduate Labs of Chemical Engineering 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 **30 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 General and Consumable Items for Undergraduate Labs of Chemical Engineering 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.)
	Laboratory: Process Modelling and Simulation Lab						
1	Fire Extinguisher Cylinder	CO2 Gas 5 KG , with Wall hanging bracket	1	Nos.			
2	Fiber cloth for dusting	ultra absorbent microfiber cleaning cloth Size: 24 x 16 inches	3	Nos.			
3	Air freshener	Febreze air freshener 300ml	3	Nos.			
4	Tissue Paper Roll,	Rose Petal or equivalent Big size Roll	3	Nos.			
5	Liquid Hand wash	500 ml Bottle liquid soap	2	Nos.			
	Laboratory: Heat Transfer Operations						

6	Rechargeable Fan	Blade Dia is 6 inch. Mini table fan AC/DC operated 4V 3000mAH rechargeable lithium battery 3speed function AC 220-240V 50/60HZ 2 Pcs Battery 4V 3Ah sealed lead-acid battery High speed Fan	1	Nos.			
7	Dusting Clothes	Cotton Rugs	2	KG			
8	Liquid Hand Wash	500 ml Bottle, Safe guard, Dettol or Equivalent	5	Nos.			
9	Tissue Rolls	Medium size rose petal or equivalent	12	Nos.			
10	Lab Coats	Medium size	5	Nos.			
Laboratory: Mass Transfer Operations							
11	Hand wash	1 Liter pouch, Life Bouy or Equivalent	2	Nos.			
12	Safety Goggles	standard size	24	Nos.			
13	Safety Gloves (Heat)	local (large size)	2	Pairs			
14	Dusting Cloth	ultra absorbent microfiber cleaning cloth Size: 24 x 16 inches	2	Dozen			
15	Mask	Med Barrier (ASTM Level 3) or equivalent	3	Box			
16	Tool Box	Tolsen 26 PCS Heavy Duty Hand Tool Set	1	Nos.			
17	Tissue Rolls	Large size Rose Petal or Equivalent	4	Nos.			

18	Lab Coats	Large size	3	Nos.			
19	Lab Coats	Extra large size	2	Nos.			
Laboratory: Fuel and Energy							
20	Soap	Lux or equivalent, Large size	2	Nos.			
21	Hand Sanitizer	Dettol or equivalent, 500 ml Bottle	1	Nos.			
22	Surgical Gloves	Local Medium size	1	Box			
23	Dusting Cloth	2 x 1.5 ft ²	2	Dozen			
24	Mask	Med Barrier (ASTM Level 3) or equivalent	2	Box			
Laboratory: Fluid Mechanics							
25	Soap	Large size, Lux or equivalent	6	Nos.			
26	Hand Sanitizer	Local, 500ml bottle	1	Nos.			
27	Surgical Gloves	Local, medium size	3	Box			
28	Dusting Cloth	Regular square pieces	2	Dozen			
29	Dusting Brush	Local wooden	2	Nos.			

30	Mask	Med Barrier (ASTM Level 3) or equivalent	3	Box			
31	Tool Box	Tolsen 26 PCS Heavy Duty Hand Tool Set	1	Nos.			
32	Lab Coats	Medium size	5	Nos.			
33	Tissue Rolls	Medium size	12	Nos.			
Laboratory: General Engineering							
34	Workpiece (cut by gas weld) for lathe machine	25x120 mm	30	Nos.			
35	Workpiece for fitting shop (cut by hacksaw)	L=70 mm, W=50mm, thickness=9mm	30	Nos.			
36	Welding rod (10 No.) (12-No.) 1+1 Box	J38 or equivalent	2	Box			
37	Bench grinder wheel	(Mild Steel) dia=10 in (Watch mark) or equivalent	1	Nos.			
38	Bench grinder wheel	(Carbide) dia=10 in (Watch mark) or equivalent	1	Nos.			
39	Cutting Tools Of Lathe Machine	parting tool	3	Nos.			
40	Cutting Tools Of Lathe Machine	right angle tool	6	Nos.			
41	Cutting Tools Of Lathe Machine	threading tool	2	Nos.			
42	Cutting Tools Of Lathe Machine	boring Tool	4	Nos.			

43	Electric cables (For Electric Shop)	3/29 (1black + 1red) Pak cable or equivalent (90 Meter Coil)	2	Coils			
44	Hacksaw blade	IRWIN or equivalent	10	Nos.			
45	Duster for machine	cloth duster	5	KG			
46	Electrical Insulation Table	GMSA or equivalent	10	Nos.			
47	Teflon tape	E.Z SEAL USA or equivalent	12	Nos.			
48	Right Angle Cutting Tool for New Lathe	3/4" x 3/4"	4	Nos.			
49	Workpiece (cut by hacksaw) for welding shop	2" x 5" x 1/4"	50	Nos.			
50	Elfy GMSA or equivalent	50g	2	Nos.			
51	Switch On / Off (one way switch)	5 Amp, TAHIR, Ittefaq or equivalent	20	Nos.			
52	Dial Indicator Stand	China or equivalent	1	Nos.			
53	Hand wash Soap	Safeguard or equivalent big size	6	Nos.			
54	Cutting Oil	Local	2	Liter			
55	Mobil Oil	Havoline 20 /50 or equivalent	2	Liter			
56	Screw	1/2", 1" and 1-1/2" 2" One Packet of Each Size (Eagle) or equivalent	4	Packet			
57	Surkhai	Local (500gm)	1	Nos.			
58	watch screw driver set	WIKA or equivalent	1	Nos.			

59	Drill Bitt	4.5 mm	3	Nos.			
60	Drill Bitt	5.5 mm	3	Nos.			
61	Drill Bitt	6 mm	3	Nos.			
62	Drill Bitt	6.5 mm	3	Nos.			
63	Drill Bitt	13 mm	3	Nos.			
64	Bulb holder	LIKE or equivalent	10	Nos.			
65	L.N key (long)	Eight (2 mm, 3 mm)	2	Set			
66	Star L.N key set	WIKA or equivalent	1	Set			
67	3 JAZZ CHAK modification	6"	1	Set			
68	3 JAZZ CHAK modification	8"	1	Set			
69	Capacitor for (Motor drill Machine)	China or equivalent	1	Nos.			
70	Measuring Tape (16')	China or equivalent	2	Nos.			
Laboratory: Process Control							
71	KP5500 Rig Controller or equivalent		1	Nos.			
72	RTD Sensor	Probe 3 Wire china or equivalent	2	Nos.			
73	Mobil Oil	Good Quality	3	Liter			

74	Face Mask	Med Barrier (ASTM Level 3) or equivalent	3	Box			
75	Tissue Role	10cm wide	6	Nos.			
76	Safety Goggles	standard size	12	Nos.			
77	Gloves Powder Free	Medium size	4	Box			
78	Hand Wash	Dettol or equivalent	4	Nos.			
79	Dusting Cloth	Regular square pieces	24	Nos.			
80	Dish Wash	Lemon max or equivalent 750 ml bottle	4	Nos.			
81	Lab Coats	2 small + 2 medium	4	Nos.			
Laboratory: General Engineering							
82	Repairing and Maintenance of Lathe Machine (New)	5 -1/2' & Lead Screw and Feed Rod Repairing and Change head stock Belts	1	Job			
83	Repairing and Maintenance of Lathe Machine (Old)	3'Compound Slide Repairing and Change head stock Belts	1	Job			
84	Repairing and Maintenance of Bench vice	4"Center Excel Change	1	Job			
Laboratory: Heat Transfer Operations							
85	Repairing and Maintenance of Coil & Vessel Equipment	Not functioning mainly due to heater issue	1	Job			

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.**