



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: October 28, 2016

Case # 1893

BoQs of Hotplate with Magnetic Stirrer for IRCBM Department, CIIT-Lahore

Sr. #	Item Name	Specification	Qty		Prices should be quoted inclusive of all applicable taxes		
					Quoted Model/Make/Brand	Unit Price (Rs)	Total Price (Rs.)
1	Hotplate with Magnetic Stirrer	Ceramic Hotplate with magnetic stirrer MGSTI-V2 or equivalent Plate Material: Ceramic Coated Metal Ceramic Hot Plate with Magnetic Stirrer Heater Power: 650W Max. Plate Temperature: 400 Degrees Control: Analogue Accessories: Road and clamp holder Dimensions: 33 x 19.5 x 13 cm Weight: 4 Kg Input: 220/240 V AC, 50/60 Hz EISCO laboratory Instruments (USA) or equivalent	02	Nos.			

Note:

- Purchase / work order (s) will be awarded on **Item basis**.
- Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.
- In Addition to filling of the attached BoQs, 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 literature model. So the item/bid may be rejected.
- Literature information must be attached with your technical bid.
- The quantity may be increased or decreased before awarding the purchase/work order.

Signature & Stamp of the Bidder**TERMS AND CONDITIONS**

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.**

Signature of Contractor with Stamp

2. Part / Advance payments is not allowed.
3. 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.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;
 - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
 - ix. and
 - x. The bid found to be the lowest evaluated bid shall be accepted.
6. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
7. The quotation should be submitted in a sealed envelope.

The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Hotplate with Magnetic Stirrer for IRCBM Department, CIIT-Lahore”**, and should be marked as under;

Secretary Purchase Committee

COMSATS Institute of Information Technology, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

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

8. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery and installation, and COMSATS Lahore acceptance / inspection thereof.

Signature of Contractor with Stamp

9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
10. If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled.
11. 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.
12. The bid should be submitted in a sealed and stamped envelope up to **November 02, 2016, 1400Hrs** and will be opened on the same date at **1430hrs** in the presence of available bidders.
13. 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:**

Signature of Contractor with Stamp