



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Section -A

Tender No. CIIT-TN-13-14-347

TENDER NOTICE

- Sealed tenders are invited by the COMSATS Institute of Information Technology (CIIT), Lahore Campus from well reputed firms, for the procurement / services of the following categories;
 - Lab Chairs for Management Sciences Department**
- Tender documents containing the specification, details can be downloaded from website: (<http://www.ciitlahore.edu.pk/beta/Offices/Tenders.aspx>) and submit the tender Documents along with Pay Order / Demand Draft **amounting Rs. 500/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee. The bid should be submitted in a sealed envelope up to **April 03, 2014** on or before **1100 hrs** which will be opened in public on the same date **at 1130 hrs** in the presence of available bidders.
- All tenders should accompany with **Earnest Money @ 2% of the total quoted cost in the form of Pay Order/ CDR / Bank Draft in the name of CIIT, Lahore**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

Secretary Purchase Committee
 COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

Section-B

BoQs of Chairs for Labs for Management Sciences Department, CIIT-Lahore

Sr. #	Items name with Specification	Quantity		Rates to be quoted inclusive of all (applicable) taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	<p><u>Computer Chairs</u></p> <p>Providing and fixing computer chair, same as in B-Lab in C-Block, poshish with approved industrial fabric / color, complete in all respects (as per sample)</p> <p>Note: Iron base already installed in Lab-D</p>	46	Nos.		

Signature & Stamp of the Bidder

Section-C

TERMS AND CONDITIONS

- The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.

2. Part / Advance payments is not allowed.
3. 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 important.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
6. Purchase order (s) will be awarded to the lowest or technically recommend bidder (s) on the basis of _____ item wise / subtotal wise / grand total wise according to the nature of BoQs.
7. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
8. The bid should be submitted in a sealed envelope up to **April 03, 2014** on or before **1100 hrs** and will be opened on the same date **at 1130 hrs** in the presence of available bidders.
9. The envelope should be marked as under;

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10. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Lab Chairs for Management Sciences Department**".
11. The bid must be duly filled in, stamped and signed by the authorized representative of the bidder.
12. If the vendors fail to deliver the items in time then the vendor will be charged penalty 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 fail to deliver the items during the extended time then the supply order will be cancelled, earnest money and payment will also be forfeited.
13. Deduction of Income Tax and any other taxes will be deducted at source according to Government prevailing rules.
14. 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 / installation, and COMSATS acceptance / inspection thereof.
15. All prices should be quoted on F.O.R (Pak Rupees).
16. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period, CIIT shall reserve the right to forfeit the earnest money in favor of the CIIT and /or put a ban on such vendor (s) participation in CIIT tenders/works.
17. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
18. All tenders should accompany with **Earnest Money @ 2% of the total quoted cost in the form of Pay Order/ CDR / Bank Draft in the name of CIIT, Lahore**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
19. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
20. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.
21. **05%** of the total value of the Invoice will be retained as security by COMSATS Institute of Information Technology, Lahore Campus and will be released on completion of warranty period which will be **Six Months** from the date of completion of work/supply.
22. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject if;

No offer of a supplier/firm will be considered: -

- i. Received without earnest money
 - ii. Received later than the date and time fixed for tender's submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. are made.
23. The tendered 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.
24. I/We the undersigned certify that the terms and conditions as contained in the documents vise, " Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

Signature of Contractor with Stamp