



# COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-14-400

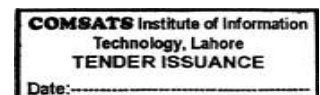
## TERMS AND CONDITIONS

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

1. 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. 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
3. Part / Advance payments is not allowed.
4. 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.
5. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
6. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
7. 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.
8. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
9. The bid should be submitted in a sealed envelope up to **September 04, 2014** on or before **1100 hrs** and will be opened on the same date **at 1130 hrs** in the presence of available bidders.
10. The envelope 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
11. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Furniture for Lab D-2 MS-Dept.**".
12. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
13. If the vendors fail to deliver the firm 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 then the supply order will be cancelled, earnest money and payment will be forfeited.
14. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.
15. 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.
16. All prices should be quoted on F.O.R (Pak Rupees).

**Signature & Stamp of Bidder**



17. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
18. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
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. 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 Institute of Information Technology, Lahore Campus"**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
22. **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 after the completion of warranty period, which is **Six Months**, from the date of delivery / completion of work / supply.
23. 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 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. is made.
24. 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.
  25. 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.



# Information Technology & Services (ITS)

COMSATS Institute Of Information Technology Lahore

Office Note: NOC/8/20/14-1

Date: 20 August, 2014

## BOQ of Lab D2 Furniture Management Science Dept

Sr. No	Equipment Name	Specification	Qty.	Rates to be quoted Inclusive all Taxes	
				Unit Price in (RS)	Total Price in (RS)
1	<b>Tables</b>	<p><b>Computer Table / Lab Table</b></p> <p>Made in 16-mm formite Lamination in approved color, with CUP shutter cabinet on right side with back ventilation hole and key board try on left side, with wire cups in top and vanities and cable ducting, KD fitting, Matching imported PVC edging, Glide and with imported hardware. Table height= 30", Table Length=3 feet, Table width= 24" (2 feet) Complete in all respects</p>	50	No's	
2	<b>Chairs</b>	<p><b>Computer chair / Lab chair</b></p> <p>Medium fix back chair (without flexibility), revolving, best quality foam and fabric in approved color and quality. The chair has to be fixed in ground through a metal plate having 8" diameter and 6 mm thickness. The seat of chair will rest on the metal plate through an MS pipe of 16 SWG and 2" diameter in powder coated finish.</p>	50	No's	

  
Incharge ITS

  
Network Administrator

Purchase Section, District Lahore  
By Date: 20-08-14  
Recd. on: 3:10 PM Date:

Signature & Stamp of Bidder

**COMSATS** Institute of Information  
Technology, Lahore  
**TENDER ISSUANCE**  
Date:.....