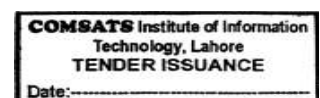Tender No. CIIT-TN-13-14-452

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.*

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

3. 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

4. Part / Advance payments is not allowed.

5. 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.

6. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.

7. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.

8. 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.

9. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.

10. The bid should be submitted in a sealed envelope up to **December 10, 2014** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.

11. 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

12. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"Book Shelves for Library".**

13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

14. 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.

15. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.

Signature & Stamp of Bidder

16. 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.

17. All prices should be quoted on F.O.R (Pak Rupees).

18. 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.

19. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.

20. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.

21. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.

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. 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.

24. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject if;
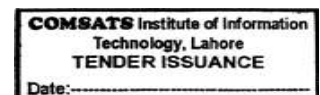
No offer of a supplier/firm will be considered: -
   i. Received without earnest money
   ii. Received later than the date and time fixed for tender submission
   iii. The tender is unsigned/ unstamped
   iv. The offer is ambiguous
   v. The offer is conditional
   vi. Offer is made by the unauthorized 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.

25. 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.

26. I / We
   - **Company / Vendor Name:……………………………………………………..……….…………………...**
   - **Postal Address:……………………………………………………………………………………………….**
   - **Tel. / Mobile:…………………...……………………Email:…………….………………………....…**
   - **NTN # :……………………………………….GST#:……………………………..…………………**

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 & Stamp of Bidder

COMSATS Institute of Information
Technology, Lahore
TENDER ISSUANCE
Date:----------------------------

BoQs of Book Shelves for Library, CIIT-Lahore

Sr. #	Description of Items / Work	Qty.		Rates to be quoted inclusive of all Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	**Book Shelves for Library** • **Double sided shelves,** • **Made of laminated board ¾" thick (formatted) in Shisham color with solid Shisham wood edging and base.** • **Each side contains 12" deep x 36" width, x 84" height with shelves 12" spacing minimum,** • **Polished and finished in all aspects,** **(Specimen available in Library , CIIT-Lahore)**	20	Nos.		

Signature & Stamp of Bidder