



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-14-475

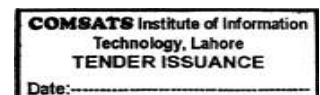
TERMS AND CONDITIONS

[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 to **Rs. 500/-** as a tender documents fee (Non-Refundable) must be submitted 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 **January 21, 2015** 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 "**Furniture, General and Electric items for Characterization and Microscopy Labs Physics Dept**".
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



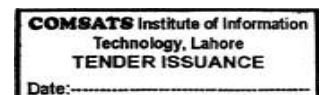
16. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection 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 **06 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.



BoQs of Furniture, General and Electric Items for Characterization and Microscopy Labs, Physics Department, CIIT-Lahore

Sr. #	Item Name	Make / Brand / Specification	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all Taxes	
						Unit Price (Rs.)	Total Price (Rs.)
1	UPS (~5 KWatt)	APC MADE/equivalent, Voltage Adjustment: +/- 10% of Nominal, Control surging effect, Instant Backup, Output Voltage 220V, Sine Wave, Frequency synchronized to mains (47-63 Hz), Maintenance free sealed lead-acid battery (leak proof), Typical recharge time (3hrs)	2	Nos.			
2	Surge Protector	Input voltage 160-230 V, Input frequency 50 Hz, Surge energy rating 2525 Joules	2	Nos.			
3	Voltage Stabilizer for Mains (Capacity of ~5kWatt)	Voltaech made/equivalent, output voltage (220 ± 0.5 V), efficiency of 95% at full load, Voltage Operating Tolerance: +15% to -30% of Nominal.	2	Nos.			
4	Shoe Rack	L-shape with outer side shelves(One side 7'x 1.5' x 1.5' and other side 3' x 1.5' x 1.5') underneath, 16-MM Formite Lamination in approved color, PVC lipping	1	Nos.			
5	Stainless Steel Suit hanging strip	with at least 10 hooks, Imported Quality or equivalent	1	Nos.			
6	Notice board	length x width (3' x 2'), Standard, Green Colored sheets used in offices	2	Nos.			
7	Tables with drawers	5x2.5 sq. ft (for AFM and Optical Microscopy), 16-MM Formite Lamination in approved color, PVC lipping, wire cups and cable ducting for power and networking, (Imported)	1	Nos.			
8	L-shape Table	(One side 5' x 2.5' x 3' and other side 3' x 2' x 3'), 16-MM Formite Lamination in approved color, PVC lipping, wire cups and cable ducting for power and networking, (Imported)	3	Nos.			
9	Disposable Booties(CPE shoe covers)	Standard CPE shoe covers	100	Nos.			
10	Overalls	Medium(15) and Large size (15) cloth	30	Nos.			

Signature & Stamp of Bidder

11	vinyl Gloves	Large size, Vinyl, Disposable	20	Packet			
12	vinyl Gloves	Medium size, Vinyl, Disposable	20	Packet			
13	Hats	To cover head, Standard normally for medical purposes	5	Packet			
14	Fire Extinguisher	Amerex or equivalent	2	Nos.			
15	Strip Blind for windows	A-1 Quality	200	SFT			
16	Smoke Alarm	Siemens or equivalent	2	Nos.			
17	Wall Sided Working Tops	16-MM Formite Lamination in approved color, KD Fitted, with ground glides, PCV lipping, wire cups and cable ducting for power and networking, and Imported Hardware. Size:-Dimensions (W x L: 3 x 10 ft2) at height of 3 ft from floor, Maxium load bearing 50 kg	2	Nos.			
18	Center Table with underneath Storage Shelves	16-MM Formite Lamination in approved color, KD Fitted, with ground glides, PCV lipping, wire cups and cable ducting for power and networking, and Imported Hardware. Size:- Dimensions (W x L: 4 x 6 ft2) at height of 3 ft from floor,	2	units			
19	Overhead Cabinets	16-MM Formite Lamination in approved color, 2-shutters and a divider, KD Fitted, with ground glides, PCV lipping, and Imported Hardware (Handles, Hinges & Locks) Size:-(W x D x H: 1.5 x 1.5 x 2 ft3) at height of 5.5 ft from floor.	16	Nos.			
20	Multimedia Setup	Panasonic / Epson or equivalent	1	Nos.			
21	Multi function Black & White Printer	HP LaserJet Pro/Enterprise (Standard)	1	Nos.			
22	Color Printer	HP LaserJet Pro 400 Color, M451dw or equivalent	1	Nos.			
23	Air Conditioner	1-Ton Haier or equivalent with installation	3	Nos.			
23a	Installation of 1-Ton Air Conditioner MS Bracket for Outdoor 4.6mm thickness and paint on frame, unit with 3/4" dia PVC pipe (popular or equivalent) for drainage, Control wire flexible 110/.76 from indoor to outdoor as per required load, refrigerant copper pipe guage 22, 60mm x 60mm PVC duct (Adam Jee or Equivalent) to cover insulated metal tubing (Aeroflex) between in-door and out-door units and PVC		3	Jobs			

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	drainage pipe; including the cost of carriage to site and fixing in position; lacquer spray on refrigerant copper pipe, all installation make with screws, complete in all respects and to the entire satisfaction of the engineer in charge. Note: 10 Rft Refrigerant pipe, Wire, Drain Pipe and Duct will be provided with installation of Unit.					
24	Air Conditioner	1.5-Ton Haier or equivalent	1	Nos.		
24a	Installation of 1.5-Ton Air Conditioner MS Bracket for Outdoor 4.6mm thickness and paint on frame, unit with 3/4" dia PVC pipe (popular or equivalent) for drainage, Control wire flexible 110/.76 from indoor to outdoor as per required load, refrigerant copper pipe guage 22, 60mm x 60mm PVC duct (Adam Jee or Equivalent) to cover insulated metal tubing (Aeroflex) between in-door and out-door units and PVC drainage pipe; including the cost of carriage to site and fixing in position; lacquer spray on refrigerant copper pipe, all installation make with screws, complete in all respects and to the entire satisfaction of the engineer in charge. Note: 10 Rft Refrigerant pipe, Wire, Drain Pipe and Duct will be provided with installation of Unit.		01	Job		
Sub Total Amount (Rs.) of Sr. # 23, 23a, 24, 24a						
-	Refrigerant Copper Pipe (if extra from 10 Feet)		1	RFT		
-	Electric flexible control wire size 110 / 0.76 (if extra from 10 Feet)		1	RFT		
-	Drain Pipe 3/4" dia PVC (if extra from 10 feet)		1	RFT		
-	PVC Duct (if extra from 10 feet)		1	RFT		
25	Hydraulic Revolving Lab Chairs	PVC five legs base, lean back lock, back shell and molded foam with Fabric or Leatherette as per approval, without arms	36	Nos.		
26	Nitrogen Gas Cylinder with Gun	244 Cubic ft volume	2	Nos.		

Note:

- Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / items may be rejected.

Signature & Stamp of Bidder