



# COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Case# 1294

Tender No. CIIT-TN-13-14-485

## **TERMS AND CONDITIONS**

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, Rates should be quoted on our prescribed format, 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. Partial / Advance payments is not allowed.
4. The exact completion/delivery time from the date of the purchase / work order will be **20 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 **February 11, 2015** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
10. The envelope should be marked as under;  
  

**Manager Purchase**  
**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 "**Sports Items for Spring 2015, CIIT-Lahore.**".
12. The bid form (Annex-I/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 may be cancelled, earnest money and payment may 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)**.
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. 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. The offer is from a firm, which is black listed, by any Govt. Office.
  - vii. The offer is received by telephone/telex/fax/telegram.
  - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is 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

- **Company / Vendor**

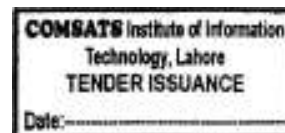
**Name:**.....

- **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 Sports Items for Spring 2015 , CIIT Lahore**

Sr. #	Name of Sport	Name of Items	Specification	Quantity		Your Quoted Brand/Make	Price should be quoted inclusive of all applicable taxes	
							Unit/Dozen (Rs)	Total Price (Rs)
1	Badminton	Badminton Racket	Advance2200 or equivalent	10	No			
		Badminton Shuttle Cock	Advance blue or equivalent	60	Dzns			
		Badminton Net	Parachute heavy	1	No			
		<b>Sub Total of Sr.# 1 (Rs)</b>						
2	Cricket	Hard ball	Coca Bura or equivalent	3	Dzns			
		Tennis Ball	CA Gold or equivalent	20	Dzns			
		Guard with supporters	Local Good Quality	10	No			
		Bat (Tennis ball)	MB Long Sixes or equivalent	30	No			
		Helmit	Fiber	2	No			
		Thie Pads	Moulded	6	No			
		Batting Gloves	Malik Zulfi or equivalent	4	Pair			
		Batting Pads	Malik Zulfi or equivalent	2	Pair			
		Wickets (Tennis ball)	Iron (Pipe)	4	No			
		Keeping Pads	Malik Zulfi or equivalent	1	Pair			
		Keeping Gloves	Puma/ Adidas or equivalent	1	Pair			
<b>Sub Total of Sr.# 2 (Rs)</b>								
3	Basket Ball	Basket Ball	Molten mega force or equivalent	8	No			
		Basket Ball Net	Parachute	1	Pair			

	<b>Volley Ball</b>	Volley Ball	Jaga champion or equivalent	20	No			
		Volley ball Net	Nilon Heavy	1	No			
<b>Sub Total of Sr.# 3 (Rs)</b>								
<b>4</b>	<b>Lawn Tennis</b>	Lawn Tennis Net	Dunlop Parachute	1	No			
<b>5</b>	<b>Football</b>	Football	Puma/ Adidas or equivalent	30	No			
<b>6</b>	<b>Table Tennis</b>	Table Tennis Racket	Champion or equivalent	24	No			
		Table Tennis Ball	Double circle yellow or equivalent	15	Dzns			
		Table Tennis Table	Imported	1	No			
<b>Sub Total of Sr.# 6</b>								
<b>7</b>	<b>Hockey</b>	Hockey Kit Bag	Goal Keeper Kit Bag	2	No			
<b>8</b>	<b>Snooker</b>	Snooker Sticks	Fine with guarantee	4	No			
		Snooker Pockets with lader	Fine with guarantee	6	No			
		Snooker Table Repair	New marble 5 Feet Width 10 Feet Length	1	No			
<b>Sub Total of Sr.# 8 (Rs)</b>								
<b>9</b>	<b>Others</b>	Chess	Magnet	3	No			
<b>10</b>		Lader Folding	10 Feet Iron	1	No			
<b>11</b>		Training Cones	Fiber 6 Inches	20	No			
<b>12</b>		Bibs	Net Heavy	20	No			
<b>13</b>		Spray pump	Heavy duty (Jacto)	1	No			

- Price should be quoted inclusive of all applicable taxes on our prescribed BoQs. Do not use your own company letterhead otherwise your bid/proposal may be rejected.
- Purchase/Supply order will be awarded on Sub Total Basis as per above mentioned BoQs.