



## 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. Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.
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 **40 days**. The handing over / completion time for this contract is of critical importance.
6. 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.
7. The bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**:
  - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
  - ii. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion;
  - iii. Initially, only the envelope marked **"TECHNICAL PROPOSAL"** shall be opened;
  - iv. The envelope marked as **"FINANCIAL PROPOSAL"** shall be retained in the custody of the procuring agency without being opened;
  - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
  - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

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- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
  - ix. and
  - x. The bid found to be the lowest evaluated bid shall be accepted.
9. Bidders who do not qualify cannot challenge the finding of the evaluation.
  10. The bids should be submitted in a sealed envelope up to **30-03-2015** on or before **14:00 hrs** and will be opened on the same date **at 14:30 hrs** in the presence of available bidders.
  11. 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

12. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"UPS 600 VA for Employees, CIIT-Lahore"**.
13. The bid form (Annex-I) must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. **If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged 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 fails to deliver the goods / services during the extended period then the purchase / work order will be cancelled, earnest money and payment will be forfeited.
15. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
16. All prices should be quoted **F.O.R (Pak Rupees)**.
17. All prices should be valid for at least **90 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-Lahore, will be final and binding upon the parties.
20. The CIIT-Lahore reserves the right to modify equipment specifications/quantities at any time before the award of work.

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21. The bidder is required to furnish in form of Bank deposit /C.D.R / 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. Warranty will be on the part of supplier, which is **Two Year onsite Warranty** after the completion of supply /work.
23. **05%** of the total value of the Invoice will be retained for **Two Year** as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after the completion of warranty period, which will start from the date of completion of work
24. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject any or all bids without assigning any reason whatsoever.

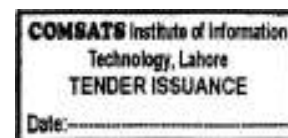
**No offer of a supplier/firm will be considered if: -**

- 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.
  - viii. 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.

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.



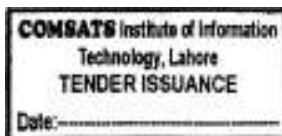
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**BoQs of UPS 600 VA for Employees, CIIT Lahore**

Sr.#	Item Name	Specifications/Description	Qty	Prices should be quoted inclusive of all applicable taxes		
				Quoted Model / Make/ Brand	Unit Price (RS)	Total Price (Rs)
1	UPS 600 VA	Brand: APC/Dell / Emerson/ equivalent Backup: 8 min Backup AVR: Built-in AVR Output Capacity: 600VA/360W Output Voltage: 230VAC Built-in Surge Suppression Overload Protection AC Power Surge Protection on all Outlets Input Voltage 220V +/- 60V Input Frequency 50Hz +/- 5% Battery Type = Maintenance free Sealed Lead Acid & Leak Proof Battery Recharge time = 6 - 8 hours Computer interface and software for safe shutdown of computer 2 years onsite warranty including batteries	50 Nos			

**Note:**

- Price should be quoted inclusive of all taxes on our prescribed BoQs. Do not use your own company letterhead otherwise your bid/proposal may be rejected.
- In Addition to filling of the attached BoQs, supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the literature model. So the item/bid may be rejected.
- Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.



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