



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

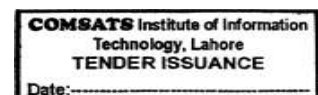
Tender No. CIIT-TN-13-15-618
Case # 1618

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. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall 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.
5. Part / Advance payments is not allowed.
6. The exact completion/delivery time from the date of the purchase / work order will be **90 days**. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
10. 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;

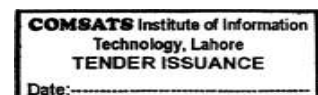
Signature & Stamp of Bidder



- 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;
 - 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.
11. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
 12. The bid should be submitted in a sealed envelope up to **December 16, 2015** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
 13. The envelope should be marked as under;

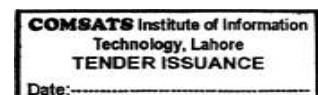
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875
 14. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Gymnasium Equipment for Sports Section, CIIT-Lahore”**.
 15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
 16. **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 may be cancelled, earnest money and payment may be forfeited.
 17. 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.
 18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
 19. 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.

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20. All prices should be quoted on F.O.R (Pak Rupees).
21. 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.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. **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 Six Months, from the date of delivery / completion of work / supply.**
24. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
25. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
26. **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.**
27. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid 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. 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.
28. The bidder 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.
29. I / We
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....
 - **NTN# :**.....**GST#:**.....
 - **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

Signature & Stamp of Bidder



- 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 Gymnasium Equipment for Sports Section, CIIT-Lahore

Sr.#	Item Name	Details/Specifications	Qty.		Rates to be quoted inclusive of all taxes		
					Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	spin bike	imported heavy duty commercial bike with 22kg flywheel emergency stop and resistance control Seat and hand-grip can be adjusted; Adjustable footplate; Brake system to control the degree of resistance; Two wheels on the foreside of the bicycle; G.W.: 70kg; N.W.: 65kg; Max user weight: 150kg. Model: FB-5805 or equivalent Warranty : 06 months	02	Nos.			
2	Eleptical Cross Trainer Bodysrong	CROSS TRAINER Model: FT-6809 or equivalent -Stride length 460MM -3 minutes extra power supply when user stop workout Warranty : 06 months	02	Nos.			
3	Tread mill MAGNUM	IED display 7 window display all functions parameters ,Noiseless AC power; Continuous power: 3HP AC MOTER, Max power: 7HPAC. Motor: Great Wall; Transducer: JAPAN Mitsubishi Running belt: Sigeling Germany, 5mm. Speed: 24km/h;Incline: 20% Running Belt: 3420*560mm .runing board aseimatic elastic runing board unique shock absorption technique MAX USER WEIGHT 180KG Model: 5000 MA or equipment Warranty : 06 months	04	Nos.			

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4	Smith machine	Product Name: Fitness equipment 6636 Multi function or equivalent Model: j020 or equivalent smith heavy duty power rack Powder Coating:2 layers(silver\black\dark grey + varnish) Tube 1:Round tube, ø89mm, T3.0 Tube 2:Oblong tube, 40x80mm T2.5 Tube 3: Round tube, ø50mm T3.0 Painting Color: Silver grey ,dark grey, black Cushion Color: black, red, light brown, brown, dark orange, orange, blue Stuffing: PU foam with synthetic leather Welding Technology: OTC welding Fully CE ROHS approved Warranty : Six Months	01	No			
5	Adjustable bench	Product Name: Fitness equipment 6636 Multi Adjustable or equivalent Model: ssc30 or equivalent Bench heavy duty power rack Powder Coating:2 layers(silver\black\dark grey + varnish) Tube 1:Round tube, ø89mm, T3.0 Tube 2:Oblong tube, 40x80mm T2.5 Tube 3: Round tube, ø50mm T3.0 Painting Color: Silver grey, dark grey, black Cushion Color: black, red, light brown, brown, dark orange, orange, blue Stuffing: PU foam with synthetic leather Welding Technology: OTC welding Fully CE ROHS approved Warranty: 06 Months	01	No			
6	Repairing, Paint, poshish and mirror	Repairing paint and poshish with artificial leather (all old gym equipment) 05mm mirror on gym walls (750 square feet hall) Free weight: Plates + Rods + four station machine+ abdominal machine+ scact stand+ over machine + doumble stand + bench press + flat benches + abdominal board+ thai machine + etc	01	Job			

7	Rod Stand	Tube 1:Round tube, ø89mm, T3.0 Tube 2:Oblong tube, 40x80mm T2.5 Tube 3: Round tube, ø50mm T3.0 Painting Color: Silver grey, dark grey, black Cushion Color: black ,red, light brown, brown, dark orange , orange ,blue Stuffing: PU foam with synthetic leather Welding Technology: OTC welding Fully CE ROHS approved						
8	Dumble	Iron Dumble with iron plates Weight: 40 Kg	02	Nos.				
	Flat Stool	Iron Stand base with Foam seat (Leather poshish) Height: 2.5ft Width: 1x1	02	Nos.				
Grand Total Amount (Rs)								

Note:

1. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.
2. Purchase / work order (s) will be awarded on Grand Total / Turnkey basis.
3. 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.
4. Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.

Signature & Stamp of Bidder