



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

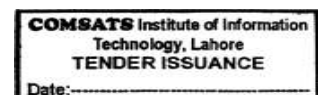
Tender No. CIIT-TN-13-15-630
Case # 1633

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

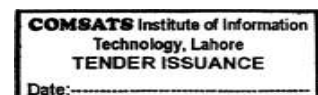
1. ***Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.***
2. ***Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.***
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. 1000/-** 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 **120 days**. The handing over / completion time for this contract is of critical importance.
7. **Your bid proposal should be inclusive of all freight and packing charges and will be delivered at Lahore Airport.**
8. **The payment will be made in Pak Rupees to the local vendor/Supplier against the conversion rate of actual GD-1(Conversion Rate) as per following formula:
Foreign Currency (as per PO) x Conversion rate of GD-1= Total Amount in Pak Rupees.**
9. **Shipment will be cleared by COMSATS Lahore Campus from Custom Authorities.**
10. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
11. 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.
12. 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;

Signature & Stamp of Bidder



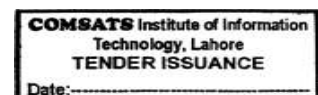
- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not 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;
 - 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.
13. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
14. The bid should be submitted in a sealed envelope up to **January 18, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
15. 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
16. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Electrophoresis Equipment for IRCBM Department, CIIT-Lahore”**.
17. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 18. 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.
19. 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.
20. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

Signature & Stamp of Bidder



21. 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.
22. All prices should be quoted on F.O.R (Pak Rupees).
23. All prices should be valid for at least **120 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.
24. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 25. 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 One Year, from the date of delivery / completion of work / supply.**
26. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
27. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 28. 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.**
29. 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.
30. 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.
31. I / We
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....
 - **NTN# :**.....**GST#:**.....

Signature & Stamp of Bidder



- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.
- 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 Electrophoresis Equipment for IRCBM Department, CIIT-Lahore

				Rates to be quoted in C&F Lahore with all freight & packing charges at Lahore Airport				
Sr. #	Equipment Name	Specification	Qty	Qty	Quoted Model/ Brand	Quoted Currency	Unit Price (C&F Lahore Airport)	Total Price (C&F Lahore Airport)
1	Electrophoresis System	Purpose	An essential instrument to validate the separation of DNA, RNA and proteins molecules	01				
		Electrophoresis Setup	Chamber x 2: - 35 °C ± 3 °C, Buffer Capacity: 500 mL, Horizontal and Vertical					
			Combs x 10: 8-20 well					
			Gel Trays x 10: UV Transparent					
			Power Supply					
		Gel Documentation system	UV light source (UV Transilluminator),					
			Digital Imaging system/camera					
			Gel Analysis software					
		Computer and printer						
		Power Back Up	3 KVA UPS with Dry Batteries (or more if technically required for equipments total load)					
Supporting Documents	Detailed Technical Specifications in Original form (Brochure) by Original manufacturer							
Warranty	Minimum period of 1 year							

Signature & Stamp of Bidder

Note:

- 1. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.**
- 2. 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.**
- 3. Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**