



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

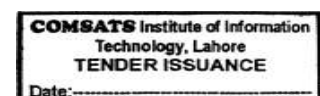
Tender No. CIIT-TN-13-16-714
Case # 1823

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 **30 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;
 - 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;

Signature & Stamp of Bidder



- 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 **August 10, 2016** 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;

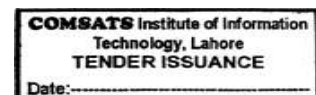
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875
 14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**UPS and Air Conditioner for Rubber and Polymer Lab**”.
 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.
 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. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
- 24. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 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. **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.**
- 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

Signature & Stamp of Bidder

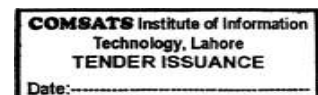


Technical Bid

BoQs of UPS and Air Conditioner for Rubber and Polymer Lab, CIIT-Lahore

| Sr. # | Item Name & Specification | Qty. | Have you facilitated/ provided this in your offer? | | Quoted Model and Brand with meeting all specifications |
|----------|--|------|--|----|--|
| | | | Yes | No | |
| 1 | <p><u>1.5 Ton Air Conditioner</u> <u>Gree, Mitsubishi, General or Equivalent</u> Compressor Gree or equivalent, Refrigerant R22, Refrigerant Pipe Pure Grooved Copper, Fixed Frequency, Cooling Capacity exact or more 18000 BTU, Power Supply (Ph/V/Hz) 1,220,50, could cool 10'x10' room to 24 degree in 20 minutes, Type Split AC wall mounted. Note: <u>Three years Warranty of Compressor and One year Air Conditioner Unit and Installation Warranty</u> is required against satisfactory working condition. <u>Installation of Unit</u> 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 from indoor to outdoor as per required load, refrigerant copper pipe gauge 22, 60mm x 60mm PVC duct (Adamjee or Equivalent) to cover insulated metal tubing 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 including wire, drain pipe and PVC Duct will be provided with installation kit. Additional Refrigerant, Drain Pipe, Control wire and PVC Duct used if any will be separately charged. <u>Extra Material (If Required)</u> Refrigerant Copper Pipe (if extra from 10 Feet) Electric flexible control wire (if extra from 10 Feet) GM or equivalent Drain Pipe 3/4" dia PVC (if extra from 10 feet) Popular or equivalent PVC Duct 60mm x 60mm (if extra from 10 feet) Adamjee or equivalent</p> | 01 | Nos. | | |
| 2 | <p><u>UPS 3-KVA-2400 KW, GE USA, Model LP3-11 (General Electric USA or Equivalent)</u> True online, single phase, double conversion, pure sine wave, built-in Isolation Transformer, Multi Language LCD Display, High Output Power Factor, Low Output Voltage Distortion, Cold Start Function (Startup without mains Power), Built -in RS-232 Communication Port, ECO Mode enable automatic energy savings, Redundant Parallel Architecture (RPA Kit), SNMP Web Interface Card, <u>Input:</u> Nominal input voltage: 220/230/240 (user selectable), input frequency: 40Hz to 70 (auto sensing), input Voltage Tolerance : 170 to 285 Vac, Input Power Factor: 0.99, Bypass: Built in</p> | 01 | Nos. | | |

Signature & Stamp of Bidder



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|--|--|--|--|--|--|
| <p>automatic static by pass & manual maintenance, DC 144 VDC, Crest Factor 5:1.</p> <p>Out Put: Output Voltage: 220/230/240 (user selectable), output power factor 0.8, output voltage regulation +- 1 % output frequency: 50/60 Hz, wave form type : pure sine wave , overload: 110%-20 min, 130%-3.5 mins & 150 % -20 min, including safety breaker</p> <p>Batteries & Run time: Battery Type: VRLA maintenance free lead Acid Batteries Automatic Battery Test, Calibration Test 10-15 minutes, Recharge time 1.5-3 Hours at 80 % Discharge, Vendor has already installed the least 3-4 UPS in Pakistan. Vendor Responsible to install and get checked the UPS.</p> | | | | | |
|--|--|--|--|--|--|

Financial Bid

BoQs of UPS and Air Conditioner for Rubber and Polymer Lab, CIIT-Lahore

| Sr .# | Item Name & Specification | Qty. | | Rate to be quoted Inclusive of all (applicable) Taxes | |
|-------|---|------|------|---|-------------------|
| | | | | Unit Price (Rs.) | Total Price (Rs.) |
| 1 | <p><u>1.5 Ton Air Conditioner</u> <u>Gree, Mitsubishi, General or Equivalent</u> Compressor Gree or equivalent, Refrigerant R22, Refrigerant Pipe Pure Grooved Copper, Fixed Frequency, Cooling Capacity exact or more 18000 BTU, Power Supply (Ph/V/Hz) 1,220,50, could cool 10'x10' room to 24 degree in 20 minutes, Type Split AC wall mounted. Note: <u>Three years Warranty of Compressor and One year Air Conditioner Unit and Installation Warranty</u> is required against satisfactory working condition.</p> <p><u>Installation of Unit</u> 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 from indoor to outdoor as per required load, refrigerant copper pipe gauge 22, 60mm x 60mm PVC duct (Adamjee or Equivalent) to cover insulated metal tubing 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 including wire, drain pipe and PVC Duct will be provided with installation kit. Additional Refrigerant, Drain Pipe, Control wire and PVC Duct used if any will be separately charged.</p> | 01 | Nos. | | |
| | <u>Extra Material (If Required)</u> | | | | |
| - | Refrigerant Copper Pipe (if extra from 10 Feet) | 01 | RFT | | |
| - | Electric flexible control wire (if extra from 10 Feet) GM or equivalent | 01 | RFT | | |
| - | Drain Pipe 3/4" dia PVC (if extra from 10 feet) Popular or equivalent | 01 | RFT | | |
| - | PVC Duct 60mm x 60mm (if extra from 10 feet) Adamjee or equivalent | 01 | RFT | | |

Signature & Stamp of Bidder

| | | | | | |
|---|---|----|------|--|--|
| 2 | <p><u>UPS 3-KVA-2400 KW, GE USA, Model LP3-11 (General Electric USA or Equivalent)</u> True online, single phase, double conversion, pure sine wave, built-in Isolation Transformer, Multi Language LCD Display, High Output Power Factor, Low Output Voltage Distortion, Cold Start Function (Startup without mains Power), Built –in RS-232 Communication Port, ECO Mode enable automatic energy savings, Redundant Parallel Architecture (RPA Kit), SNMP Web Interface Card, <u>Input:</u> Nominal input voltage: 220/230/240 (user selectable), input frequency: 40Hz to 70 (auto sensing), input Voltage Tolerance : 170 to 285 Vac, Input Power Factor: 0.99, Bypass: Built in automatic static by pass & manual maintenance, DC 144 VDC, Crest Factor 5:1. <u>Out Put:</u> Output Voltage: 220/230/240 (user selectable), output power factor 0.8, output voltage regulation +- 1 % output frequency: 50/60 Hz, wave form type : pure sine wave , overload: 110%-20 min, 130%-3.5 mins & 150 % -20 min, including safety breaker <u>Batteries & Run time: Battery Type:</u> VRLA maintenance free lead Acid Batteries Automatic Battery Test, Calibration Test 10-15 minutes, Recharge time 1.5-3 Hours at 80 % Discharge, Vendor has already installed the least 3-4 UPS in Pakistan. Vendor Responsible to install and get checked the UPS.</p> | 01 | Nos. | | |
|---|---|----|------|--|--|

Note:

1. Purchase / Work order will be awarded on **Item Wise** basis.
2. Please submit the technical and financial bid (s) on our prescribed BoQs, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed) with both bids.
3. Kindly attach the **tender fee with Technical Bid** and **Bid money / CDR with Financial Bid**.