



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

Tender No. CIIT-TN-13-16-750
Case # 1876

TERMS AND CONDITIONS

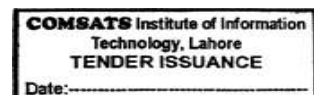
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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 **15 days for IT & Electric items and 30 days for Furniture Items**. 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. The bid should be submitted in a sealed envelope up to **October 26, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
11. 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

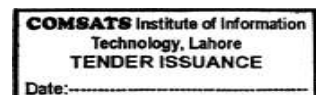
12. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**IT, Furniture and Electric Items for Programming Lab of CS-Dept.**".
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

Signature & Stamp of 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 may be cancelled, earnest money and payment may 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. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
17. 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.
18. All prices should be quoted on F.O.R (Pak Rupees).
19. 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.
20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
21. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
22. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 23. 05% of the total value of the *IT Items Sr. # 1 & 2 Three Months, Sr. # 5 One Year, and Furniture Items Six Months* will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after above mentioned duration which will be count from the date of delivery / completion of work / supply.**
- 24. The bidder is required to furnish in form of Bank deposit / CDR / 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.**
25. 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.

Signature & Stamp of Bidder



- viii. The offer is received by telephone/telex/fax/telegram.
- ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

26. 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.

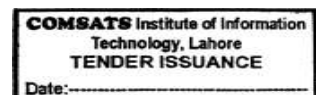
27. I / We

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- The undersigned certify that the terms and conditions as contained in the documents, “ 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.

Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQs of IT, Furniture and Electric Items for Programming Lab of CS-Department CIIT-Lahore

IT items



#	Details/Specifications	Have you facilitated/p rovided this in your offer?		Qty	Rate to be Quoted in Pak Rupees inclusive of all taxes		
		Yes	No		Quoted Brand/ Make/ Model	Unit Price (Rs)	Total Price (Rs)
1	Cisco Manageable Switch 48 Ports Cisco Catalyst 2960X-48TD-L or equivalent 48 port Switch with line-rate forwarding and Two 10G SFP uplinks and One 100/1000BASE-T Ethernet port, 10/100/1000 48 Ethernet Ports, LAN based software, support for Cisco VLAN Trunking Protocol (VTP), USB and Ethernet management interfaces for simplified operations with One compatible 10G SFP Module Multimode. 90 days onsite Warranty and serial no should be verified on CISCO site.			1 No			
2	Cisco Manageable Switch 24 Ports Cisco Catalyst 2960X-24TS-L or equivalent 24 port Switch (Cisco Refurbished Box Pack Switch) Line-rate forwarding and Four SFP uplinks and One 100/1000 Ethernet Management Port, 10/100/1000 24 Ethernet Ports, LAN based software, support for Cisco VLAN Trunking Protocol (VTP), USB and Ethernet management interfaces for simplified operations. 90 days onsite Warranty and serial no should be verified on CISCO site.			1 No			
3	UTP Cable Roll Original Cat 6 23 Gauge AMP / 3M/ Bay net or equivalent Length= 1000 feet			4 No's			
4	Switch Cabinet 12U Wall Mountable Switch Cabinet Standard Size			1 No			
5	LCD's Dell or equivalent 18.5" LED Display with 1366*768 Resolution or higher in black color. 1 Year Local on site with parts warranty.			25 No's			
6	Duct Adamjee or equivalent Size 40*40			30 No's			

7	<u>RJ45 Connector</u> AMP / 3M/ Bay net or equivalent			200 No's			
8	<u>Screw's</u> 1.5 Inch for Duct fixing			1 Box			
9	<u>Steel Nail's</u> 1 Inch for Duct fixing			1 Box			
10	<u>Rawal Bolt's</u> Switch Cabinet			6 No's			
11	<u>Cable Tie's</u> Cable Ties Plastic (Large Size).			3 Pac kets			

Sample of Sr. 3, 6 and 7 of IT Items is required.

Furniture Items

Sr. #	Item Name & Specification	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
1	<u>Computer Table / Lab Table</u> Made in 3/4 inch thick Lamination sheet in approved color, with CUP shutter cabinet on right side with back ventilation hole and key board tray on left side, with wire cups in top and vanities and cable ducting, KD fitting, Matching imported PVC edging, Glide and with imported hardware. Built-in CPU Space in the table. Table height= 32" Inch, Table Length=30", Table width= 18" Inch Complete in all respects. Use wood Gola of kale, for bottom use wood Larof good quality, use tray channel of good quality. use drawer lock of good quality, use iron qabza of good quality	50	Nos.			
2	<u>Computer Chairs</u> Providing and Fixing of Ground fixed lab chairs with Ground support metal base 9" Round Shape, 10 gauge, Back Patti 2 Sutter, 3 inch width x Length 2 Feet, with overlap 7 inch Iron strip, covering with Plastic frame with adjustable back and sitting seat. Adjustable iron handle and Spring 3 Sutter supporting plate for back oval shape (9 inch x 4 inch) having 4 bolts and bottom of sitting side plate size (8 inch x 7 inch) 3 sutter with 4 bolts, Adjustable Rod with base plate size (6 inch x 1 inch) round iron bar, fixed with Pipe 12 guage , height 14 inch Sitting seat size (24 inch x 22 inch from front x 18 inch from back fixed with shame size Tali Wood Plate 1 inch thick)	50	Nos.			

Signature & Stamp of Bidder

	<p>Back side of Chair size (Height 22 inch x bottom 16 inch x center 15 inch x upper 19 inch) fixed with same size Tali Wood Plate 1 inch thick).</p> <p><u>(Strictly as per Sample, physically available at CIIT-Lahore)</u></p>					
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Electric Items

Sr. #	Item Name & Specification	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
1	Multi Light Plug with Box KM or equivalent	Nos.	110			
2	Cable 3/0.29 single core copper (1 Coil = 90 Meter) GM or equivalent	Coil	6			
3	PVC Duct 16mm x 25mm (Good Quality) Adamjee or equivalent	Length	20			
4	Steel Nail 01" (01 Box = 1/2 Kg)	Box	2			
5	Screw 1.5" (01 Box = 1/4 Kg)	Box	3			
6	D.B Box size 12" x 18" open type 16 SWG with Main Breaker 100 Amp (legrand or equivalent) 3-pole MCCB 01 No, Sub Breaker 20 Amp 1-Pole (Legrand or equivalent) 10 Nos, complete neutral & earth bar and neon indication lights with internal D.B wiring <u>Legrand or equivalent</u> Note: Breakers must be genuine and having good quality	Nos.	1			
Grand Total Amount (Rs.)						

Special Terms and conditions for Furniture Items;

- Vendors are required to inspect sample of Chair and Table available at CIIT-Lahore Campus before quoting price / model to avoid quality and specification issues.
- Lowest vendor (s) will be required to provide sample of Chair and Table strictly as per physical sample / BoQ within 05 days of opening of bid.
- Failing to meet quality and specification requirements may lead to rejection of bid and order may be awarded to 2nd lowest bidder, subject to approval of competent authority.
- Sample Pictures are attached.

Signature & Stamp of Bidder

Special Terms and conditions (General);

- Purchase / Work order will be awarded on for **IT Items & Furniture items on Item Wise Basis and Electric items on Turnkey basis.**
- Please submit the bid on our prescribed BoQs and clearly mention the quoted model / brands, otherwise your bid (s) may be rejected.
- Multiple rates of an item may lead to the rejection of bid / item.

Reference Pictures for Furniture Item (Chair and Tables):





Signature & Stamp of Bidder