



TERMS AND CONDITIONS

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

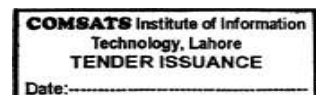
1. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.*
2. **Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.**
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 **45 days for trousers & shirts and 20 days for Shoes&Socks**. The handing over / completion time for this contract is of critical importance.
7. The bid proposal must be inclusive of freight and all other taxes delivered at CIIT-Lahore 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 **February 22, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
11. 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;
 - 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.
12. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
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 the Title of procurement of “**Uniform Items for 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.
20. All prices should be quoted on F.O.R (Pak Rupees).
21. 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.
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. **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.**

Signature & Stamp of Bidder



26. 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.
27. 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.
28. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

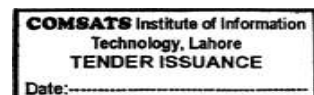
- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

Technical Evaluation Criteria

Evaluation Criteria :(Total Marks 100)

Qualifying Marks: 70

Sr.#	Parameters	Max Marks
1	Technical evaluation will be done as per our BoQs and the sample provided by vendor.	50
2	<p>Firms having own setup / prior experience of providing uniform related items shall be given preference</p> <p>Vendors are required to attach Company Profile along with technical bid mentioning following;</p> <ul style="list-style-type: none"> • # of years of experience in Uniform (attach registration certificate) • List of successfully completed projects (attach Purchase Order Copies) • List of current clients with contact detail • Any other 	50



Technical Portion (Please mention the Yes / No in technical portion with no mention of price otherwise the bid will be rejected)

BoQs of Uniform Items for CIIT-Lahore

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).		Have you submitted the sample as per required model / brands / specifications?		
Sr .#	Items Name with Specifications	Quantity		<u>Yes / No</u>
1	<p><u>Fabric with Stitching (as per individual size)</u> <u>Category:-</u> Drivers, NaibQasids, Helpers and Attendants etc. <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Sky Blue Color • Cotton polyester mix , • Wash & Wear • Wearable in summer and winter season • One Pocket with Logo of COMSATS in front of NaibQasids, Helpers, Lab attendants • Two Pockets with Flip in front & Shoulder Strips for Drivers • Stitching as per actual measurement <p><u>Trousers:</u></p> <ul style="list-style-type: none"> • Fabric Navy Blue Color • Wash & wear • Suiting Cloth • Wearable in summer and winter season • Stitching as per actual measurement <p><u>Complete with all aspects</u></p>	420	Nos.	
2	<p><u>Fabric with Stitching (as per individual size)</u> <u>Category:- Security Guards</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color (as per sample of CIIT-Lahore) • Cotton polyester mix , • Wash & Wear • Suiting cloth • Wearable in summer and winter season • Two Pockets with Flip in front & Shoulder Strips • Stitching as per actual measurement <p><u>Trousers:</u></p> <ul style="list-style-type: none"> • Fabric Color (as per sample of CIIT-Lahore) • Wash & wear • Suiting Cloth • Wearable in summer and winter season • Stitching as per actual measurement <p><u>Complete with all aspects</u></p>	128	Nos.	
3	<p><u>Shoes (as per individual size)</u> <u>Category:- Drivers, NaibQasids, Helpers and Attendants etc.</u> Upper: Leather Lasses Article Sole: Polyurethane Milli Shoes or equivalent <u>Complete with all aspects</u></p>	214	Pair	

Signature & Stamp of Bidder

4	<u>Shoes (as per individual size)</u> <u>Category:- Security Guards</u> Upper: Leather Lasses Article Sole: Polyurethane heavy duty Gripper with ground Servis / Bata or equivalent <u>Complete with all aspects</u>	64	Pair	
5	<u>Socks</u> Cotton mix fine quality	548	Pair	

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

BoQs of Uniform Items for CIIT-Lahore

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. Prices / Quoted Model, Brand). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially). Item Name & Specification	Qty.		Rates to be Quoted inclusive of all (applicable) taxes		
				Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	<u>Fabric with Stitching (as per individual size)</u> <u>Category:-</u> Drivers, NaibQasids, Helpers and Attendants etc. <u>Shirt:</u> <ul style="list-style-type: none"> Fabric Sky Blue Color Cotton polyester mix , Wash & Wear Wearable in summer and winter season One Pocket with Logo of COMSATS in front of NaibQasids, Helpers, Lab attendants Two Pockets with Flip in front & Shoulder Strips for Drivers Stitching as per actual measurement <u>Trousers:</u> <ul style="list-style-type: none"> Fabric Navy Blue Color Wash & wear Suiting Cloth Wearable in summer and winter season Stitching as per actual measurement <u>Complete with all aspects</u>	420	Nos.			
2	<u>Fabric with Stitching (as per individual size)</u> <u>Category:- Security Guards</u> <u>Shirt:</u> <ul style="list-style-type: none"> Fabric Color (as per sample of CIIT-Lahore) Cotton polyester mix , Wash & Wear Suiting cloth Wearable in summer and winter season Two Pockets with Flip in front & Shoulder Strips Stitching as per actual measurement <u>Trousers:</u> <ul style="list-style-type: none"> Fabric Color (as per sample of CIIT-Lahore) Wash & wear Suiting Cloth 	128	Nos.			

Signature & Stamp of Bidder

	<ul style="list-style-type: none"> Wearable in summer and winter season Stitching as per actual measurement Complete with all aspects					
Grand Total Amount (Rs.) of Sr. 1 & 2						
3	<u>Shoes (as per individual size)</u> Category:-Drivers, NaibQasids, Helpers and Attendants etc. Upper: Leather Lasses Article Sole: Polyurethane Milli Shoes or equivalent Complete with all aspects	214	Pair			
4	<u>Shoes (as per individual size)</u> Category:- Security Guards Upper: Leather Lasses Article Sole: Polyurethane heavy duty Gripper with ground Servis / Bata or equivalent Complete with all aspects	64	Pair			
5	<u>Socks</u> Cotton mix fine quality	548	Pair			

Special Terms and conditions;

- Vendors are required to inspect the sample of trousers, shirts (sr. 1 &2) with respect to color, stitching and quality of cloth from CIIT-Lahore before bidding to avoid quality contents.
- Purchase / Work order will be awarded **Sr. 1 &2 on grand total amount / turnkey basis and Sr. # 3 to 5 on itemwise** basis.
- Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model brands, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed, stamped) with both bids.
- Kindly attach the **tender fee with Technical Bid** and **Bid money / CDR with Financial Bid**.
- The successful bidder (s) shall be responsible to take the measurement of Trousers, Shirts and Shoes of all employees individually before stitching / supply of Trousers, Shirts and Shoes.
- Multiple rates of an item may lead to the rejection of bid / item.
- Bidders are required to submit a sample of each quoted items i.e Trousers, Shirts (stitched), Shoes and Socks with technical bid.
- The sample should be proper tagged and stamped.

Signature & Stamp of Bidder