



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

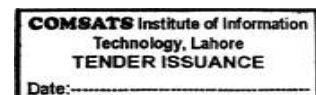
Tender No. CIIT-TN-13-17-820
Case # 1975

TERMS AND CONDITIONS

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

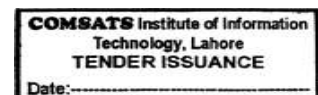
1. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
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. 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 **90 days (Start from the date of LC Opening)**. 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. **L/C will be opened by the COMSATS Lahore Campus.**
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



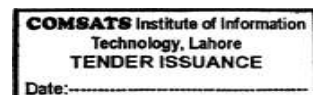
- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not 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 **March 15, 2017** 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 **“Supply of Laboratory Press for Chemical Engineering 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 **C&F basis including all freight & packing charges.**
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. Warranty will be on the part of supplier, which is **Three Year Warranty with Parts and Free Services** after the completion of supply /work.
26. **The Successful/lowest bidder is required to submit the 05% of the total value of Purchase Order as a retention money in form of Call Deposit Receipt/ Local Bank Guarantee with the validity of above mentioned Warranty Time Period in favor of COMSATS Institute of Information Technology Lahore Campus and it will be released after the completion of warranty period, which start from the date of delivery / completion of work / supply / installation.**
27. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
28. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
29. **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.**
30. 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.
31. 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.
32. 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:

Signature & Stamp of Bidder



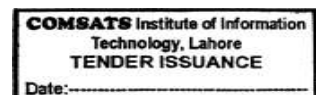
- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

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

BoQs of Supply of Laboratory Press for Chemical Engineering Department, 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).						Quoted Model Brand with meeting the all specifications
Sr. #	Equipment Name	Details	Specifications	Qty		
1	Laboratory Press (LP3000-400kN or equivalent) Purpose: For curing, preparing the rubber and polymer test specimens	No of Press platen	2	1	No	
		Heat Plate Area	296 x 296 mm ²			
		Clamping Force	300 kN			
		Press Capacity Range	50-300 kN			
		Press accuracy	± 10 bar			
		Heating and Cooling	Computer and manual Controlled-			
		Temperature	Room Temperature -250 or higher °C			
		Temperature Accuracy	±1.5 °C			
		Heating Rate	20 °C /min or higher			
		Cooling Media	Water			
		Cooling Rate	20 °C /min or higher			
		Control and display	Computer controlled along with software, Branded Core i7 Computer system with LED and Printer required with the Laboratory Press. (Compatible with the Machine)			
		Accessories	Tubes, Mold frame pcs, steel die 2 pcs			
Warranty	3 Years with Parts and free Services.					

Signature & Stamp of Bidder



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

BoQs of Supply of Laboratory Press for Chemical Engineering Department, 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).					Rates to be quoted in C&F Lahore with all freight & packing charges at Lahore Airport			
Sr #	Equipment Name	Details	Specifications	Qty	Quoted Model/ Brand	Quoted Currency	Unit Price (C&F Lahore Airport)	Total Price (C&F Lahore Airport)
1	Laboratory Press (LP3000-400kN or equivalent) Purpose: For curing, preparing the rubber and polymer test specimens	No of Press platen	2	01	No			
Heat Plate Area		296 x 296 mm ²						
Clamping Force		300 kN						
Press Capacity Range		50-300 kN						
Press accuracy		± 10 bar						
Heating and Cooling		Computer and manual Controlled-						
Temperature		Room Temperature - 250 or higher °C						
Temperature Accuracy		±1.5 °C						
Heating Rate		20 °C /min or higher						
Cooling Media		Water						
Cooling Rate		20 °C /min or higher						
Control and display		Computer controlled along with software, Branded Core i7 Computer system with LED and Printer required with the Laboratory Press. (Compatible with the Machine)						
Accessories		Tubes, Mold frame pcs, steel die 2 pcs						
Warranty	3 Years with Parts and free Services.							

Note:

Signature & Stamp of Bidder

1. 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.
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. Kindly attach the **Tender fee with Technical Bid** and **Bid money / CDR with Financial Bid**.
4. Multiple rates of an item may also lead to the rejection of bid / item.