



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

Tender No. CIIT-TN-13-17-933  
Case # 2154

**Title of Tender:** **Chairs, Stools, AC and Electric Material for Environment Research lab of Chemical Department**

**TERMS AND CONDITIONS**

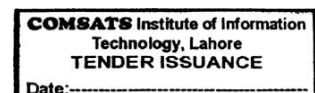
**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

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 **07 days**. 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 to be 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 **September 20, 2017** 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

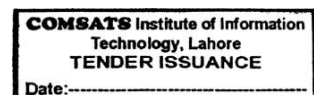
12. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of **“Chairs, Stools, AC and Electric Material for Environment Research lab of Chemical Department”**.

**Signature & Stamp of Bidder**



13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 14. If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**
- 1% per day of the invoice price for 5 working days.
  - 2% per day of the invoice price for further 5 working days.
  - 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 or grievance, the matter shall be addressed as per PPRA rules.
22. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 23. 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.**
24. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
  - Received later than the date and time fixed for tender submission
  - The tender is unsigned/ unstamped
  - The offer is ambiguous
  - The offer is conditional
  - Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
  - The offer is from a firm, which is black listed by any Govt. Office.
  - The offer is received by telephone/telex/fax/telegram.
  - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
25. 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.
26. 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**

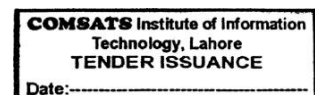


- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:** .....
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**BoQs of Chairs, Stools, AC and Electric Material for Environment Research lab of Chemical Department, 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. model / brand or Price). Any modification in CIIT’s BoQ may lead to rejection of bid (fully or partially).	Qty.		Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
Item Name & Specification						
<b>Item wise Basis</b>						
1	<b><u>Stool for Lab</u></b> Providing and supply of stain less steel lab stool round seat with adjustable hydraulic rod, fixed with Pipe 12 SWG , height 14 inch and 5 no’s wheels as per approved sample complete in all respects.	Nos.	10			
2	<b><u>Chairs for Lab</u></b> Providing and Supplying of revolving lab chairs with 5 No’s wheels, Back strip # 2, 3 inch width x Length 2 Feet, with overlap 7 inch Iron strip, covering with Plastic insulation with fixed back and sitting seat. Adjustable iron handle and Spring #3 supporting plate for back oval shape (9 inch x 4 inch) having 4 (#3bolts) and bottom of sitting side plate size (8 inch x 7 inch) #3 with 4 bolts, Adjustable hydraulic rod, fixed with Pipe 12 SWG , height 14 inch Sitting seat size (24 inch x 22 inch from front x 18 inch from back fixed with same size Shesham Wood Plate 1 inch thick) Back side of Chair size (Height 22 inch x bottom 16 inch x center 15 inch x upper 19 inch) fixed with same size Shesham Wood Plate 1 inch thick) as per approved sample.	Nos.	12			

Signature & Stamp of Bidder



Turnkey Basis							
3	Cable 3/0.29 single core copper	GM or equivalent	Coil	1			
4	Cable 7/0.29 single core copper	GM or equivalent	Coil	2			
5	Cable 7/.052 Two Core copper	GM or equivalent	Meter	30			
6	Cable 10mm 4 core PVC insulated and PVC sheathed cable	GM or equivalent	Meter	30			
7	PVC Duct 16 x 25	Adamjee or equivalent	Length	10			
8	PVC Duct 16 x 38	Adamjee or equivalent	Length	6			
9	Multi Light Plug with Box (KM and Klass or equivalent)	KM or equivalent	Nos.	12			
10	Steel Nail 01"	Local	Kg	0.5			
11	Screw 01" (1 box = 100 piece)	Local	Box	1			
12	Screw 1.5" Black (1 box = 100 piece)	Local	Box	1			
13	Breaker 16 Amp 2-Pole with Box.	Legrand or equivalent	Nos.	10			
14	Breaker 20 Amp 2-Pole with Box.	Legrand or equivalent	Nos.	5			
15	D.B Nox open type size 12" x 18", Guage 18 SWG with Main Breaker 100 Amp 3 pole and sub breaker 20 Amp single pole 06 Nos including wiring of D.B and neutral and earth bar	Legrand or equivalent	Nos.	1			
16	Safety Breaker 20 Amp with box	Truu or equivalent	Nos.	1			
<b>Grand Total Amount (Rs.) of Sr. 3 to 16</b>							
17	<b>2 Ton Air Conditioner</b> Compressor Mitsubishi or equivalent, Refrigerant R22, Refrigerant Pipe Pure Grooved Copper, Fixed Frequency, Cooling Capacity 24000 BTU, Power Supply (Ph/V/Hz) 1,220,50, Type Split AC wall mounted. Note: Three years compressor and one year Air Conditioner Unit and Installation Warranty is required.	Haier, Orient, Pel, Dawlance, Waves or Equivalent	No	1			

Signature &amp; Stamp of Bidder

17-A	<b>Installation of 2 Ton Air Conditioner</b> 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 guage 22, 60mm x 60mm PVC duct (Adamjee or Equivalent) to cover insulated metal tubing between in-door and outdoor 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 refrigent pipe including wire, drain pipe and PVC Duct will be provided with installation kit. Additional Refrigerent, Drain Pipe, Control wire and PVC Duct used if any will be separately charged.		Job	1			
	<b>Grand Total Amount (Rs.) of Sr. 17 &amp; 17-A</b>						
<b>(Optional Items) If required</b>							
-	Refrigent Copper Pipe (if extra from 10 Feet)		1	RFT			
	Electric flexible control wire (if extra from 10 Feet)	GM or equivalent	1	RFT			
	Drain Pipe 3/4" dia PVC (if extra from 10 feet)	Popular or equivalent	1	RFT			
	PVC Duct 60mm x 60mm (if extra from 10 feet)	Adamjee or equivalent	1	RFT			

**Special Terms and conditions;**

- Lowest vendor (s) will be required to provide Sample of **Sr. # 01 & 02, strictly as per BoQ within 02 days of opening of bid.**
- In case, lowest bidder failed to either provide sample within deadline or meet the mentioned quality / specification requirements in the provided sample, may lead to rejection of bid. (With confiscation of CDR).
- In such case Sample Order shall be issued to 2<sup>nd</sup> lowest.
- Purchase / Work order (s) will be awarded of **Sr. # 01 & 02 on item wise basis and Sr. # 03 to 16 on Turnkey/ Grand Total Amount basis and Sr. # 17 & 17-A also on Turnkey / Grand Total Amount Basis.**
- Please submit the bid on CIIT-Lahore prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
- Multiple rates of an item may lead to the rejection of bid / item.

Signature & Stamp of Bidder