



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

Tender No. CIIT-TN-13-18-1000
Case # 2259

Single Stage Two Envelope Procedure

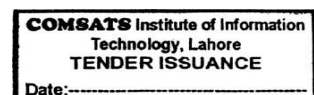
Title of Tender: **Chemicals for Dr Fahad Rehman, Department of Chemical Engineering**

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**. 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 and to be 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 **January 31, 2018** 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**;

Signature & Stamp of Bidder



- 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.

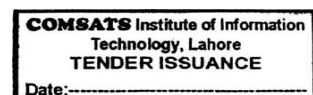
12. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Chemicals for Dr Fahad Rehman, Department of Chemical Engineering”**.

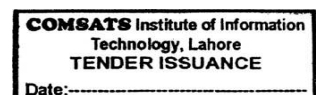
- 13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 14. **If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**
 - a. 1% per day of the invoice price for 5 working days.
 - 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.

Signature & Stamp of Bidder



- 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 **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.
- 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 / 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.**
- 24. 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. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. 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:

- **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 Chemicals for Dr Fahad Rehman, Department of Chemical Engineering

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

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. No.	Item Name	Specifications	Qty	
1	Ethanol	64-17-5 Reagent Grade 99% 2.5 L Packing each Or equivalent	5 L	
2	Toluene	108-88-3 Anhydrous, 99% Or equivalent	2 L	
3	Iso-Propyl Alcohol	Anhydrous, 99% Or equivalent	2L	
4	Sucrose ,	57-50-1 Bioreagent, ≥99.0% Or equivalent	1kg	
5	Methyl Ricinoleate	141-24-2 Gc Grade, 99% Or equivalent	1g	
6	Methyl Oleate	112-62-9 Gc Grade, 99% Or equivalent	5g	
7	Heptane	34873-11 HPLC Grade, ≥99% Or equivalent	IL	
8	F.A.M.E. Mix C8 - C24, Certified Reference Material, Or equivalent	Crml8918 HPLC ≥99% Ampule Of 100 Mg (Neat) Or equivalent	100mg	
9	Methyl Heptadecanoate	1731-92-6 HPLC, ≥99% Or equivalent	1g	
10	Methyl Nonadecanoate	1731-94-8 GC, ≥98% Or equivalent	1g	
11	Sulphated Zirconia	34806-73-0 Reagent grade, 99.99% Or equivalent	25g	
12	Tungstated Zirconia	Alfa, 99.7% Or equivalent	50g	

Signature & Stamp of Bidder

13	Hpw	Reagent Grade Or equivalent	25g	
14	Polyvinyl Alcohol (Mw 72000) Or equivalent	9002-89-5 Hydrolyzed, >99% Or equivalent	25g	
15	Sulfosuccinic Acid	5138-18-1 70% Or equivalent	250 mL	
16	Sodium 4- Hydroxybenzoate	114-63-6 HPLC Or equivalent	100g	
17	Potassium Indigotrisulfonate	67627-18-3 (Ozone Scavenging Reagent) 5g packing each Or equivalent	10g	
18	Methanol	67-56-1 (Hplc) ≥99.9% Or equivalent	2.5L	
19	NaNO ₃ Sodium Nitrate	7631-99-4 Reagent, ≥99.0% S5506 1 Kg Or equivalent	1kg	
20	K ₂ HPO ₄ · 3H ₂ O Potassium Phosphate Dibasic Trihydrate	16788-57-1 Reagent, ≥99.0% P5504-1kg, Or equivalent	1kg	
21	Co(NO ₃) ₂ · 6H ₂ O Cobaltous Nitrate	10026-22-9 Reagent, ≥98% 239267-500g Or equivalent	500g	
22	ZnSO ₄ · 7H ₂ O Zinc Sulphate	7446-20-0 Reagent, ≥99.0% Z4750 500g packing each Or equivalent	1kg	
23	MnCl ₂ · 4H ₂ O Manganese Chloride Tetrahydrate	13446-34-9 Reagent, ≥99% M3634-500g Or equivalent	500g	
24	H ₃ BO ₃ Boric Acid	10043-35-3 Bioreagent, >99.5% B6768-1kg Or equivalent	1kg	
25	Oxford Agar	9002-18-0 For Microbiology >99% 75805-500g Or equivalent	500g	
26	Na ₂ CO ₃ Sodium Carbonate	497-19-8, Bioextra, ≥99.0% S7795-1kg Or equivalent	1kg	

Signature & Stamp of Bidder

27	Na₂-EDTA .2H₂O (Disodium Salt)	6381-92-6 Reagent, 98.5 – 101.5% ED2SS-1kg Or equivalent	1kg	
28	Sodium hydroxide, NaOH (Solid)	1310-73-2 Reagent , ≥99% S8045-1kg Or equivalent	1kg	
29	CuSO₄·5H₂O Cupric Sulphate	7758-99-8 Reagent, ≥98.0% C8027-1KG Or equivalent	1kg	
30	Pb(NO₃)₂ Lead Nitrate	10099-74-8 Reagent, ≥99.0% 228621-500g Or equivalent	500g	
31	K₂Cr₂O₇ Potassium Di Chromate	15275-09-9 Reagent, ≥99.5% P5271-500g Or equivalent	500g	
32	FeNH₄ Ferric Ammonium Citrate	1185-57-5 Reagent Grade, Powder, >99% F5879-500g Or equivalent	500g	
33	FeCl₃ Ferric Chloride	710025-77-1 Reagent Grade, ≥99.99%, F2877-1kg Or equivalent	1kg	
34	ZnCl₂ Zinc Chloride	7646-85-7 Reagent, ≥97% 746355-1kg Or equivalent	1kg	
35	FeSO₄·7H₂O Ferrous Sulphate	7782-63-0 Bio reagent, ≥99% F8633-1kg Or equivalent	1kg	
36	KOH (Solid) Potassium Hydroxide	1310-58-3 Bioxtra, >85% P5958-1kg Or equivalent	1kg	
37	CaCl₂·2H₂O Calcium Chloride	10035-04-8 Bioxtra, ≥99.9% C5080-1kg Or equivalent	1kg	
38	Citric Acid	77-92-9 Anhydrous ≥ 99.5% 791725-1kg Or equivalent	1kg	

39	NaMoO ₄ ·2H ₂ O Sodium Molybdate Dihydrate	10102-40-6 Reagent, ≥99.5% M1003-500g Or equivalent	500g	
40	MgSO ₄ ·7H ₂ O Magnesium Sulphate	10034-99-8 Reagent, >99% M1880-1kg Or equivalent	1kg	
41	1,5- diphenylcarbazide	140-22-7 Reagent grade, ≥99% D7766- 100 gram packing each Or equivalent	200G	
42	Glucose	50-99-7 Reagent, ≥99.5% G5767-500G Or equivalent	500G	
43	Lactose	64044-51-5 HPLC grade, ≥98.0% 61345-500 gram packing each Or equivalent	1kg	
44	Nickel chloride	7791-20-0 Bioreagent, >99% N6136-500G Or equivalent	500G	
45	Sodium arsenate	10048-95-0, Reagent Grade >98%, A6756-100 gram packing each Or equivalent	200G	
46	Sodium chloride	7647-14-5 Reagent, ≥99% 746398- 1KG Or equivalent	1kg	
47	Sodium hydrogen phosphate Na ₂ HPO ₄	7558-79-4 Reagent ≥99.9% 795410-500G, Or equivalent	500G	
48	Urea	57-13-6 Bio reagent, , >99% U5378-250 gram packing each Or equivalent	500G	
49	Yeast extract	8013-01-2microbiology >99% 70161-500G Or equivalent	500G	

Special Requirement:

The vendor must have an authorized dealer certificate of the quoted product from the original Manufacturer or Principal (certificate with current year's validity) must be attached with technical bid otherwise such item may be rejected.

Signature & Stamp of Bidder

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

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).				Rate to be quoted Inclusive of all (applicable) Taxes	
Sr. No.	Item Name	Specifications	Qty	Quoted Model / Brand	Total Amount (Rs.)
1	Ethanol	64-17-5 Reagent Grade99% 2.5 L Packing each Or equivalent	5 L		
2	Toluene	108-88-3 Anhydrous,99% Or equivalent	2 L		
3	Iso-Propyl Alcohol	Anhydrous, 99% Or equivalent	2L		
4	Sucrose ,	57-50-1 Bioreagent, ≥99.0% Or equivalent	1kg		
5	Methyl Ricinoleate	141-24-2 Gc Grade, 99% Or equivalent	1g		
6	Methyl Oleate	112-62-9 Gc Grade, 99% Or equivalent	5g		
7	Heptane	34873-11 HPLC Grade, ≥99% Or equivalent	IL		
8	F.A.M.E. Mix C8 - C24, Certified Reference Material, Or equivalent	Crn18918 HPLC≥99% Ampule Of 100 Mg (Neat) Or equivalent	100mg		
9	Methyl Heptadecanoate	1731-92-6 HPLC, ≥99% Or equivalent	1g		
10	Methyl Nonadecanoate	1731-94-8 GC,≥98% Or equivalent	1g		
11	Sulphated Zirconia	34806-73-0 Reagent grade, 99.99% Or equivalent	25g		
12	Tungstated Zirconia	Alfa, 99.7% Or equivalent	50g		
13	Hpw	Reagent Grade Or equivalent	25g		
14	Polyvinyl Alcohol (Mw 72000) Or equivalent	9002-89-5 Hydrolyzed, >99% Or equivalent	25g		

Signature & Stamp of Bidder

15	Sulfosuccinic Acid	5138-18-1 70% Or equivalent	250 mL		
16	Sodium 4-Hydroxybenzoate	114-63-6 HPLC Or equivalent	100g		
17	Potassium Indigotrisulfonate	67627-18-3 (Ozone Scavenging Reagent) 5g packing each Or equivalent	10g		
18	Methanol	67-56-1 (Hplc) ≥99.9% Or equivalent	2.5L		
19	NaNO ₃ Sodium Nitrate	7631-99-4 Reagent, ≥99.0% S5506 1 Kg Or equivalent	1kg		
20	K ₂ HPO ₄ · 3H ₂ O Potassium Phosphate Dibasic Trihydrate	16788-57-1 Reagent, ≥99.0% P5504-1kg, Or equivalent	1kg		
21	Co(NO ₃) ₂ · 6H ₂ O Cobaltous Nitrate	10026-22-9 Reagent, ≥98% 239267-500g Or equivalent	500g		
22	ZnSO ₄ · 7H ₂ O Zinc Sulphate	7446-20-0 Reagent, ≥99.0% Z4750- 500g packing each Or equivalent	1kg		
23	MnCl ₂ · 4H ₂ O Manganese Chloride Tetrahydrate	13446-34-9 Reagent, ≥99% M3634-500g Or equivalent	500g		
24	H ₃ BO ₃ Boric Acid	10043-35-3 Bioreagent, >99.5% B6768-1kg Or equivalent	1kg		
25	Oxford Agar	9002-18-0 For Microbiology >99% 75805-500g Or equivalent	500g		
26	Na ₂ CO ₃ Sodium Carbonate	497-19-8, Bioextra, ≥99.0% S7795-1kg Or equivalent	1kg		
27	Na ₂ -EDTA .2H ₂ O (Disodium Salt)	6381-92-6 Reagent, 98.5 – 101.5% ED2SS-1kg Or equivalent	1kg		
28	Sodium hydroxide, NaOH (Solid)	1310-73-2 Reagent , ≥99% S8045-1kg Or equivalent	1kg		

Signature & Stamp of Bidder

29	CuSO₄·5H₂O Cupric Sulphate	7758-99-8 Reagent, ≥98.0% C8027-1KG Or equivalent	1kg		
30	Pb(NO₃)₂ Lead Nitrate	10099-74-8 Reagent, ≥99.0% 228621-500g Or equivalent	500g		
31	K₂Cr₂O₇ Potassium Di Chromate	15275-09-9 Reagent, ≥99.5% P5271-500g Or equivalent	500g		
32	FeNH₄ Ferric Ammonium Citrate	1185-57-5 Reagent Grade, Powder, >99% F5879-500g Or equivalent	500g		
33	FeCl₃ Ferric Chloride	710025-77-1 Reagent Grade, ≥99.99%, F2877-1kg Or equivalent	1kg		
34	ZnCl₂ Zinc Chloride	7646-85-7 Reagent, ≥97% 746355-1kg Or equivalent	1kg		
35	FeSO₄·7H₂O Ferrous Sulphate	7782-63-0 Bio reagent, ≥99% F8633-1kg Or equivalent	1kg		
36	KOH (Solid) Potassium Hydroxide	1310-58-3 Bioextra, >85% P5958-1kg Or equivalent	1kg		
37	CaCl₂·2H₂O Calcium Chloride	10035-04-8 Bioextra, ≥99.9% C5080-1kg Or equivalent	1kg		
38	Citric Acid	77-92-9 Anhydrous ≥ 99.5% 791725-1kg Or equivalent	1kg		
39	NaMoO₄·2H₂O Sodium Molybdate Dihydrate	10102-40-6 Reagent, ≥99.5% M1003-500g Or equivalent	500g		
40	MgSO₄·7H₂O Magnesium Sulphate	10034-99-8 Reagent, >99% M1880-1kg Or equivalent	1kg		
41	1,5- diphenylcarbazine	140-22-7 Reagent grade, ≥99% D7766- 100 gram packing each Or equivalent	200G		
42	Glucose	50-99-7 Reagent, ≥99.5% G5767-500G Or equivalent	500G		

43	Lactose	64044-51-5 HPLC grade, ≥98.0% 61345-500 gram packing each Or equivalent	1kg		
44	Nickel chloride	7791-20-0 Bioreagent, >99% N6136-500G Or equivalent	500G		
45	Sodium arsenate	10048-95-0, Reagent Grade >98%, A6756-100 gram packing each Or equivalent	200G		
46	Sodium chloride	7647-14-5 Reagent, ≥99% 746398- 1KG Or equivalent	1kg		
47	Sodium hydrogen phosphate Na ₂ HPO ₄	7558-79-4, Reagent ≥99.9% 795410-500G, Or equivalent	500G		
48	Urea	57-13-6 Bio reagent, , >99% U5378-250 gram packing each Or equivalent	500G		
49	Yeast extract	8013-01-2microbiology >99% 70161-500G Or equivalent	500G		

Special Terms & Conditions:

1. The packing should contain a label showing traceable catalogue / lot number.
2. Certificate of Analysis must be provided with the delivery otherwise delivery of item may not be accepted.
3. The vendor must have an authorized dealer certificate of the quoted product from the original Manufacturer or Principal (certificate with current year's validity) must be attached with bid otherwise such item may be rejected.
4. Chemicals which require special conditions e.g. low temperature etc. must be provided as such otherwise their delivery will not be accepted.
5. Under no circumstances should re-packed chemicals be provided.

Note:

- Purchase / work order (s) will be awarded **on Item Wise**.
- Please submit the bid on CIIT-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid / item may be rejected.
- Multiple prices of an item may lead to the rejection of item/bid.

Signature & Stamp of Bidder