



**COMSATS University Islamabad, Lahore Campus**  
**Defence Road, Off Raiwind Road, Lahore**

Tender No. CUI,LC-TN-13-18-1079

Case # 2391

**Title of Tender:**      **Furniture Items for Establishment of Lab C-06 at Computer Science Department**

**TERMS AND CONDITIONS**

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI,LC by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. 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 University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. **The exact completion/delivery time from the date of the purchase / work order will be 30 days. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. The bid should be submitted in a sealed envelope up to **June 27, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. The envelope should be marked as under;

**Secretary, Purchase Committee**  
**COMSATS University Islamabad, Lahore Campus**  
Defence Road, Off Raiwind Road, Lahore.  
Tel: 042-111-001-007, Ext: 875

13. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Furniture Items for Establishment of Lab C-06 at Computer Science Department”**.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 15. If the vendor fails to deliver the goods / services to COMSATS University Islamabad, Lahore Campus 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.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, 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.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI, LC to forfeit the earnest money in favor of the CUI,LC and / or put a ban on such vendor participation in tenders / works.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
23. The CUI,LC reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. 05% of the total value of the Invoice will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (Six Months) which will be counted from the date of delivery / completion of work / supply.**
- 25. 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 University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. COMSATS University Islamabad, 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.

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.**

**BoQs of Furniture Items for Establishment of Lab C-06 at Computer Science Department**  
**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 CUI,LC, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI,LC's BoQ may lead to rejection of bid (fully or partially). |  |         | Rates to be quoted inclusive of all (applicable) taxes |                  |                    |
|--|--|---------|--|------------------|--------------------|
| Sr. #  | Item Name & Specification  | Qty.    | Quoted Model / Brand                                   | Unit Price (Rs.) | Total Amount (Rs.) |
| 1  | <b><u>Rostrum</u></b><br><b>Imported lamination Fomite:</b> 8911, Deco paint, 8 mm tampered glass, combination lock, stainless steel mono, LED fitting, VGA Splitter (LED, VGA Splitter will be provided), Internal wiring (23*76) with 6 three pin universal power plugs, power control with breaker 32 AMP, exhaust fan 4 inch with AC power, sound system fitting (speakers will be provided). Fixing of rostrum with ground in class rooms, Dimensions height 4ft, width 2.2f, Depth 2f. Also, fixation of 04 revolving wheels.<br><b>Sample is available in CUI-Lahore Campus.</b>  | 01 Nos. |  |                  |                    |
| 2  | <b><u>Computer Table / Lab Table</u></b><br>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. |  |                  |                    |

**Special Terms and conditions;**

1. Lowest vendor (s) will be required to provide Sample (s) of Rostrum and Table, strictly as per BoQs / specifications within 05 days of opening of bid.
2. 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).
3. In such case Sample Order shall be issued to 2<sup>nd</sup> lowest.
4. Please submit the bid on CUI-Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
5. Multiple rates of an item may lead to the rejection of bid / item.