



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

Tender No. CUI-LHR-TN-13-18-1170

Case # 2546

Title of Tender: Rate Contract for Refilling of Fire Extinguisher Cylinders with Accessories

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-Lahore Campus 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 15 days. The handing over / completion time for this contract is of critical importance.**
8. **The quantities of Cylinders mentioned in BoQs are estimated on yearly demand. However, Purchase Order shall be issued as and when required, most probably on by monthly basis.**
9. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
10. After opening of bids, COMSATS University Islamabad, 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. The bid should be submitted in a sealed envelope up to **November 07, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. 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

Signature & Stamp of Bidder

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Rate Contract for Refilling of Fire Extinguisher Cylinders with Accessories**”.
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 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.
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 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.
20. All prices should be quoted on F.O.R (Pak Rupees).
21. All prices should be valid for at least **one year**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in 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 or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI-Lahore Campus 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 / Pay order equivalent to 5% of the total Bid price as Earnest Money crossed in favor of “COMSATS University Islamabad, Lahore Campus”, which shall be released after the expiry of the Contract. 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 Rate Contract for Refilling of Fire Extinguisher Cylinders with Accessories

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

Sr. #	Item Name & Specification	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes	
		Unit Price (Rs.) Per Cylinder	Total Price (Rs.)		
1	Re-filling of DCP-6 Kg Fire Extinguisher with Chinese BCE Powder.	120	Nos.		
2	Re-filling of DCP-4 Kg Fire Extinguisher with Chinese BCE Powder.	65	Nos.		
3	Pressure Gauge for DCP Fire Extinguisher (New)	01	Nos.		
4	Valve For DCP Fire Extinguisher 6-Kg (New)	01	Nos.		
5	Pipe DCP fire Extinguisher	01	Nos.		
Grand Total Amount (Rs.)					

Special Terms and conditions;

- **Only safety and Fire equipments related companies / vendors are eligible to participate.**
- **It will be the responsibility of the Vendor / company to collect the Empty Cylinders from CUI-Lahore Store and submit the refilled Cylinder at CUI-Lahore Store.**
- **Quantity of Cylinders may be ordered as per the requirements (qty. of Cylinders).**
- **Initial contract will be valid for One Year from the date of Issuance of Supply Order. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad, Lahore Campus.**
- **The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.**
- **Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mentions the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
- **Contract shall be executed with lowest bidder meeting the specification requirements on on Turnkey / Grand Total Amount basis.**
- **It is the responsibility of the Contractor to submit / provide the faulty accessories which will be replaced with new one at CUI-Lahore Store office along with Refilled Cylinders.**
- **The payment will be released within 25 days on successful completion of each supply.**