



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-18-1207

Case # 2625

Single Stage One Envelop Procedure

Title of Tender: **Lab Items for Undergraduate Lab for Spring 2019, Department of Chemical Engineering**

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 20 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 and to be delivered at CUI, Lahore Campus's premises.
9. After opening of bids, CUI, 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 **January 16, 2019** 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

The envelope shall also bear the word “CONFIDENTIAL” and following identification quotation of **“Lab Items for Undergraduate Lab for Spring 2019, 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 CUI-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.
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 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.
18. All prices should be quoted on **F.O.R (Pak Rupees) inclusive of all taxes.**
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 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 CUI 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 CUI-Lahore Campus 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 University Islamabad, Lahore Campus”.**
24. COMSATS University Islamabad, Lahore Campus reserves the rights to 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 Lab Items for Undergraduate Lab for Spring 2019, Department of Chemical Engineering

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						
No change in the BoQs (Specs & Qty.) of CUI-LHR. 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-LHR. BoQ may lead to rejection of bid (fully or partially).					Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Item Name	Specifications	Unit	Qty	Quoted Model / Brand	Total Amount (Rs.)
1	NaOH (Commercial Grade)	CAS Number 1310-73-2 or equivalent	500	g		
2	Phenol (Solid)	CAS Number: 108-95-2 or equivalent	500	g		
3	HCL	CAS Number:108-95-2 or equivalent	1	L		
4	Aceton (Commercial Grade)	CAS Number: 67-64-1 or equivalent	1	L		
5	Methanol	CAS Number:89-78-1 or equivalent	1	L		

6	Mercury (Critical Point apparatus) (Need to fill the apparatus)	CAS Number 7439-97-6 or equivalent	1000	g		
7	Repair and Maintenance of Dosing Pump	Liquid-Liquid Extraction Unit Note: Vendors are required to visit the Department to check the equipment before quoting the rates.	1	No.		
8	Repair and Maintenance of Solenoid Valve	Gas Absorption Unit Note: Vendors are required to visit the Department to check the equipment before quoting the rates.	1	No.		
9	Sodium Bi-carbonate	Analytical grade	500	g		
10	Potassium carbonate	Analytical grade	1000	g		
11	Magnesium carbonate	Analytical grade	500	g		
12	Three Phase Sub Meter (For Kneader)	60 Rev/KWh	2	Nos.		
13	Cloth Duster	Local or equivalent	2	Dzn		
14	Hammer (for breaking bricks)	1/2kg	2	Nos.		
15	Bricks (For Experiments)	Local (9"x4.5"x3") or equivalent	100	Nos.		
16	Hand Wash (For washing hands)	Local or equivalent	2	Nos.		
17	Towel (for cleaning hands)	24"x48" – Local or equivalent	2	Nos.		
18	Brassica Seed	Local or equivalent	10	Kg		

19	Banula Seed	Local or equivalent	10	Kg		
20	Hand Gloves for working on machines	(Abbrasion resistant) Local or China or equivalent	6	Nos.		
21	Safety Helmet	Local or China or equivalent	2	Nos.		
22	Lab Coat	Local or China or equivalent	2	Nos.		
23	High Shear Mill (3Phase Motor Belt)	37No Belt of 3Phase Motor	1	No.		
24	High Shear Mill (Sieve) or equivalent	Sieve – China or equivalent	1	No.		
25	Repair of Distillation Column Heater (SHMTO Lab)	Repair & Service Note: Vendors are required to visit the Department to check the equipment before quoting the rates.	1	No.		
26	Repairing of Crank of Seive Shaker	Repair & Service Note: Vendors are required to visit the Department to check the equipment before quoting the rates.	1	No.		
27	Safety Shoes	Local & China or equivalent	2	Nos.		
28	Weight Balance	Digital with minimum display of 0.01 gm Capacity: 300gram	1	No.		
29	Tissue Roll - Large	China or equivalent	2	No.		
30	Extension Wire	Wooden, with 4 sockets	2	No.		
31	Hot Plate with magnetic stirrer	Upto 100°C & 250-1000 RPM	2	Nos.		

32	PH/EC/TDS/°C Meter	Portable, HANNA instruments, HI 9811-5 (PH Range = 0-14), (EC Range = 0-600 microsiemen/cm), (TDS Range = 0-300mg/L), (Temp Range = 0-70°C) or equivalent	1	No.		
33	Thermometer	Maximum 110 ⁰ C	6	Nos.		
34	Thermometer	Maximum 360 ⁰ C	6	Nos.		
35	Lab Coat	Small	1	No.		
36	Beaker	250 mL (glass) China or equivalent	12	Nos.		
37	Beaker	5L (plastic) China or equivalent	6	Nos.		
38	Cloth Duster		12	Nos.		
39	Safety goggles	Splash preventing	2	Nos.		
40	Safety Gloves	Rubber - Large size (100 Nos. Containing in one Box)	5	box		
41	Safety Gloves	Rubber - Medium size (100 Nos. Containing in one Box)	2	box		
42	Safety Gloves	Rubber - Small size (100 Nos. Containing in one Box)	1	box		
43	Mask	To prevent the dust (100 Nos. Containing in one Pack)	1	pack		
44	Liquid Soap/Hand sanitizer	Standard size	2	Bottle		
45	Liquid Detergents/Dishwasher	Standard Size	2	Bottle		

46	Scotch Brite	Standard Size	2	Nos.		
47	Peristaltic pump	Analogous (Max. flow rate 500ml/min)	1	No.		

Special Terms and conditions;

1. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.
2. Purchase / work order (s) will be awarded on **Item Wise Basis** as mentioned in BoQs.
3. Chemicals which require special conditions e.g. low temperature etc. must be provided as such otherwise their delivery will not be accepted.
4. The packing should contain a label showing verifiable/traceable catalogue / lot number of Chemicals.
5. Certificate of Analysis must be provided with the delivery of Chemicals.
6. Under no circumstances should re-packed chemicals be provided
7. **Multiple rates of an item may also lead to the rejection of bid / item.**