



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

Tender No. CIIT-TN-13-17-914
Case #2126

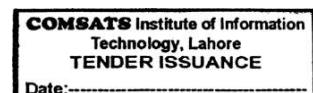
Title of Tender: **Furniture for MS Department**

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 15 days. The handing over / completion time for this contract is of critical importance.**
7. Your bid proposal should be inclusive of freight and all other taxes 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 **August 16, 2017** 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;**
 - 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;

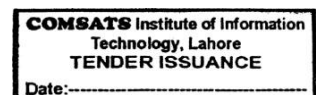
Signature & Stamp of Bidder



- 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
13. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Furniture for MS 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 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.
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 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.
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 CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT 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 CIIT 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 Institute of Information Technology, Lahore Campus, and will be released after Six Months, 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 Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. 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. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. 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.**



Furniture for MS Department, CIIT-Lahore**Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)**

Sr .#	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank column (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).		Quantity		Yes / No with meeting the all specifications
Items Name with Specifications					
1	04 Persons L-Shape Workstation	Front system Partition to be made out of mountable interlocking aluminum 32mm thick Anodiaz profiles , partition upper lining glass/fairreated fabric with softboard bottom press board with wiring track Size: W1200xH1200, Side System partition to be made out of mountable interlocking aluminum 32mm thick Andoiaz profiles, partition upper Glass/Fabric with bottom press board Size: W1200xH1200, Work top 1" thick with PCV/abs Edging using hot melt glue on all side Size: W1200xD600/W1200xD400 bottom 02 drawer and 01 door fixed pedestal ,self-closing three section slide railing, C Shape imported handle other side lamination end.	Pcs	4	
2	02 Persons L-Shape Workstation	Front system Partition to be made out of mountable interlocking aluminum 32mm thick Anodiaz profiles , partition upper lining glass/fairreated fabric with softboard bottom press board with wiring track Size: W1200xH1200, Side System partition to be made out of mountable interlocking aluminum 32mm thick Andoiaz profiles, partition upper Glass/Fabric with bottom press board Size: W1200xH1200, Work top 1" thick with PCV/abs Edging using hot melt glue on all side Size: W1200xD600/W1200xD400 bottom 02 drawer and 01 door fixed pedestal ,self-closing three section slide railing, C Shape imported handle other side lamination end.	Pcs	11	
3	01 Persons L-Shape Workstation	Front system Partition to be made out of mountable interlocking aluminum 32mm thick Anodiaz profiles , partition upper lining glass/fairreated fabric with softboard bottom press board with wiring track Size: W1200xH1200, Side System partition to be made out of mountable interlocking aluminum 32mm thick Andoiaz profiles, partition upper Glass/Fabric with bottom press board Size: W1200xH1200, Work top 1" thick with PCV/abs Edging using hot melt glue on all side Size: W1200xD600/W1200xD400 bottom 02 drawer and 01 door fixed pedestal ,self-closing three section slide railing, C Shape imported handle other side lamination end.	Pcs	2	
4	Mid Back Chair	Mid Back Revolving chair with mechanisan hydrolic in Leatheright nylon arms with aylon base 320mm	Pcs	40	
<u>Purchase / Work order will be awarded on Turnkey / Grand Total Amount Basis from sr. # 1-4.</u>					

Signature & Stamp of Bidder

1. Detail about Technical Evaluation:

Sr.#	Category	Description	Documents/ evidence required
1	Professional Experience	Relevant work experience of managing printing/ publicity campaign of International level events, preferably with Government Sectors	<ul style="list-style-type: none"> • Registration certificate of Company • Relevant purchase orders and detail of events • Samples of previous printed work to be submitted
2	Financial Capability	Companies with sound financial status reflected in bank statement (turnover of last six months, only credit entries)	<ul style="list-style-type: none"> • Bank statement with registered companies name for the last six months
3	Managerial Capability	Managerial expertise of holding and managing printing, advertisement or publicity campaigns	<p>Company Profile with following details;</p> <ul style="list-style-type: none"> • Years of relevant experience • Strength of Technical Personnel • Business Setup Type (own machinery / equipment or third party) • Detail of relevant projects • Any other

2. Evaluation Criteria :(Total Marks 100)**Qualifying Marks: 70**

Sr.#	Parameters	Max Marks	Details	Individual Score
1	Professional Experience	40	<ul style="list-style-type: none"> • 3-5 Years • 5.1 to 7 Years • 7.1 to 10 Years • 10.1 years and above 	<p>10</p> <p>20</p> <p>30</p> <p>40</p>
2	Financial Capability	40	<ul style="list-style-type: none"> • Up to Rs. 5 Million • Rs. 5.1 to 10 Million • Rs. 10.1 to 15 Million • Rs. 15.1 & Above 	<p>10</p> <p>20</p> <p>30</p> <p>40</p>
3	Managerial Capability	20	As per requirements of the project	20

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).				Rates to be quoted inclusive of all (applicable) taxes		
Sr. #	Items Name with Specifications	Quantity		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<u>04 Persons L-Shape Workstation</u> Front system Partition to be made out of mountable interlocking aluminum 32mm thick Anodiaz profiles , partition upper lining glass/fairreated fabric with softboard bottom press board with wiring track Size: W1200xH1200, Side System partition to be made out of mountable interlocking aluminum 32mm thick Andoiaz profiles, partition upper Glass/Fabric with bottom press board Size: W1200xH1200, Work top 1" thick with PCV/abs Edging using hot melt glue on all side Size: W1200xD600/W1200xD400 bottom 02 drawer and 01 door fixed pedestal ,self-closing three section slide railing, C Shape imported handle other side lamination end.	Pcs	4			
2	<u>02 Persons L-Shape Workstation</u> Front system Partition to be made out of mountable interlocking aluminum 32mm thick Anodiaz profiles , partition upper lining glass/fairreated fabric with softboard bottom press board with wiring track Size: W1200xH1200, Side System partition to be made out of mountable interlocking aluminum 32mm thick Andoiaz profiles, partition upper Glass/Fabric with bottom press board Size: W1200xH1200, Work top 1" thick with PCV/abs Edging using hot melt glue on all side Size: W1200xD600/W1200xD400 bottom 02 drawer and 01 door fixed pedestal ,self-closing three section slide railing, C Shape imported handle other side lamination end.	Pcs	11			
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4	<u>Mid Back Chair</u> Mid Back Revolving chair with mechanisan hydrolic in Leatheright nylon arms with aylon base 320mm	Pcs	40			
Grand Total Amount (Rs.)						

Signature & Stamp of Bidder

Special Terms and conditions;

1. **Purchase / Work order will be awarded on Turnkey / Grand Total Amount Basis.**
2. **Please submit the technical and financial bid (s) on CIIT-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed, stamped) with both bids.**
3. **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
4. **Multiple rates of an item may lead to the rejection of bid / item.**