



## TERMS AND CONDITIONS

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed/stamped, Rates should be quoted on our prescribed format, failing which the bid may be rejected]**

1. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
2. Documents along with Pay Order / Demand Draft amounting **Rs. 500/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
3. Part / Advance payments is not allowed.
4. The exact completion/delivery time from the date of the purchase / work order will be **40 days**. The handing over / completion time for this contract is of critical importance.
5. The bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
6. 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;
  - 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.
7. Bidders who do not qualify cannot challenge the finding of the evaluation.

**Signature of Contractor with Stamp**

8. The bids should be submitted in a sealed envelope up to **24-06-2014** on or before **11:00 hrs** and will be opened on the same date **at 11:30 hrs** in the presence of available bidders.
9. 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
10. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Optical Microscope for Physics Department**”.
11. The bid form (Annex-I) must be duly filled in, stamped and signed by the authorized representative of the bidder.
12. If the vendors fail to deliver the order in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled, earnest money and payment will be forfeited.
13. All prices should be quoted **F.O.R (Pak Rupees)**.
14. All prices should be valid for at least **120 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.
15. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
16. In case of any dispute, decision of the Director CIIT-Lahore, will be final and binding upon the parties.
17. The CIIT-Lahore reserves the right to modify equipment specifications/quantities at any time before the award of work.
18. The bidder is required to furnish in form of Bank deposit / C.D.R / 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.
19. Warranty will be on the part of supplier, which is **One Year Warranty** after the completion of supply / work.
20. **05%** of the total value of the Invoice will be retained for **One Year** as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after the completion of warranty period, which will start from the date of completion of work
21. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject any or all bids without assigning any reason whatsoever.

**No offer of a supplier/firm will be considered if: -**

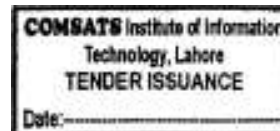
- i. Received without earnest money
- ii. Received later than the date and time fixed for tender submission
- iii. The tender is unsigned/ unstamped

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- 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.
- viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

22. The tendered 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.

23. I/We ..... the undersigned certify that the terms and conditions as contained in the documents Viz, " Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.



**BoQs of Optical Microscope for Physics Department, CIIT Lahore**

S.N	Equipment Name	Specification	QTY		Rates to be quoted inclusive of all taxes		
					Quoted Brand/Model	Unit Price (Rs)	Total Price (Rs)
1	<b>Optical Microscope</b>	Inverted, Universal Condenser 3 Positions, barely 5 inches off work surface, BX45 state is 3 inches Shaped Frame Model # MBL-3400 or Equivalent	1	No			

**Signature of Contractor with Stamp**