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. The exact completion/delivery time from the date of the purchase / work order will be 120 days.

3. The bid proposal should be inclusive of all freight and packaging charges and will be delivered at Lahore Airport.

4. L/C will be opened by COMSATS Institute of Information Technology Lahore Campus.

5. Custom clearance will be cleared by COMSATS Lahore Campus.

6. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of Two stage bidding procedure:

   **First Stage:**

   i. The first bid shall be submitted according to the required specifications, a technical proposal along with CDR/Bank Draft of Rs. 50,000 as a bid security.

   ii. The technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;

   iii. After any discussion all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the procuring agency;

   iv. The procuring agency may revise, delete modify or add any aspect of the technical requirements, or it may add new requirements not inconsistent with these rules.

   v. Provided that such revisions, deletions, modification or additions are communicated to all the bidders equally at the time of invitation to submit final bids, and minimum Fifteen Days are allowed to the bidders to prepare their revised bids;

   vi. Those bidders not willing to conform their respective bids to the procuring agency’s technical requirements may be allowed to withdraw from the bidding without forfeiture of their bid security;

Signature & Stamp of Bidder
Second Stage:

vii. The bidders whose technical proposal or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the procuring agency shall be invited to submit a revised technical proposal along with the financial proposal. Vendor will submit 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”; with financial proposal. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

viii. The revised technical proposal and the financial proposal shall be opened at a same time, date and venue announced and communicated to the bidders in advance;

ix. The revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above. 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.

8. The bids should be submitted in a sealed envelope up to 09-06-2014 on or before 11:00 hrs and the technical bids 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 “Scanning Electron Microscope (SEM) for IRCBM 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 in C&F with all freight charges.

14. All prices should be valid for at least 90 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.

Signature & Stamp of Bidder