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

Case# 1085  
Tender # CHT-TN-13-14-398

TERMS AND CONDITIONS  
[All pages (BoOs & 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. 1,000/- as 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 120 days. The handing over / completion time for this contract is of critical importance.

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

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

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

8. 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 unopened to the respective bidders;

ix. and

x. The bid found to be the lowest evaluated bid shall be accepted.

9. Bidders who do not qualify cannot challenge the finding of the evaluation.

10. The bids should be submitted in a sealed envelope up to **12-09-2014** on or before **11:00 hrs** and will be opened on the same date at **11:30 hrs** in the presence of available bidders.

11. 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

12. The envelope shall also bear the word "CONFIDENTIAL" and following identification quotation of "**Atomic Force Microscope (AFM) for Physics Department**".

13. The bid form (Annex-I) must be duly filled in, stamped and signed by the authorized representative of the bidder.

14. 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.

15. All prices should be quoted in C&F with all freight charges.

16. 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.

17. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.

18. In case of any dispute, decision of the Director CIIT-Lahore, will be final and binding upon the parties.

Page 2 of 5

Signature of Contractor with Stamp