

COMSATS Institute of Information Technology,  
Sahiwal Campus

**TENDER DOCUMENTS**

**For**

**Procurement of Miscellaneous Civil, Electrical, Plumbing and Hardware  
Items for Regular Maintenance Works of CIIT Sahiwal**

**Submission and Opening Date for Tender**

**May 26, 2017 (Friday)**

**Submission Time: 1130 hours**

**Opening Time: 12:00 hours**

**May 2017**



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**Procurement Department**

COMSATS Road, Off G.T.Road, Sahiwal  
Tel: 040-4305001 Web: [www.ciitsahiwal.edu.pk](http://www.ciitsahiwal.edu.pk)

**Signature & Stamp of Bidder**



## Invitation to Bid

(No.CIIT-SWL/Procurement-17/31)

### Procurement of Miscellaneous Civil, Electrical, Plumbing and Hardware Items for Regular Maintenance Works of CIIT Sahiwal

COMSATS Institute of Information Technology (CIIT), Sahiwal Campus, a public sector HEI of Ministry of Science and Technology invites sealed bids from the original manufacturers/authorized distributors/suppliers/registered with Income Tax and Sales Tax departments and who are on Active Taxpayers List (ATL) of FBR for **“Supply of miscellaneous civil, electrical, plumbing and hardware items for regular maintenance works”**

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at **“Procurement department, COMSATS Road, Off G.T. Road, Sahiwal”**. Non-refundable fee of bidding document is **Rs.3000/-** (Three Thousand Rupees Only) in shape of Pay Order/Demand Draft in favour of CIIT, Sahiwal.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at **“Procurement department, COMSATS Road, Off G.T. Road, Sahiwal”** on or before **1130 hours on May 26, 2017 (Friday)**. Bids will be opened at **1200 hours** on the same day, in the presence of bidder's representatives who choose to attend at the same address. This advertisement is also available on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk).



Muhammad Nadeem (Manager Purchase)  
**COMSATS Institute of Information Technology**  
(A Public Sector HEI of Ministry of Science & Technology)  
COMSATS Road, Off G.T.Road, Sahiwal  
Tel: 040-4305001



[www.ciitsahiwal.edu.pk](http://www.ciitsahiwal.edu.pk)

PID(I) /16

14x3

## TERMS AND CONDITIONS

**[All pages (BoOs & 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 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, Sahiwal Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 3,000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Sahiwal 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 **30 days**. The handing over / completion time for this contract is of critical importance.
7. After opening of bids, COMSATS Institute of Information Technology, Sahiwal Campus will examine the bids for completeness as per tender document.
8. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
9. COMSATS Institute of Information Technology, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CIIT Sahiwal will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.
10. The bid should be submitted in a sealed envelope in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **May 26, 2017** on or before **1130 hours** and will be opened on the same date **at 1200 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
11. The envelope should be marked as under;

**Secretary, Purchase Committee**  
**COMSATS Institute of Information Technology, Sahiwal Campus**  
COMSATS Road, Off G.T Road, Sahiwal.  
Tel: 040-4305001-05, Ext: 128

**Signature & Stamp of Bidder**

12. The envelope shall also bear the word “CONFIDENTIAL” and following identification quotation of **“Procurement of Miscellaneous Civil, Electrical, Plumbing and Hardware Items for Regular Maintenance Works of CIIT Sahiwal”**.
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 CIIT-Sahiwal 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. 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.
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 Sahiwal will be final and binding upon the parties.
19. The CIIT reserves the right to modify the quantities of goods / services at any time. However, 15% of the purchase order amount will be considered as the permissible limit to issue variation.
20. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
21. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Sahiwal 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.
22. **The bidder is required to furnish in the form of Bank deposit / CDR / Pay order equivalent to 2% of the total bid price as a Bid Security in favor of “COMSATS Institute of Information Technology, Sahiwal Campus”. Any bid not accompanied**

**Signature & Stamp of Bidder**

**by an acceptable bid security shall be rejected by the Employer as non-responsive and without any right of appeal.**

- a. The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or an expiry of validity of Bid Security whichever is earlier.
  - b. The Bid Security may be forfeited:
    - i. If a bidder withdraws his bid during the period of bid validity
    - ii. If a bidder does not accept the correction of his bid price
    - iii. in case of a successful bidder, if he fails to sign the contract agreement
- 23. 05% of the total value of the Invoice will be retained as security by COMSATS Institute of Information Technology, Sahiwal Campus which will be released after six months from the date of delivery / completion of work / Satisfactory Report/supply. Bank guarantee is acceptable as per rules.**
24. The Tender shall be checked for any arithmetic errors which shall be rectified. The Tender Price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall binding upon the Tenderer.
25. The Employer will inspect and test the items, supplied and provided, under the contract, to verify their conformity to the Technical Specifications. The inspections and test will be conducted at final destination.
26. COMSATS Institute of Information Technology, Sahiwal 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. I / We hereby confirm to have read carefully the terms and conditions of your Tender Enquiry dated for opening on..... for the purchase of .....

We agree to abide by all these terms and conditions/instructions.

29. Certified that the prices quoted by our firm are inclusive of all applicable taxes as per rules and regulations.

**Company / Vendor Name:**.....

**Name of Tenderer:**.....

**Postal Address:**.....

**Tel. / Mobile:**.....**Email:**.....

**NTN#:**.....**GST#:**.....

**C.N.I.C No:**.....

**Signature of Tenderer:**.....

**Date and Stamp:**.....

- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**Items to be quoted in Pak Rupees Inclusive of all taxes**

**Bill of Quantities (BoQs)**

**Procurement of Miscellaneous Civil, Electrical, Plumbing and Hardware Items for Regular Maintenance Works of CIIT Sahiwal (Item wise Basis)**

SR.#	Item Name & Specification	Required Model /Brand	QTY	Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
					Unit Price (Rs.)	Total Price (Rs.)
<b><u>Electrical Item</u></b>						
1	LED lights 07 watt	E27 Philips or equivalent	No	550		
2	Light plug 5 in 1	Akai or equivalent	No	180		
3	2-pin shoe	Opal or equivalent	No	180		
4	Choke 40-watt electronics	EECO or equivalent	No	250		
5	Tube rod 36-watt	Philips or equivalent	No	450		
6	Dimmer bush	Hilife or equivalent	No	60		
7	Sheet bush 8-gange with switches	Bush salvono or Equivalent	No	50		
8	Power plug bush	Hilife or equivalent	No	50		
9	Wire-40/0.076-2 core	Fast or equivalent	coil	2		
10	03/0.029" wire single core	Fast or equivalent	coil	2		
11	Fan capacitor UF 2.50	Fuji or equivalent	No	250		

**Signature & Stamp of Bidder**

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b>Electrical Item</b>							
12	Power plug 15-Amp:	Ittifaq or equivalent	No	50			
13	3-pin show 15-Amp:	Ittifaq or equivalent	No	150			
14	Choke	Philips or equivalent (EB-C236TLD220-240)	No	250			
15	Rod 18 watt	Philips or equivalent	No	500			
16	Bush switch	Hilife or equivalent	No	50			
17	Light plug bush	Hilife or equivalent	No	30			
18	16x38 duct	Adam Gee or equivalent	Length	60			
19	07/0.029" wire single core	Fast or equivalent	Coil	2			
20	Telephone Wire-02 pair	Fast or equivalent	coil	2			
21	Telephone leads 5 meter with single TP box	Fast or equivalent	No	50			
22	70/-076 2 core cable	Fast or equivalent	Coil	2			



SR.#	Item Name & Specification	Required Model /Brand	QTY	Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes		
					Unit Price (Rs.)	Total Price (Rs.)	
<b>Electrical Item</b>							
23	7/-036 -1-core cable	Fast or equivalent	Coil	2			
24	23/-076 2 Core cable	Fast or equivalent	Coil	2			
25	Duct 40x40	Adam Gee or equivalent	Length	15			
26	Duct60x60	Adam Gee or equivalent	Length	10			
27	Circuit Breaker 100Amp 3Pole	Schneider-ABB or equivalent	No	4			
28	Circuit Breaker 63Amp 2 pole	Schneider-ABB or equivalent	No	8			
29	Circuit Breaker 20Amp 1 pole	Schneider-ABB or equivalent	No	24			
30	Circuit Breaker 10Amp 1 pole	Schneider-ABB or equivalent	No	24			
31	Switches Bush salvano	Bush Salveno	No	60			
32	Fan dimmer	Bush Salveno	No	60			
33	Power plug	Bush Salveno	No	40			
34	Light plug	Bush Salveno	No	30			
35	12 watt complete LED light SMD	Philips	No	8			
36	Choke 400 watt sodium	Philips or equivalent	No	10			

SR.#	Item Name & Specification	Required Model /Brand	QTY	Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes		
					Unit Price (Rs.)	Total Price (Rs.)	
<b>Electrical Item</b>							
37	Rod 400 watt sodium	Philips or equivalent	No	10			
38	Igniter 400 watt	Philips or equivalent	No	10			
39	Choke 250 watt white	Philips or equivalent	No	10			
40	Rod 250 watt white	Philips or equivalent	No	10			
41	Igniter 250 watt white	Philips or equivalent	No	10			
42	Energy saver 85 watt E27	Philips or equivalent	No	15			
43	Energy saver 45 watt E27	Philips or equivalent	No	20			
44	Sheet 6 G without switches	Bush Hi life	No	40			
45	Sheet 4 G without switches	Bush Hi life	No	30			
46	Sheet 3 G without switch	Bush Hi life	No	30			
47	Sheet 10 in one with back box	Opal or equivalent	No	40			
48	Back box 3" x 3" pvc	PVC	No	100			
49	Capacitor 20 UF	Fuji or equivalent	No	10			
50	Switch Piano	Itefaq ore equivalent	No	90			

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b>Electrical Item</b>							
51	Dimmer Piano	Itefaq ore equivalent	No	80			
52	Wooden screws	Taiwan (1/2)(3/4) (2-1/2)	Box	6			
53	Tube Rod TLS HE 14W/865	Philips	No	100			
54	Choke QTPS 1x14-35	Philips or equivalent	No	40			
55	Power extension lead 10 meter long-10 AMP	High Quality	No	10			
56	Power extension lead 05 meter long-10 AMP	High Quality	No	10			
57	Tube ( <b>Starter</b> )	Philips or equivalent	No	100			
58	Choke 40 Watt ( <b>Starter</b> )	Philips or equivalent	No	60			
	<b>Total</b>						

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b>AC Items</b>							
59	Gas Cylinder R22	Gentron or equivalent	No	2			
60	110/.076 Wire Three Core	Fast or equivalent	No	1			
61	70/.076 Wire Two Core	Fast or equivalent	No	1			
62	Capacitor 60Uf	Fuji or equivalent	No	20			
63	Capacitor 55UF	Fuji or equivalent	No	20			
64	Capacitor 50 UF	Fuji or equivalent	No	20			
65	Capacitor 35UF	Fuji or equivalent	No	30			
66	Water pressure Gun (For washing of indoor and outdoor AC Units)	High quality	No	1			
67	Compressors. 2TN+1-1/2TN+ 1TN	Denfoss or Equivalent	No	6			
68	Line Gage for refilling of Gas in Air conditioners	Made in Taiwan or Equivalent	No	1			
69	Service valves for Air Conditioners (1/2+1/4+5/8+3/8)	High quality	No	24			
70	Drain Pipe Roll for Indoor Units of Air Conditioners	High quality	No	4			
71	Drill warmay 13+18 inch (For hilty Drill Machine)	High quality	No	4			

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b><u>AC Items</u></b>							
72	Iron brackets to hange 2-ton outdoor AC unit	High quality	No	12			
73	Rawal bolt pack 3mm	High quality	No	3			
	<b>Total</b>						

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b><u>Hardware Items</u></b>							
74	Door Closer	Khas or equivalent	No	50			
75	Door handle, 6 inches	Khas or Citizen	No	60			
76	Door Lock	Khas.AT.or equivalent	No	60			
77	Drawer lock ½ Pure metal	Rax or Khas or equivalent	No	80			
78	Drawer lock ¾	Khas or Max	No	180			
79	Tower bolt 8,9,12 inches	Khas or citizen or equivalent	No	30			
	<b>Total</b>						

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b>Plumbing Sanitary Items</b>							
80	Waste pipe flexible for hand wash basin	Neflo or equivalent	No	50			
81	Muslim shower	(Master/Faisal) or equivalent	No	80			
82	Electric water cooler cock	Anwar/GEO/HBI or equivalent	No	50			
83	Rubber connection (36" ) for multiple use	Faisal/Master/Decent Master or equivalent	No	25			
84	Rubber connection (48")	Faisal/Master or equivalent	No	25			
85	Seat cover Comod	IFO(10) Porta(5)	No	15			
86	Basin mixer	Master or equivalent	No	10			
87	Cistern (Flush tanki) lever (Complete)	Master (15) , Freshet(05), Adamjee (05)	No	25			
88	Commode push button	Master (10) , Porta (10) ICL (10)	No	30			
89	Spindal + Catcher 2/8" dia(Complete)	Master(30)+Fasail(20)	No	50			

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SR.#	Item Name & Specification	Required Model /Brand	QTY	Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
					Unit Price (Rs.)	Total Price (Rs.)
<b><u>Plumbing Sanitary Items</u></b>						
90	Complain basin	Master or equivalent	No	12		
91	Commode kit Complete saifan copper valve	ICL(10)Master(10),Porta(10)	No	30		
92	Water Filter (Jali) CTO	Aqua/Mul (A) Class	No	140		
93	Water filter (White) PPF	Aqua/Mul (A) Class	No	250		
94	Filter set complete with blue jug (Multiply)	Mul /Aqua (A) Class Multiply	No	6		
95	Bib cock (Single)	Faisal/Master or equivalent	No	12		
96	Bib cock double	Faisal/Master or equivalent	No	12		
97	Solution large jar for Pvc,Upvc Pipe	High Quality	No	4		
98	Pipe Nipple G.I 1”dia	High Quality	No	24		
99	T 25x1/2 PPRC	Popular,Ehsen,Master	No	12		



SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b><u>Plumbing Sanitary Items</u></b>							
100	Socket 25x1/2 PPRC	Popular,Ehsen,Master	No	12			
101	L bow 25x1/2 PPRC	Popular,Ehsen,Master	No	12			
102	L bow 32 mm PPRC	Popular,Ehsen,Master	No	24			
103	Union 32 mm PPRC	Popular,Ehsen,Master	No	12			
104	L bow 1"x32 PPRC	Popular,Ehsen,Master	No	12			
105	L bow 3/4"x32 PPRC	Popular,Ehsen,Master	No	12			
106	L bow 1/2"x32 PPRC	Popular,Ehsen,Master	No	12			
107	Socket 32x1/2 PPRC	Popular,Ehsen,Master	No	12			
108	Socket 32x3/4 PPRC	Popular,Ehsen,Master	No	12			
109	Socket 32x1" PPRC	Popular,Ehsen,Master	No	12			
110	Union 25 mm dia PPRC	Popular,Ehsen,Master	No	12			
111	25 mm PPRC Pipe P-20	Popular,Ehsen,Master	Length	10			
112	32 mm PPRC Pipe P-20	Popular,Ehsen,Master	Length	10			

**Signature & Stamp of Bidder**

SR.#	Item Name & Specification	Required Model /Brand	QTY		Quoted Model/ Brand	Rate to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
<b><u>Plumbing Sanitary Items</u></b>							
113	Handle Wall 1”dia	Irbil/Faisal/Italy	No	5			
114	Handle Wall 3/4”dia	Irbil/Faisal/Italy	No	10			
115	Handle Wall 1/2”dia	Irbil/Faisal/Italy	No	10			
116	PVC Pipe 4”Medium	Popular/Beta or Equivalent	Length	5			
117	PVC Pipe 3”Medium	Popular/Beta	Length	5			
118	Flush Tank every color	Adam G spinster	No	15			
119	Flush Tank white color	Adam G spinster	No	10			
120	Flush Bend Flexible	High Quality	No	10			
121	Soap Dish Stainless steel	High Quality	No	24			
122	Towel Rail	High Quality	No	10			
123	Floor Jail complete S.S	High Quality	No	10			
	<b>Total</b>						
	<b>Grand Total</b>						

**Note:**

- Prices should be quoted inclusive of all freight & Packing charges and we need delivery of items at CIIT Sahiwal Campus premises.
- The Purchase/Supply Order will be issued on **Item wise Basis**.
- Please clearly mention the quoted model/brand/technical detail otherwise your bid /items may be rejected. Please clearly mention the warranty of items.
- The vendors are requested to visit the Campus in case of any confusion.
- For all the Brands mentioned in this tender (if any), the term “or equivalent” is hereby added and shall be considered as per PPRA rules.