



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

CUI-LHR-TN-26-1889

Invitation to Bid

For Procurement of

4471-Air Conditioners, Furniture, Glass board, Notice Board and Window Blinds for IRCBM and Math-Department, CUI-Lahore Campus

Category of procurement	Goods
Procurement Method/ Procedure	Open Competitive Bidding/ Single Stage One Envelope Procedure
Submission Type	By Uploading File on PPRA EPADS
Tender Fee	Rs. 1,500/- as per clause # 5 & 6 <i>also email the Scan Tender Fee Draft only on emails; asifullah@cuilahore.edu.pk, mshahid@cuilahore.edu.pk, pms@cuilahore.edu.pk</i>
Bid Security Amount	Rs.29,600/- as per clause # 5 & 6 <i>also email the Scan CDR Draft only on emails; asifullah@cuilahore.edu.pk, mshahid@cuilahore.edu.pk, pms@cuilahore.edu.pk</i>
Bid Closing date/ time	January 23, 2026, 1400 hrs (Bids will be opened after 30 minutes)
Bid Validity days/ Date	60 Days
Delivery days (after PO issuance)	30 Days
Decision Criteria for awarding of contract / PO	Sr. No. 1 to 3 and 4 to 6 on sub-total amount basis and other items on item wise basis
COMSATS University Islamabad, Lahore Campus, Tax Free Number (TFN)	9013701-9
Retention Money against warranty items (applicable or not applicable)	Yes, applicable for Sr. No 1 and Sr. No 4 for three years and Sr. No. 12 for one year

Part: A GENERAL TERMS AND CONDITIONS

1. *All pages of bidding documents are mandatory to be signed / stamped before uploading at EPADS, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
2. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI-Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
3. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR (GST & Income Tax), are eligible to participate in tender.*

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4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. *The bidder is required to furnish tender fee (non-refundable) and earnest money in form of Bank deposit/ CDR / Pay order crossed in favor of “COMSATS University Islamabad, Lahore Campus”.*
6. *Bidders are advised to upload scan copy of bank instruments (tender fee and earnest money) at PPRA EPADS along with their respective bid. However, original bank instruments must be submitted before closing time of the tender. Any bid not accompanied with earnest money or tender fee shall be rejected without any right of appeal.*
7. *CUI-Lahore Campus will retain the 5 % amount, at the time of release of payment, as security against items where warranty is required in our BoQs. The retention money will be released after the warranty period subject to a satisfactory report by the end user. The warranty period will be counted from the date of delivery/supply or installation (as the case may be).*
8. Part / Advance payments is not allowed.
9. Your bid proposal should be **on F.O.R (Pak Rupees) inclusive of all applicable taxes and freight** to be delivered at COMSATS University Islamabad, Lahore Campus’s premises.
10. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
12. Multiple rates of an item may also lead to the rejection of bid / item.
13. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. Payment will be made as per PPRA rule on submission of Invoice in the name of “COMSATS University Islamabad, 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.
16. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
17. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, following action may be taken by CUI Lahore Campus**
 - a. A late delivery charge of **1% of the total amount of the undelivered item** will be imposed for each day the delivery is delayed after the Purchase Order (PO) deadline.

Signature & Stamp of Bidder

- b. Once the penalty reaches the 10% maximum, the **PO may be cancelled**, and the **Call Deposit Receipt (CDR) / Earnest Money** will be confiscated.
- 18. 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.
- 19. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder's earnest money.
- 20. Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in 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 CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
- 25. COMSATS University Islamabad, Lahore Campus reserves the right to reject the bid if;
 - i. Received without earnest money and tender fee,
 - ii. The tender is unsigned/ unstamped
 - iii. The offer is ambiguous
 - iv. The offer is conditional
 - v. **The offer is from a firm, either which is black listed OR the firm / company is involved in litigation with Procuring Agency**
 - vi. The offer is received by telephone/telex/fax/telegram.
 - vii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- 26. **Please also submit the affidavit that the neither company/firm is blacklisted nor involved in the litigation with Procuring Agency.**
- 27. CUI Lahore can initiate blacklisting proceedings against the bidder for irregularities or violations committed during bidding and contract execution. The blacklisting proceedings will be initiated in line with the reasons and mechanism for blacklisting and debarment as mentioned in PPRA SRO 460 (I)/ 2024 dated 28th March 2024.
- 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#**:.....**PGST#**:.....
- **Signature**:

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

Part B: BoQs of required item (s):

Vendors must provide both the unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, the total price does not match the unit price and quantity due to a calculation error or typo error, any of the following can be opted:

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final, and the total price of the respective item will be calculated by multiplying it by the quantity required. Sub-totals and grand totals will also be corrected accordingly

Note:

Bidders are required to quote the rates for the quantities / measurement unit mentioned in our BoQ. It is strictly advised that no change in quantity/ measurement unit due to different packing size may be made/ written by the vendor while quoting the price. In case, vendor has some different packing size, the same may be converted /calculated as per our required quantity unit/packing size failing which bid/ item may be rejected.

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e., model/brand or Price). Any modification in CUI-Lahore Campus BoQ may lead to the rejection of the bid (fully or partially).

Rates to be quoted inclusive of all (applicable) taxes

S r. #	Item Name & Specifications	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<p><u>2 Ton Air Conditioner Heat & Cool T3 Series</u> Compressor Mitsubishi or equivalent, Refrigerant R22,R-32 & R410 Refrigerant Pipe Pure Grooved Copper, Fixed Frequency, Golden Fins, Cooling Capacity 24000 BTU, Power Supply (Ph/V/Hz) 1,220,50, Type Split AC wall mounted. Note: Three years comprehensive Warranty of Parts along with Compressor is required against satisfactory working condition.</p>	No's	02		
2	<p><u>Installation of 2 Ton Air Conditioner</u> MS Bracket for Outdoor 4.6mm thickness and paint on frame, unit with 3/4" dia PVC pipe (popular or equivalent) for drainage, Control wire flexible from indoor to outdoor as per required load, refrigerant copper pipe guage 22, 60mm x 60mm PVC duct (Adamjee or Equivalent) to cover insulated metal tubing between indoor and out-door units and PVC drainage pipe; including the cost of carriage to site and fixing in position; lacquer spray on refrigerant copper pipe, all installation</p>	Local	Job	02	

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	make with screws, complete in all respects and to the entire satisfaction of the engineer in charge. Note: 10 Rft refringent pipe including wire, drain pipe and PVC Duct will be provided with installation kit. Additional Refrigerant, Drain Pipe, Control wire and PVC Duct used if any will be separately charged.						
3	Refrigerant Copper Pipe 2 Ton Simple (if extra from 10 Feet) 22 Guage	Muller or equivalent	RFT	50			
	Electric flexible control wire (if extra from 10 Feet)	GM or equivalent	RFT	50			
	Drain Pipe 3/4" dia PVC (if extra from 10 feet)	Popular or equivalent	RFT	50			
	PVC Duct 60mm x 60mm (if extra from 10 feet)	Adamjee or equivalent	RFT	50			
Sub total amount of Sr. 1-3							
4	1.5 Ton Air Conditioner Compressor Mitsubishi or equivalent, Refrigerant R22 or R-32, Refrigerant Pipe Pure Grooved Copper, Fixed Frequency, Golden Fins, Cooling Capacity 18000 BTU, Power Supply (Ph/V/Hz) 1,220,50, Type Split AC wall mounted. Three years comprehensive Warranty of Parts along with Compressor is required against satisfactory working condition.	Haier, Orient, PEL, Gree or Equivalent,	Nos.	02			
5	Installation of 1.5 Ton Air Conditioner MS Bracket for Outdoor 4.6mm thickness and paint on frame, unit with 3/4" dia PVC pipe (popular or equivalent) for drainage, Control wire flexible from indoor to outdoor as per required load, refrigerant copper pipe guage 22, 60mm x 60mm PVC duct (Adamjee or Equivalent) to cover insulated metal tubing between indoor and out-door units and PVC drainage pipe; including the cost of carriage to site and fixing in position; lacquer spray on refrigerant copper pipe, all installation make with screws, complete in all respects and to the entire satisfaction of the engineer in charge. Note: 10 Rft refrigerant pipe including wire, drain pipe and PVC Duct will be provided with installation kit. Additional Refrigerant, Drain Pipe, Control wire and PVC Duct used if any will be separately charged.	Local	Jobs	02			

6	Refrigerant Copper Pipe 1.5 Ton Simple (if extra from 10 Feet) 22 Gauge Muller or equivalent		RFT	10			
	Electric flexible control wire (if extra from 10 Feet) GM or equivalent		RFT	10			
	Drain Pipe 3/4inch dia PVC (if extra from 10 feet) Popular or equivalent		RFT	10			
	PVC Duct 60mm x 60mm (if extra from 10 feet) Adamjee or equivalent		RFT	10			
Sub total amount of Sr. 4-6							
7	Breaker 2 Pole 32Amp original	LS or equivalent	Nos	01			
8	Cable 7/0.44 2 Core copper conductor PVC Insulated PVC Sheathed. Full gauge and insulation under specification BS EN 60228, BS 6346	GM or equivalent	Meter	10			
9	Cable 7/0.36 2 Core copper conductor PVC Insulated PVC Sheathed. Full gauge and insulation under specification BS EN 60228, BS 6346,	GM or equivalent	Meter	35			
10	Providing and Fixing of Roller Blinds for Windows in size: as per site measurement verified, approved color and sample by Dr. Muhammad Yar IRCBM, including the cost of Two pvc rolling bracket 2.5'' x 2.5'' x #2 which one chain machine, Top roller Aluminum 18 SWG pipe 2'' diameter, bottom aluminum 18 SWG pipe ½'' diameter with pvc end cap, chain for operating, screw etc. for (1 No's Windows 6'x7'). Complete in all respects as per satisfaction of Engineer in charge.	Local	Sft	42			
11	Meeting Table for 7 persons having overall size 240 cm × 100 cm, complete in all respects. The table base frame shall be fabricated from M.S. iron pipe 63 mm × 25 mm × 18 SWG, including all necessary welding, grinding, surface preparation, and application of powder-coat paint of approved shade. The tabletop shall consist of 1.7 cm thick high-quality laminated sheet with 3.8 cm thick edge bands with PVC tape lipping, complete with smooth finish. The table shall include a rexine-covered cushion panel of size 23 cm × 120 cm fixed at the centre of the top. All materials, accessories, workmanship, and installation shall be completed as per instructions and to the entire satisfaction of the End user.	Local	No's	01			

12	<p><u>Chair Eureka Executive</u> with following:</p> <ul style="list-style-type: none"> • Back High gade PU rexine with good quality foam cushion. Design: Eureka color Brown. features: fixed lumbar support. • Standard size Seat high density foam with high quality PU rexine thickness including foam (50-70 mm) and seat hight adjustment range (45-55 cm). • Base & Mechanism :- black chrome base with smooth rolling casters- Mechanism class 3 gas lift for hydraulic adjustment and lockable tilt mechanism. <p>Arms:- Wooden Arm and Wooden Plywood.</p> <ul style="list-style-type: none"> • Weight Capacity :- 120 Kg with 1 Year Warranty. Imported 	Furniture City or equivalent	No's	10			
13	<p><u>Providing and installing modular office workstation</u>, overall size (1200–1500 mm L × 600–750 mm W × 750 mm H), complete in all respects, including worktop, supporting frame, drawer pedestal, cable management and accessories as specified.</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Worktop Material: Melamine laminated MDF/Particle Board 18–25 mm thick Finish: Scratch-resistant, stain-resistant laminate Edge banding: 2 mm PVC machine-pressed Color: As approved by End user 2. Frame / Legs Material: Powder-coated MS steel frame Thickness: Minimum 1.2–1.5 mm Finish: Powder-coating 60–80 microns Color: Standard as approved 3. Partition Panel Aluminum frame with laminated, fabric, or glass panel Panel thickness: 45–60 mm Height: 1050–1200 mm 4. Drawer Pedestal Type: 3-drawer (2 standard + 1 file drawer) Material: Laminated board or metal Lock: Central locking system Slides: Heavy-duty telescopic channels 5. Cable Management Built-in cable tray / wire manager Grommets for electrical/data cable routing 6. Installation On-site assembly, proper alignment and leveling Complete cleanup after installation 	Local	No's	3			
14	<p><u>Supply and installation of 8 mm tempered glass writing board</u> of size 4 ft × 2.5 ft, complete with 04 stainless-steel studs, including drilling, fixing, alignment, and finishing, complete in all respects.</p>	Ghani or equivalent	No's	1			

15	<p><u>Supply and fixing of notice board of size 4'-0" x 2'-6"</u> complete in all respects, consisting of: Frame: Wooden frame of seasoned Kail wood (2" x 1" section) or approved equivalent, properly joined and finished with enamel paint/polish. Board Surface: 12 mm thick soft board fixed on backing, covered with high-quality cloth (approved shade and texture), stretched smoothly without wrinkles. Backing: 5 mm thick MDF sheet press (ZRK or equivalent) firmly fixed with adhesive and screws. Edges: All exposed edges finished neatly with wooden lipping or polish to match. Accessories: Complete with all necessary nails, adhesive, screws, and fixing materials. Installation: Properly fixed on wall with concealed screws/rawl plugs, including making good the surface after installation, to the satisfaction of the end user.</p>	Local	No's	1		
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Note: Bidders are required to visit the CUI-Lahore Campus, IRCBM and Math Department and inspect the site for fixing / installation of items before to quoting rates to avoid discrepancies, quality and specification issues.

Part D: Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- 1. Please submit the bid (rates) on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.**
- 2. Brand name / model must be mentioned against items where required failing which the bid / item (s) may be rejected. Manufacturing origin can only be accepted against items where mentioned specifically in the BoQ form.**
- 3. To emphasize quality requirements of the items, the brand names / model are mentioned in the technical specifications (where applicable) in this document. Equivalent brand may be accepted subject to ensuring quality standards, compatibility / functionality and specification requirements otherwise may be rejected.**

4. **Supporting literature of the quoted model must be attached (where available/required) for perusal of CUI Lahore to technically assess that the quoted item meets the required specifications and other conditions of our BoQs / tender document.**
5. **The bids shall be evaluated to strictly ensure that the quoted brand/ model/ item meet all the BoQ/ specification requirements given in the tender document for each item.**
6. **In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.**
7. **Bidders are required to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards. The bidder will be responsible to replace the items which are not found as per the required quality standard.**

Part-E: Special Terms and conditions;

1. **Lowest vendor (s) will be required to provide Sample (s) of *Sr. No. 10 to 15* strictly as per BoQs / specifications within 07 days of opening of bid.**
2. **In case, lowest bidder failed to either provide sample within deadline or meet the mentioned quality / specification requirements in the provided sample, may lead to rejection of bid. (With confiscation of CDR).**
3. **In such case Sample Order shall be issued to 2nd lowest.**