

# **COMSATS University Islamabad, Wah Campus**



**Installation and removal of AC Units in existing CUI Wah Campus**

**Tender Notice No. CUIWW/PS/TEN/23-24/09**

**Tender Document**

**Tender Fee, Rs. 2000/- (Non-refundable)**

## TENDER NOTICE

COMSATS University Islamabad, Wah Campus, (CUIW) a public sector educational institute, invites you to quote for **Installation and removal of AC Units in existing CUI Wah Campus** at CUI Wah Campus.

2. The bids comprise a **single sealed envelope** is required to be delivered at CUIW latest by **11:00** hours on **16-10-2023**. Tenders will be opened on same date at **11:30** hours in the presence of bidders who desire to attend.

3. Sealed tenders addressed to the Purchase Officer, COMSATS University Islamabad, Wah Campus, may be dropped in person or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. Envelope should be clearly marked with the following information;

Tender No: CUIWW/PS/TEN/ 23-24/09  
Due Date : **16-10 -2023**  
Offer: Single Stage –Single Envelope  
Bid Mode :FOR

4. No offer of a firm/authorized agent will be considered if:-

- a. Received without or deficient of security money/Earnest Money and required documents/information.
- b. Received later than the date and time fixed for tender submission
- c. The tender is unsigned/ unstamped
- d. The offer is ambiguous
- e. The offer is conditional
- f. Offer is made by the unauthorized agent of the firm/company.
- g. The offer is from a firm which is black listed, by any Govt. Office.
- h. The offer is received by telephone/telex/fax/telegram.
- i. Any unsigned/ ambiguous erasing, cutting/overwriting etc. is made

5. Those firms are not eligible to participate in the tender whose delivery of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any CUIW purchase order.

6. Incomplete and Conditional bids may be liable for rejection.

7. CUIW reserves the right to increase / decrease the quantity as per requirement.

8. CUIW is authorized to accept or reject part or whole of the tender any time prior to the acceptance of the tender. The unsuccessful Bidder(s) participating in the tender shall be informed the reason(s) for the rejection of their bid, however CUIW shall not be liable to justify those reasons.

**Purchase Officer**  
COMSATS University Islamabad, Wah Campus

## **General Conditions of the Contract**

1. Tenders along with all the relevant documents and applicable certifications shall be submitted in a sealed envelope, bearing the name of the work on top and the name of the tenderer at the bottom on left side.
2. The bidder or his representatives are advised to inspect the site of work before submission of bid.
3. All entries in the tender documents shall be made with ink without any erasure, cutting and overwriting. In case of unavoidable reasons all cuttings and overwriting shall be duly signed by the tenderer.
4. All item rates shall be written both in figures and words. Similarly, the bid price shall also be written clearly in figures as well as in words.
5. The tender rates should be inclusive of all taxes and duties, payable to Government or local bodies and COMSATS University Islamabad, Wah Campus, will not entertain any claim on this account
6. “Contract Price” means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the Works subject to such additions thereto or deductions therefrom, as may be made under the provisions hereinafter contained and remedying of any defects therein in accordance with the provisions of the Contract.
7. “Schedule of Prices” means the completed and priced Schedule of Prices, or any part or individual schedule thereof, submitted by the Contractor with his Tender or revised and mutually agreed and forming a part of the Contract documents.
8. It must be clearly understood by the bidder that no claim on account of market fluctuations will be entertained during the currency of this contract for any item of work included in the bill of quantities attached to the Agreement. In other words it may be clearly understood that no request for escalation of rates will be entertained.
9. Earnest money equivalent to 2% of the bid price must be submitted in the form of pay order or bank draft from a Schedule Bank of Pakistan in the favour of COMSATS University Islamabad, (CUIW) Wah Campus.

10. Once COMSATS University Islamabad, Wah Campus (CUIW) finalizes the award of contract, the pay order /bank draft submitted by unsuccessful bidders will be returned to them.
11. Conditional tender will not be accepted.
12. COMSATS University Islamabad, (CUIW) Wah Campus reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of a proposal. The unsuccessful Contractor (s) participating in the tender shall be informed the reason (s) for the rejection of their proposal; however CUIW shall not be liable to justify those reasons.
13. The successful tender will have to execute a contract agreement /work order with the CUIW, on stamp paper (where applicable).
14. The Contractor shall mobilize and arrange all materials, labour, T&P etc. immediately on award of work and signing of Contract Agreement.
15. Retention money /security deposit @10% of the total work done shall be deducted at the time of making payments to the Contractor. This amount shall be refunded to the Contractor, after the completion of the Defects Liability Period.
16. Quoted rates shall remain valid till the work is completed.
17. The scope of work may be increased or decreased by the CUIW. No claim on this account shall be entertained.
18. The Contractor shall, in accordance with the Contract, with due care and diligence, complete the Works and/or test and commission the Plant/Works within the Time for Completion. The Contractor shall also provide all necessary Contractor's Equipment, superintendence, labour all necessary facilities required for work(s).
19. If the progress of work is found not commensurate with the stipulated contract period, the contractor shall be liable to pay as compensation an amount equal to one percent of the contract price for each day of delay subject to a maximum compensation /penalty equal to ten percent (10%) of the contract price.
20. Time shall be deemed as essence of the contract. In case of failure of the contractor to complete the work in time or in case of his abandonment of the work without any cogent reason, his contract shall be rescinded and his retention money /security deposit forfeited.
21. In case the contractor desires an extension of contract period, he shall have to justify and elaborate the grounds for the same well in time while submitting his request /application. The decision of the CUIW shall be final and binding in this respect.

22. The contractor shall not sub-let /assign contract or any part of work to another party. In case of sub-letting, the contract shall be rescinded forthwith and all dues payable to him forfeited without any prejudice.
23. In case of dispute, the matter shall be referred to the Director, COMSATS University Islamabad, Wah Campus, whose decision shall be final and binding upon both parties.
24. The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.
25. If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.
26. After the Defects Liability Certificate has been issued, the Contractor and the Employer shall remain liable for the fulfillment of any obligation, which remains unperformed at that time. For the purposes of determining the nature and extent of any such obligation, the Contract shall be deemed to remain in force.
27. In order to provide for the safety, health and welfare of persons, and for prevention of damage of any kind, all operations for the purposes of or in connection with the Contract shall be carried out in compliance with the safety requirements of the Government of Pakistan with such modifications thereto as the Engineer may authorize or direct and the Contractor shall take or cause to be taken such further measures and comply with such further requirements as the Engineer may determine to be reasonably necessary for such purpose.
28. If in the opinion of the Engineer Incharge an emergency occurs affecting the safety of life or the works or of adjoining property, the Engineer Incharge may, without recourse to provisions of Clause 29 and without relieving the Contractor of any of his duties and responsibilities under the Contract instruct the Contractor to execute all such work or do all such things as may, in the opinion of the Engineer Incharge, be necessary to abate or

reduce the risk. The Contractor shall forthwith comply with any such instruction(s) of the Engineer.

29. The Contractor shall report to the Engineer Incharge details of any accident as soon as possible after its occurrence. In the case of any fatality or serious accident, the Contractor shall, in addition to appropriate action required under the law, notify the Engineer Incharge immediately by the quickest available means.

## **Special Conditions**

1.	Amount of earnest money.	2% of bid amount.
2.	Form of earnest money.	Either a pay order or bank draft from a schedule bank in favour of the CUIW.
3.	Earnest money.	<p><b><u>a) Successful Tenderer</u></b> To be retained as part of retention money; or to be returned upon recovery of retention money equal to 2% of bid amount.</p> <p><b><u>b) Unsuccessful Tenderers</u></b> To be returned on signing the Agreement by the CUIW with successful tenderer.</p>
4.	Time of commencement of Contract	Immediately upon issuance of work order
5.	Time of completion of Contract	Four (4) months from the date of issuance of work order as mentioned in the Work order.
6.	Defect Liability Period.	One year from the date of successful testing & commissioning.
7.	Amount of liquidated damages for non-completion of the works within stipulated time.	One tenth of 1% (0.10 %) of the contract price for each day of delay in completion of work.
8.	Limit of liquidated damages.	10 % (Ten Percent) of the contract price.
9.	Retention money.	10% (Ten Percent) of verified amount of running bills /interim payments made to contractor.
10.	Limit of retention money.	10% (Ten Percent) of the completion cost.
11.	Release of retention money.	6 months after completion of works.

### **Specifications:**

The work shall be executed under the direction of the Engineer Incharge, and as per Specifications A/C's Works.

### **Mode of Payment: -**

1. All payments on account of measurable items/quantifiable works executed shall be made on the basis of actual measurement of each item of work as per unit rates quoted by the bidder and approved by the Engineer for the respective items in the "Bill of Quantities".
2. All payments on account of supply of machine/equipment etc. will be made as per quoted prices including duties and taxes etc.
3. Payments will be made in the following stages;

a)	On supply of equipment at site	50% (Fifty percent)
b)	Upon testing and commissioning	40% (Forty percent)
c)	Upon completion of defects liability period.	10% (Ten percent)

### **Recoveries: -**

1. Retention money	10% on each running bill, which will be released after one year months from the date of completion.
2. Income Tax	Tax will recovered as per rules.

### **BOQ for Installation and removal of AC Units in existing CUI Wah Campus**

Sr No.	Item Description	Unit	Rate per unit with Taxes
1.	Removal of AC unit complete in all respects including 10 rft connecting pipe, wire any hardware connected, drain pipe and all necessary arrangements needed for this job by contractor as per satisfaction of Engineer Incharge.	Per AC No.	
2.	Installation of AC complete in all respect including necessary hardware, servicing of AC unit, hanging outdoor at designated place pointed by client and all necessary arrangements needed for this job as directed and approved by engineer incharge	Per AC No.	
3.	Gas filling per ton complete in all respect with certificate and guarantee of no leakage ( inverter AC/DC Type)	Per Ton	
4.	Gas filling per ton complete in all respect with certificate and	Per Ton	

	guarantee of no leakage ( Conventional AC Type)		
5.	Cost of removing connecting pipe per rft excess than 10 rft	Per Rft	
6.	Cost of installation of connecting pipe per rft excess than 10 rft	Per Rft	
7.	P/F of Drain pipe UPVC best quality popular/master per rft 0.5”	Per Rft	
8.	P/F of Drain pipe UPVC best quality popular/master per rft 1.0”	Per Rft	
9.	Kit repairing complete in all respect as directed and approved by engineer incharge	Per Kit	
10.	Soldering of indoor vibrator and outdoor condenser as directed and approved by engineer incharge.	Per Unit	
11.	P/F of capacitor in outdoor unit with other necessary required repairing as directed and approved by engineer incharge.	Per Capacitor	
12.	Servicing of indoor and outdoor unit complete in all respect by pressure washing gun complete in all respect as per satisfaction of engineer incharge.	Per AC No.	
Amount inclusive of all applicable govt taxes.			

**Note:** Measurable quantities mentioned above are mere estimates and may increase or decrease. However, payment to the Contractor will be made on actual work-done/measurement.

**We M/s \_\_\_\_\_ hereby certify that:**

- i) Above quoted rates include all costs and taxes whatsoever and final by all means.
- ii) And that, we have read and understood the specifications, terms and conditions envisaged in the tender document.
- iii) And that, quantity of materials and workmanship will be verified and examined by the authorized representative of CUIW, and in case of any dispute the decision of Director, CUIW will be final.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Stamp**