



# COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender # CIIT-TN-13-14-498

## Auction Notice & Terms & Conditions

1. It is notified for the information of General Public that COMSATS Institute of Information Technology Lahore Campus's Administration intends to auction the **Unserviceable Items**.
2. Auction documents containing the specification (terms & conditions), details can be downloaded from website: (<http://www.ciitlahore.edu.pk/Offices/Auction.aspx>) or can be received from Purchase Office during office hours and **submit the filled Documents** along with Pay Order / Demand Draft / cash depositing **amounting to Rs. 500/-** at HBL-CIIT-Lahore, as a documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without documents' fee.
3. Auction documents containing the specification (terms & conditions), details can be downloaded from website: (<http://www.ciitlahore.edu.pk/Offices/ProcurementSection.aspx>) or can be received from Purchase Office during office hours and **submit the filled Documents to the address given below**.
4. The auction documents should be submitted up to **March 16, 2015** on or before **1100 hrs** and the **open auction** will be held on **same date at 1445hrs**, at COMSATS Institute of Information Technology Lahore.
5. The auction able items may be seen at COMSATS-Lahore on any working day during office hrs (08:30 AM to 04:30PM).

### The details of auction able items are as under:

- I.T Items
  - Electrical Items
  - Plumbing Items
  - Furniture (Wooden / Iron ) Items
  - Air Conditioners
  - Mobil Oil (Used)
  - Scientific Items
  - Used Paper
6. The highest bidder will have to deposit **Rs. 50,000/-** at COMSATS HBL Branch on the spot by getting Challan Form from the Accounts Section and the balance amount will have to be deposited within **03 days** on acceptance of the highest bid by the Competent Authority i.e. (subject to the approval of Competent Authority.)
  7. **The price (s) should be quoted including all applicable taxes (auction tax).**
  8. The successful bidder will be responsible **for carrying the auctioned items within 02 days**, after awarding of offer letter.

Secretary Auction Committee  
COMSATS Institute of Information Technology,  
Defense Road, Off Raiwind Road  
Tel: 042—111-001-007 (Ext: 875)

### Participant's Information

Name: \_\_\_\_\_

CNIC#: \_\_\_\_\_ (copy attached)

Contact #: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature & Stamp of Participant**