



COMSATS Institute of Information Technology, Lahore Purchase Section

Date: December 30, 2014

BoQs of Mobil Oil & Filters with Services for 500 KVA Generator CIIT-Lahore

| Sr. # | Item Name & Specification | Qty. | | Quoted Model / Brand | Rate to be quoted Inclusive of all (applicable) Taxes | |
|--------------------------|-------------------------------------|------|--------|----------------------|---|-------------------|
| | | | | | Unit Price (Rs.) | Total Price (Rs.) |
| 1 | Fuel filter | 1 | Nos. | | | |
| 2 | Air filter | 1 | Nos. | | | |
| 3 | Lube Oil filter | 1 | Nos. | | | |
| 4 | Corrosion Resist | 1 | Nos. | | | |
| 5 | Engine Oil, Delo Gold or Equivalent | 100 | Liters | | | |
| 6 | Generator Services Charges | 1 | Job | | | |
| Grand Total (Rs.) | | | | | | |

Note:

- Purchase order will be awarded on turnkey / grand total basis.
- Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / items may be rejected.

Signature & Stamp of the Bidder**TERMS AND CONDITIONS****[All pages (BoQs & 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. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **10 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Mobil Oil & Filters with Services for 500 KVA Generator**", and 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

Signature of Contractor with Stamp

- 8. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery and installation, and COMSATS Lahore acceptance / inspection thereof.
- 9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days.**
- 10. If the vendors fail to deliver the firm 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 may be cancelled.
- 11. The bid should be submitted in a sealed and stamped envelope up to **December 31, 2014 before 1400 Hrs.**
- 12. I / We
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....
 - **NTN # :**.....**GST#:**.....

the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

Signature of Contractor with Stamp