



**COMSATS Institute of Information Technology, Lahore**  
**Purchase Section**

Case # 1036

Date: May 29, 2014

**BoQs of Printer & Almira for Dual Degree Program, CIIT-Lahore**

Sr. #	Item Name & Specification	Qty.		Quoted Brand	Rate to be quoted Inclusive of all Taxes	
					Unit Price (Rs.)	Total Price (Rs.)
1	Laser Jet Printer, with two side printing option (Flip over feature) HP Pro 401D or equivalent	1	Nos.			
2	Almira having Three Shelves with Internal Locker, 22 guage, weight 65 KG Size 5 x 4 feet Steel	1	Nos.			

**Signature & Stamp of the Bidder**

**TERMS AND CONDITIONS**

- Part / Advance payments is not allowed.
- The exact completion / delivery time from the date of the purchase / work order will be **07 days**. The handing over / completion time for this contract is of critical importance.
- Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
- The quotation should be submitted in a sealed envelope.
- The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Printer & Almira for Dual Degree Program**", 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**

- 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.
- All prices should be quoted on F.O.R (Pak Rupees).
- If the vendors fail to deliver the firm in time then the vendor will be charged penalty as under:-
  - 1% per day of the invoice price for 5 working days.
  - 2% per day of the invoice price for further 5 working days.
  - If the vendor fail to deliver the items during the extended then the supply order will be cancelled.
- The bid should be submitted in a sealed and stamped envelope up to **June 03, 2014 before 10:30 AM**.
- I/We ..... the undersigned certify that the terms and conditions as contained in the documents Viz, " Terms and Conditions for quotation 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**