



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: December 22, 2015

Case # 1630

BoQs of Printing of DDP Folders for Convocation, CIIT-Lahore

Sr. #	Item Name & Specification	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	<p><u>Convocation Folder with Greeting certificate</u> Red Color Double side folder Fine Quality Rexine (outside) Hard Board inside the folder Size: 12 x 9 inch (per side) Logo of COMSATS & Lancaster on both side Fine Quality Velvet Inside Ribbion inside for holding greeting certificate Fine quality golden color clips on each outer corner of the folder</p> <p><u>Greeting Certificate</u> Art card Fancy 300 gram with four color printing Appropriate size to place the certificate inside the folder (ribbon side)</p> <p>Sample is also available at CIIT Lahore</p>	180	Nos.		

Note:

- Purchase / work order (s) will be awarded on **Item Wise** basis.
- Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.

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 **07 days**. The handing over / completion time for this contract is of critical importance.

Signature of Contractor with Stamp

- 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 “ **Printing of DDP Folders for Convocation**”, 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

- 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 vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged 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 fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled.
- 11. 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.
- 12. The bid should be submitted in a sealed and stamped envelope up to **December 28, 2015, 1400Hrs** and will be opened on the same date at **1430hrs** in the presence of available bidders.

13. 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