



COMSATS University Islamabad (CUI), Lahore Campus
Purchase Section

Date: October 30, 2018

Case # 2559

BoQs of Printing Items & Shields for BoRRN Event 2018, Department of IRCBM, CUI-Lahore

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

Sr. #	No change in the BoQs (Specs & Qty.) of CUI, Lahore Campus as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI, Lahore Campus BoQ may lead to rejection of bid (fully or partially).	Rate to be quoted Inclusive of all (applicable) Taxes			
		Item Name & Specification	Qty.	Unit Price (Rs.)	Total Price (Rs.)
1	<p><u>Zipped Folders</u> Size: 9.25 x 14 inch Out Fabric: Rexene (black color) Inner Fabric: Katura (black color) Inner Pockets 03 Nos.: Katura (black color) One Color printing Additional handles are required to add alongwith Logo of COMSATS Including printing & designing and complete with all aspects</p>	90	Nos.		
2	<p><u>Certificates:</u> Art Card 300gm Size: 11x8 inch Four color printing without names Including printing & designing and complete with all aspects</p>	125	Nos.		
3	<p><u>Display Name Card with Jacket</u> Art Card: Imported 300gram Size: 4.9x3.6inch Plastic Jacket Size: 5.8x4.1 inch Sling Size: Width 0.6 inch x Length 17inch with round shape Plastic cap Digital printing of badges with jacket Including printing & designing and complete with all aspects</p>	100	Nos.		

Signature of Contractor with Stamp

4	<u>Banners:</u> Size: 4x10 ft Flex: China or equivalent With four color printing & Four corner ring Including printing & designing and complete with all aspects	05	Nos.		
5	<u>Backdrop:</u> Size: 3x8 ft Flex: Star Korea or equivalent On vertical stands (provided by IRCBM) as backdrop and mounting on-site With four color printing Including printing & designing and complete with all aspects	02	Nos.		
6	<u>Standee:</u> Size: 2x5 ft Flex: Star Korea with stands With four color printing Including printing & designing and complete with all aspects	05	Nos.		
7	<u>Posters</u> Size: A3 Paper: 100gm Four color printing Including printing & designing and complete with all aspects	30	Nos.		
8	<u>Shields</u> Wooden Size: 6"x8 inches Laser Engraved Logo of COMSATS & IRCBM in four color Including velvet box	10	Nos.		
Total Amount (Rs.) inclusive of all taxes					

Note:

- Purchase / work order (s) will be awarded **on Grand Total / Turnkey basis.**
- Please submit the bid on CUI-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid / item may be rejected.
- Only vendors with relevant expertise / setup in the printing services shall be considered.
- Multiple prices of an item may lead to the rejection of 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 CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.**

Signature of Contractor with Stamp

2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **05 days (After the finalization of design)**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes and to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. The quotation should be submitted in a sealed envelope.

The envelope shall also bear the word "**CONFIDENTIAL**" and the title of procurement of "**Printing Items & Shields for BoRRN Event 2018, Department of IRCBM, CUI-Lahore**".

Secretary Purchase Committee

COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

6. Payment will be made on submission of Invoice in the name of "COMSATS University Islamabad, 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 University Islamabad, Lahore Campus acceptance / inspection thereof.
7. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
8. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
9. If the vendor fails to deliver the goods / services to CUI, Lahore Campus 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.
10. The bid should be submitted in a sealed and stamped envelope up to **October 31, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
11. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**

Signature of Contractor with Stamp