



**COMSATS University Islamabad (CUI), Lahore Campus**  
**Purchase Section**

Date: December 10, 2018

Case # 2601

**BoQs of Designing & Printing of Newsletter (Fall-2018), 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-LHR, 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-LHR 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	<b><u>Designing &amp; Printing of Newsletter</u></b> Art Paper 113gm Letter Size (11 x 8.5) 32 Nos. of Pages (includes title page) with four color printing with matt lamination, including Printing with center pin binding, complete with all aspects Including Designing with all aspects Special Note: Vendor is required to handover the digital file of final Approved design art work in a re-writable CD.	1000 Nos.		

**Note:**

- Purchase / work order (s) will be awarded **on Item Wise 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.**
2. Part / Advance payments is not allowed.

**Signature of Contractor with Stamp**

- 3. The exact completion / delivery time from the date of the purchase / work order will be **10 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 **“Designing & Printing of Newsletter (Fall-2018), 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 **December 12, 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**