



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: October 08, 2016

Case # 1879

BoQs of Sound System Required on Rental Basis for Convocation 2016, CIIT-Lahore

#	Equipment Name	Name	Details/Specifications	Qty		Rates to be quoted inclusive of all (applicable taxes)	
						Unit price (Rs.)	Total Amount (Rs.)
1	Sound System with Speaker and Microphones (required for two days)	Purpose	To provide and manage sound and speaking facilities on convocation venue.	02	Days		
		Speakers	Full range (12 required)				
		Sound mixer	Console (01) required				
		Wire Microphones	6 required				
		Podium Microphones	4 required				
		Wireless microphones	2 required				
		Others	USB & Laptop plug in ability				

Note:

- Purchase / work order (s) will be awarded **on Item Wise basis.**
- **The exact date of event will be communicated well before in time to the lowest bidder.**
- 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.
- The quantity may be increased or decreased before awarding the purchase/work order.

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 date of event will be communicated well before in time to the lowest bidder.

Signature of Contractor with Stamp

- 4. The bid proposal must 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 **“Sound System Required on Rental Basis for Convocation 2016, CIIT-Lahore”**, 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 **October 19, 2016, 1400Hrs** and will be opened on the same date at **1430hrs** in the presence of available bidders.
- 13. 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