



COMSATS University Islamabad (CUI), Lahore Campus
Purchase Section

Date: July 02, 2020

Case # 3078

BoQs of Printing & Designing of Newsletter (Spring Issue 2020), CUI-Lahore Campus

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	<p><u>Designing & Printing of Newsletter</u> Art Paper 115gm Letter Size (11 x 8.5) 28 Nos. of Pages (includes title page) with four color printing Title Card 300 gram with four color both side printing & 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.</p>	1000	Nos.	

Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
- In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
- Supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.

Signature of Contractor with Stamp

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.
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 "**Printing & Designing of Newsletter (Spring Issue 2020), CUI-Lahore Campus**".

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 COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.

Signature of Contractor with Stamp

10. The bid should be submitted in a sealed and stamped envelope up to **July 08, 2020 before 1100 Hrs** and will be opened on the same date at **1130 Hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the Quotation notice.

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:**