

**COMSATS University Islamabad, Lahore Campus****Purchase Section**

Date: March 14, 2023

Case # 3735

BoQs of Printing, Stationery & Souvenirs Items for Symposium under HEC NRPU Project awarded to Dr. Asma Tufail, Department of IRCBM, 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

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

Sr. #	Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
Part A (Printing Items) on Sub Total Wise Basis						
1	<u>Banners</u> Size: 5 x 12 ft (China Flex or equivalent) Four Corner Ring, Four color printing Design & Text will be provided by the COMSATS Lahore	02	Nos.			
2	<u>Standees with stand</u> Size: 2x5 ft (China flex or equivalent) Four Corner Ring, Fine Quality Stand, complete with all aspects, Design will be provided by the COMSATS Lahore	04	Nos.			
3	<u>Certificates</u> Digital printing without names, Four color printing Size: 11" x 8" inch, 180 gm Art card Design & Text will be provided by the COMSATS Lahore	60	Nos.			
4	<u>Envelops</u> White color envelops for certificates. Size: 11" x 8" inch, 80 gm paper	80	Nos.			
5	<u>Folders/Files</u> Color: 4-color printing Outer lamination, File with one pocket inside Size: 12.5" x 9.5" inch, 300 gm Art Card, Conference Title will be printed on the stickers separately (100 stickers) Design & Text will be provided by the COMSATS Lahore	400	Nos.			

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6	<u>Display Name Card with Jacket & sling</u> Art Card: 150 grams imported Size: 3w x 5h inch Digital Print, Jacket: Fine Quality, Jacket Size: 4.0 w x 5.75h inch Sling (Purple and Red), Complete with all aspects Design & Text will be provided by the COMSATS Lahore	80	Nos.			
Sub Total Amount (Rs.) of Part A						
Part B (Souvenirs Items) on Sub Total Wise Basis						
7	<u>VIP Wooden Shields</u> Wooden Shield with back stand Size 8x6 inch, Digital Printing on Metal With Velvet Box Design & Text will be provided by the COMSATS Lahore	04	Nos.			
8	<u>Glass Shields</u> Size 8x6 inch, Digital Printing With Velvet Box Design & Text will be provided by the COMSATS Lahore	11	Nos.			
Sub Total Amount (Rs.) of Part B						
Part C (Souvenirs Items) on Item Wise Basis						
9	<u>Paper Ream (A4)</u> 80 Gm Imported 500 Sheets in one ream, 96 Brightness, 20 lb, Higher brightness paper pure white paper, thick jala (for printing and Copy) (Hp, Paper One, AA or equivalent)	08	Nos.			
10	<u>Ball Pens</u> Color: Blue One ball point with fine tip 0.8mm With snap cap  Atlas Max or equivalent	80	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.

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1. Please submit the rates on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.
2. Brand name / model must be mentioned against items where required failing which the bid / item (s) may be rejected. Manufacturing origin can only be accepted against items where mentioned specifically in the BoQ form.
3. Supporting literature of the quoted model must be attached (where available/required) for perusal of CUI Lahore to technically assess that the quoted item meet the required specifications and other conditions of our BoQs / tender document.
4. The bids shall be evaluated to strictly ensure that the quoted brand/ model/ item meet all the BoQ/ specification requirements given in the tender document for each item.
5. 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.
6. ***Bidders are required to quote Genuine A+ quality products as copy and low-quality products shall not be accepted and the bidder will be responsible to replace the items which are not found as per the required quality standard.***
7. **Multiple rates of an item may also lead to the rejection of bid / item.**

Signature & Stamp of the Bidder

GENERAL 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 COMSATS University Islamabad, 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 **03 Days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
6. **Purchase / work order shall be awarded to evaluated lowest bidder (s) Part A & B on Sub Total Wise Basis and Part C on Item Wise Basis.**
7. The quotation should be submitted in a sealed envelope.
8. The envelope shall also bear the word "**CONFIDENTIAL**" and the title of procurement of "**Printing, Stationery & Souvenirs Items for Symposium under HEC NRPU Project awarded to Dr. Asma Tufail, Department of IRCBM, CUI-Lahore Campus**"

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Secretary Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

- 9. 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 Lahore acceptance / inspection thereof.
- 10. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days.**
- 11. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 12. **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 warning letter, if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
- 13. The bid should be submitted in a sealed and stamped envelope up to **March 15, 2023 before 1400 Hrs** and will be opened on the same date at **1430 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 tender notice.
- 14. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s.
- 15. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 16. 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