COMSATS Institute of Information Technology, Lahore
Purchase Section

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Date: September 06, 2017

Case # 2148

BoQs of Printing of Poster & Brochure for DICE-IET 2017, Department of Electrical Engineering, CIIT-Lahore

Sr. #	Item Name & Specifications	Qty		Quoted Model/ brand/ Name	Unit Price (Rs)	Total Price (Rs)
	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).				Rates to be quoted in Pak Rupees Inclusive of all taxes	
1	**Invitation Poster:** Size: 20"x30" 160 gram glazed out paper with four color (single side) offset printing Design will be provided by CIIT Lahore	500	Nos.			
2	**Brochure for Invitations:** Size: 11.69"x 8.27" Tri-Fold 135 gram matt paper with four color (two side) offset printing Design will be provided by CIIT Lahore	700	Nos.			
	Total Amount (Rs) inclusive of all taxes					

Note:
- **Purchase / work order (s) will be awarded on Grand Total / Turnkey basis.**
- **Please quote the rates on CIIT-Lahore BoQs and clearly mention the quoted model / brand, otherwise your bid / items may be rejected.**
- **Only vendors with relevant expertise / setup in the printing services shall be considered.**
- **The quantity may be increased or decreased before awarding the purchase/work order.**
- **Multiple prices of an item may lead to rejection of the 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 CIIT 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 **04 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 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 also bear the word **"CONFIDENTIAL"** and the title of procurement of **"Printing of Poster & Brochure for DICE-IET 2017, Department of Electrical Engineering, CIIT-Lahore".**

   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. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

11. 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.

12. The bid should be submitted in a sealed and stamped envelope up to **September 08, 2017 before 1400 Hrs** and will be opened on the same date at **1430 hrs** 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