



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: December 14, 2017

Case # 2239

BoQs of Printing & Designing of Newsletter, CIIT-Lahore

Sr. #	Item Name & Specification	Qty		Prices should be quoted inclusive of all applicable taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	Printing of Newsletter Art Paper 113gm Letter Size (11 x 8.5) 32 Nos. of Pages (includes title page) with four color printing Title: Art Card 300gram in four color both side 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:

- Please quote the rates on CIIT-Lahore prescribed BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.
- 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.

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 completion / delivery time from the date of the purchase / work order will be **10 Days (Start from the date of 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 or grievance, the matter shall be addressed as per PPRA rules.

Signature of Contractor with Stamp

6. The quotation should be submitted in a sealed envelope.

The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Printing & Designing of Newsletter, 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

- 7. 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.
- 8. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
- 9. 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.
- 10. 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.
- 11. The bid should be submitted in a sealed and stamped envelope up to **December 20, 2017, 1400Hrs** and will be opened on the same date at **1430hrs** in the presence of available bidders.
- 12. 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