



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: February 02, 2018

Case # 2273

BoQs of Printing, Advertisement Items for 2nd International Conference on ESSD, Department of Chemical Engineering, CIIT-Lahore

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 inclusive of all applicable taxes	
Sr. #	Item Name / Specification	Qty		Unit Price (Rs)	Total Price (Rs)
1	Backdrop with wooden frame Flex: Star Korea with five color printing or equivalent Size of backdrop is 25 x14 to be printed for installation and removal. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CIIT Lahore. Including Designing & installation Charges Complete with all aspects.	01	No.		
	Iron Stand on Rental Basis Size: 25x14 with installation and removal	01	No.		
2	Standee Flex: Star Korea or equivalent Size: 2 x 5 ft Four Corner Ring, Fine Quality Stand Including printing & designing and complete with all aspects	01	No.		
3	Pens As per sample available at CIIT-Lahore With single color printing of COMSATS Lahore & ESSD 2018 on both side Including designing, Complete with all aspects	130	Nos.		
4	Drafting Pad Title Cover : Art Card 260 gram with five color printing (Front and back), Size: 8.5 x 5.5 inch Inner Paper: 80 gram imported paper with single color, single side printing (20 papers) Inner Paper size: 8.5 x 5.5 inch, Gum binding Including designing, Complete with all aspects.	130	Nos.		

Signature of Contractor with Stamp

5	Abstract Book in CD (Re-writeable) Sony or equivalent	130	Nos.			
	CD Jacket Five Color both side Printing Plastic Good Quality with five color sticker pasting Ready Size: 6 x 6 inch Fine quality pasting, Including designing & Printing, Complete with all aspects.					
	CD Stickers with pasting Sticker Quality: Lintec original or equivalent Five color printing Size: 4.5 x 4.5 inch (Round) Including designing & Printing ,Complete with all aspects.					
6	Display Name Card with Jacket & sling for Participants Art Card: 300 gram imported Size: 3.5 x 3 inch (Two pieces) Five Color Printing Both pieces pasted Jacket : Fine Quality (as per sample) Jacket Size: 4.8 x 3.25 inch Sling with printing of COMSATS & ESSD logo on both side Including designing, Complete with all aspects.	200	Nos.			
7	Streamers Size 3’x6’ with wooden frame and Installation Flex: China or equivalent Five Color Printing Including designing, complete with all aspects.	08	Nos.			
8	Conference Bags Height: 11"Width: 14.5" (For 17" Laptop)&Depth: 04" No of Pockets: 02 With 4 color printing on front side: symposium name, address and logo Material Taiwan A Grade Fabric or equivalent As pre sample available at CIIT-Lahore. Vendor is requested to examine the sample of bag before quoting the bid. Including printing & designing and complete with all aspects	130	Nos.			
Total Amount in Words (Rs.) inclusive of all Taxes						

Note:

- Purchase / work order (s) will be awarded on **Grand Total / Turnkey basis.**
- 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.
- Only vendors with relevant expertise / setup in the business of Printing & Souvenirs items with sound financial status shall be considered.
- The quantity may be increased or decreased before awarding the purchase/work order.

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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 **07 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 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.
6. The quotation should be submitted in a sealed envelope.

The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Printing, Advertisement Items for 2nd International Conference on ESSD, Department of Chemical Engineering, 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 **February 07, 2018, 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:

Signature of Contractor with Stamp

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**

Signature of Contractor with Stamp