



**COMSATS Institute of Information Technology, Lahore**  
**Purchase Section**

Date: March 02, 2018

Case # 2290

**BoQs of Workstations and Executive Chairs for CS-Department under ICT- R& D funded Project awarded to Dr. Salman Khan, CIIT-Lahore**

Sr. #	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).	Rate to be quoted Inclusive of all (applicable) Taxes		
		Item Name & Specification	Qty. in Nos.	Unit Price (Rs.)
1	<b><u>Providing and supplying of the wooden work station, Table size: 3.62' x 2.5' x2.5', Book cabin with leafs size: 3.62 'x 1.25' x 1.5' made with 3/4" thick win board lamination sheet and soft board size: 3.62' x 2' with cloth as per approved sample including the cost of cutting, fixing, two lock ,handle, magnet catcher and two light plug (SK) with 2 mm 7/0.29 cable for connection etc. as per available sample with addition of foot rail complete in all respect. Sample Pictures is attached</u></b>	03 Nos.		
2	<b><u>Providing and supply the revolving executive chair Sample Pictures is attached</u></b>	03 Nos.		

**Special Terms and conditions:**

- Vendors are required to inspect sample of both items available at CIIT-Lahore Campus before quoting price to avoid quality and specification issues.
- Lowest vendor (s) will be required to provide sample of both items strictly as per physical sample / BoQ within 05 days of opening of bid.
- Failing to meet quality and specification requirements may lead to rejection of bid and order may be awarded to 2nd lowest bidder, subject to approval of competent authority.
- Purchase / Work order will be awarded on **Item Wise** basis.
- Please submit the bid on our prescribed BoQs, otherwise your bid (s) may be rejected.
- Multiple rates of an item may lead to the rejection of bid / item.

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.]**

- 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 **20 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. The quotation should be submitted in a sealed envelope.
- 6. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Workstations and Executive Chairs for CS-Department under ICT- R& D funded Project awarded to Dr. Salman Khan”**.

**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. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 10. 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.

11. The bid should be submitted in a sealed and stamped envelope up to **March 07,2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** 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**

**Sample Pictures are attached:**



**Signature of Contractor with Stamp**