



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-15-621
Case # 1617

TERMS AND CONDITIONS

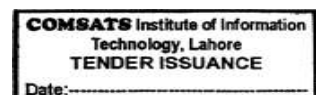
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
5. Part / Advance payments is not allowed.
6. The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
10. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. The bid should be submitted in a sealed envelope up to **December 21, 2015** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. The envelope 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

13. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of **"Stationary, Printing & General Items for Semester Spring-2016, CIIT-Lahore"**.

Signature & Stamp of Bidder



14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 15. If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**
- 1% per day of the invoice price for 5 working days.
 - 2% per day of the invoice price for further 5 working days.
 - If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. 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 / installation, and COMSATS acceptance / inspection thereof.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
23. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. The bidder is required to furnish in form of Bank deposit / CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
25. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous
 - The offer is conditional
 - Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - The offer is from a firm, which is black listed by any Govt. Office.
 - The offer is received by telephone/telex/fax/telegram.
 - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

26. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

27. I / We

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**
- The undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

BoQs of Stationery, Printing and General Items for Semester Spring-2016, CIIT-Lahore

					Rates to be quoted inclusive of all taxes		
Sr.#	Item Description	Brand/Mark	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
A. Stationery Items (Item Wise Basis)							
1	Paper Ream A4 500 Sheets	Imported (AA) 80 Gm /or equivalent	Reams	500			
2	Paper Ream A4 500 Sheets	(PPC) A4 80 Gm Imported /or equivalent	Reams	500			
3	Color Paper A4 size 100 page (Mix Color)		packets	10			
4	File Separator (A4 size) (10 Pieces per packet)	Colourline /or equivalent	packets	500			
5	Board Marker (Black=120 ,Blue=70, Red=5, Green=5) (12 Pieces per packet)	(Snowman) SB -12 /or equivalent	packets	200			
6	Permanent Marker (Black=6,Blue=6) (12 pieces per packet)	(Snowman) or equivalent	packets	12			

Signature & Stamp of Bidder

7	Ballpoint (Black=50 ,Blue=300 , Red=150) (10 pieces per packet)	Piano 0.8mm or equivalent	packets	500			
8	Pointer (Black=25,Blue=25) (10 pieces per packet)	Dollar Soft- liner 0.3 or equivalent	packets	50			
9	Correction Pen with (Metal Tip) (12 pieces per packet)	(KITA) or equivalent	packets	10			
10	Highlighter (Green =3,Pink=3, Orange=4) (12 pieces per packet)	(Dollar) or equivalent	packets	10			
11	Lead Pencil (12 pieces per packet)	(Goldfish)#2 HB 5000 or equivalent	packets	200			
12	Scotch Tape 1" 50y	Deer Brand or equivalent	Nos.	250			
13	Scotch Tape 2" 50y	Deer Brand or equivalent	Nos.	250			
14	Paper Tape 1"		Nos.	20			
15	Register Simple (16 Nos.) (as per sample)	Munir or equivalent	Nos.	100			
16	Board Marker Refill Ink (Black =48 ,Blue =48,)	Snowman or equivalent	Nos.	96			
17	Stamp Pad (Size 7 *11) (Black=12,blue=12,)	(Lancer) or equivalent	Nos.	24			
18	Staples Pin 24/6	Dollar or equivalent	packets	100			
19	Stapler Pin (Heavy Duty 23/10 H-13) (10mm)		packets	20			
20	Box File original (as per sample)	Ghuri NO.545 or equivalent	Nos.	500			
21	Paper Cutter (18mm) (plastic Fine Quality)	Haixin HX- 6898 (18mm)	Nos.	50			
22	Steel Scale 12 inch size	(MC China) or equivalent	Nos.	100			
23	Sharpener	(Dux) or equivalent	Nos.	200			
24	Eraser	Pelikan A1 30 or equivalent	Nos.	200			
25	Board Pin (100 pieces per packet))	Eony or equivalent	packets	50			
26	*White Board Duster (as per sample)		Nos.	500			

Signature & Stamp of Bidder

27	Note Pad Sticking 3 X 3	Pronti Made in Taiwan or equivalent	Nos.	200			
28	*Paper tray 2 piece Plastic (as per sample)		Nos.	10			
29	Visiting Card Book (for 500 card)		Nos.	10			
30	Gum Stick 9gm	(DUX) or equivalent	Nos.	150			

B. Printing Items for Office Use (Turnkey Basis)

1	Student Rexene Folder (SDP) as per sample		Nos.	500			
2	File Cover (yellow) 450 Grams Box Board, Yellow Ground Printed on Both Sides, Dye Cutting, 7 Inch Patri, Binding Transparent Scotch Tape in side		Nos.	1000			
3	File Folder (blue & white) 350gm Laminated 9.5 x 13 Inch Size, Art Card 300 Grams, 3 color Printing, Laminated, Pocket Pasted Inside		Nos.	1500			
4	Envelope Size 12" x 9.5" (80 gm Imported) 1 color Printed		Nos.	2000			
5	Envelope Size 17.5" x 12" (80 gm Imported) 1 color Printed		Nos.	1000			
6	Drafting Pad Small Size 68 Grams Local Paper, 70 Leaves, 113 Grams Art paper for Title, Hard Ghatta on Bottom		Nos.	600			

Grand Total Amount (Rs.) of Printing Items for Office Use

General Items (Item Wise Basis)

1	Air freshener 300ml	Cobra /or equivalent	Nos.	150			
2	Soap 115Gm	Safe Guard (Made in Pakistan) /or equivalent	Nos.	30			

Signature & Stamp of Bidder

3	Towel Size 2'x4' fine quality	Oxford Gold /or equivalent	Nos.	30			
4	Dust Bin Small Without Cover size 9" height as per sample	King /or equivalent	Nos.	50			
5	Tissue Box	Rose Petal, PoP-UP, 150x2 Ply /or equivalent	Nos.	500			
6	Tissue Roll	Rose Petal /or equivalent	Nos.	500			
7	Lotay Fine Plastic Quality (as per sample)		Nos.	60			
8	Bond Elfy (original)	GMSA or equivalent	Nos.	24			
9	Door Lock 2/1/2"	(Tri-Circle original) /or equivalent	Nos.	48			
10	Energy Cell AA (Clocks)	Toshiba (Original) /or equivalent	Nos.	200			
11	Furniture Polish	(Kiwi Revive-All) /or equivalent	Nos.	100			
12	Glint cleaner	Insta /or equivalent	Nos.	100			
13	Water Glass (Original)	Toyo Nasic /or equivalent	Nos.	200			
14	Soap Liquid 475ml	(Lemon Max) or equivalent	Nos.	50			

Note:

1. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.
2. Purchase / work order (s) will be awarded as per following criteria in each category;
 - (A) Stationery Items on item wise basis.
 - (B) Printing Items for Office Use on turnkey / grand total amount basis.
 - (C) General Items on item wise basis
3. Paper quality and Printing contents of “Printing Items for Office Use” will be finalized by the Store Section. Before final printing, successful bidder is required to obtain approval of the printed samples (signed / stamped) by end user.

Signature & Stamp of Bidder