



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

Tender No. CIIT-TN-13-16-642  
Case # 1662

**TERMS AND CONDITIONS**

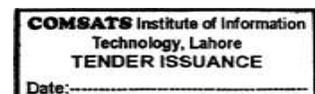
**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

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 dates of required services as mentioned in BoQs
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 **February 15, 2016** 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 **"Food, Catering & Cultural Show Arrangements for 2<sup>nd</sup> CIMUN-2016 CIIT-Lahore"**.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

**Signature & Stamp of Bidder**



- 15. 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, 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;
- i. Received without earnest money
  - ii. Received later than the date and time fixed for tender submission
  - iii. The tender is unsigned/ unstamped
  - iv. The offer is ambiguous
  - v. The offer is conditional
  - vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
  - vii. The offer is from a firm, which is black listed by any Govt. Office.
  - viii. The offer is received by telephone/telex/fax/telegram.
  - ix. 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.

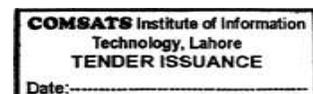
27. I / We

- **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

**BoQs of Food, Catering & Cultural Show Arrangements for 2<sup>nd</sup> CIMUN-2016, CIIT Lahore**

Sr.#	Detail	Qty		Rate to be quoted Inclusive of all applicable Taxes	
				Total Price (Rs.)	Total Price (Rs.)
1	<b><u>Hi-Tea for 03 Days (Feb 18-20, 2016)</u></b> Chicken Sandwiches Chicken Pemy Pasta Chicken Spring Roll Cutlest Tea	60	Persons		
2	<b><u>Dinner for One Day (Feb 20, 2016)</u></b> Egg Fried Rice Chicken with Cashew Nuts Alfredo Pasta Tiramisu Cold Drinks Mineral Water	400	Persons		
<b>Sub Total Amount (Rs) for Sr. # 1 &amp; 2</b>					

**Signature & Stamp of Bidder**



3	<p><b><u>Catering (Feb 18-21, 2016)</u></b>          Canopy for 04 days 120 ft x 120 ft          350 chairs high back + covers + ribbon          Carpet 120 ft x 120 ft          50 Lounge Setup          Décor (entrance + stage+ flowers arrangements) for 02 Days          Dinner Setup (Crockery, Cultery &amp; Glassware's + buffet for 400 persons) for One Day (Feb 20, 2016)          Lights (50 SMDS LEDs) for one day          Minimum 10 Nos of Waiters required with proper uniform          1 Day Prior Setup installation before the event date 18 Feb 2016</p>	04	Days		
4	<p><b><u>Cultural Show: (Feb 19, 2016)</u></b>  <b><u>Wooden Ramp with</u></b> white lamination          40ft x 8ft x 2ft          Wooden Stage with white lamination          32ft x 24ft x 2f          Center Stage Backdrop (flex + frame)          10ft x 16ft          Right Stage wing (Flex + Frame) 10ft x 8ft          Left Stage wing (Flex + Frame) 10ft x 8ft          Aluminum Truss (2Pcs) 44ft          Square Trussing Aluminum 34 Ft x 28ft          30 Nos. of SMD LED Parcans          10 Nos of Sharpy American beams          DMX Digital Mixer          Light Operator          Confetti Blaster          2nos of Smoke Machines          08 Nos of eye lights          Photography Coverage (03 Nos of HD Cameras 1080 pixels)          Videography Coverage (02 nos of HD Cameras)          Judges for Fashion Shows          Choreography Session (03 Hours)          04 paris Sound EV Full Range          1 Pair Sound Bass          2 Wireless Mics          24 channel Mixer Sound Craft          15 Institutional teams for ramp show case          Backdrop + Social Media Artwork</p>	01	Day		

Designing Event Host 2 Singing Performances Backstage Management (05 Persons) General Management 1 Day Prior Setup installation before the event date 19 Feb 2016				
<b>Sub Total Amount (Rs) for Sr. # 3 &amp; 4</b>				

**Note:**

- Purchase / work order (s) will be awarded on **Sub Total** basis as per above BoQs.
- Please quote the rates on our BoQs, otherwise your bid may be rejected.
- Multiple prices of an item may lead to the rejection of item/bid.