



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

Tender No. CIIT-TN-13-16-973  
Case # 2207

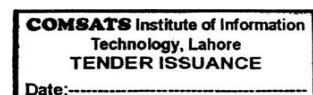
**Title: Backdrops, Standees, Program Book, Display Cards, Certificates, CDs, Shields and Plastic Folder for Humanities Department**

**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/BoQs 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. Only vendors with relevant expertise / setup in the printing services & Souvenirs related work shall be considered / preferred.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
5. 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.
6. Part / Advance payments is not allowed.
7. The exact completion/delivery time from the date of the purchase / work order will be **07 days (after the finalization of design for printing items), 10 days for Souvenirs items and Advertisement items shall be installed One Day Prior of Event at CIIT-Lahore.** The handing over / completion time for this contract is of critical importance.
8. The bid proposal must be inclusive of freight and all other taxes and to be delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
9. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. The bid should be submitted in a sealed envelope up to **November 15, 2017** 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;

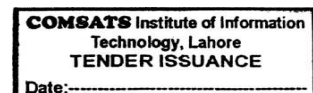
**Signature & Stamp of Bidder**



**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 **“Backdrops, Standees, Program Book, Display Cards, Certificates, CDs, Shields and Plastic Folder for Humanities Department”**.
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:-**
  - 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 or grievance, the matter shall be addressed as per PPRA rules.
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

**Signature & Stamp of Bidder**



- 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. The offer is from a firm, which is black listed by any Govt. Office.
- vii. The offer is received by telephone/telex/fax/telegram.
- viii. 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.

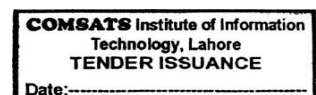
27. I / We

- **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 Backdrops, Standees, Program Book, Display Cards, Certificates, CDs, Shields and Plastic Folder for Humanities Department**

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	<b>Invitation Cards+ Program Book with envelops</b> Art Card: 300 gram imported Five color both side printing Size: 4.5 x 6.5 inch (09 leaves) Creasing and folding Envelop Paper: 100 gram imported paper Envelop Printing: Five Color Printing Envelop Size: 7 x 5 Including designing & printing. Complete with all aspects.	500	Nos.		

Signature & Stamp of Bidder



2	<b>Display Name Card with Jacket &amp; sling</b> 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 & Conference logo on both side Including designing & Printing, Complete with all aspects.	360	Nos.		
3	<b>Certificate for Participate &amp; Organizers</b> Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch Including designing & Printing Complete with all aspects.	200	Nos.		
4	<b>Abstract Book in CD (Re-writeable)</b> Sony or equivalent	300	Nos.		
	<b>CD Jacket</b> Five Color both side Printing Art Card: imported 300 gram Ready Size: 5.25 x 5.25 inch Fine quality pasting, Including designing & Printing Complete with all aspects.				
	<b>CD Stickers with pasting</b> Sticker Quality: Lintec original or equivalent Five color printing Size: 4.5 x 4.5 inch (Round) Including designing & Printing ,Complete with all aspects.				
<b>Sub Total Amount (Rs) of Sr. # 1 to 5</b>					
5	<b>Standee</b> Flex: Star Korea or equivalent Size: 2.5 x 5 ft Four Corner Ring Fine Quality Stand Including printing & designing and complete with all aspects	8	Nos.		
6	<b>Backdrop Size: 8x4</b> Flex: Star Korea with five color printing or equivalent Including Designing & installation Charges Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CIIT Lahore. Complete with all aspects.	03	Nos.		
7	<b>Backdrop with wooden frame</b> Flex: Star Korea with five color printing or equivalent Size of backdrop is 25 x10 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.		
<b>Sub Total Amount (Rs) of Sr. # 6 to 8</b>					

Signature &amp; Stamp of Bidder

8	<p><b>Shields</b>                  Make: Glass 12mm                  Size: 8 x6                  Shape: Wing Award                  Printing: Four Color printing, pasting &amp; designing                  Wallvet Box: 8x10 inch                  Complete with all aspects.</p>	57	Nos.		
9	<p><b>Plastic Folder</b>                  (Vendor is required to provide the sample according to the attached picture alongwith bid failing which may be rejected)                  Five color screen printing on front side of folder.                  Including Designing &amp; installation Charges                  Complete with all aspects.</p>	300	Nos.		

**Note:**

1. Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
2. Purchase / work order (s) will be awarded **on Sub Total basis (Sr. #1-4) and (Sr.# 5-7) and Sr. # 8-9 will be awarded on Item Wise Basis (as mentioned in BoQs).**
3. Multiple prices of an item may lead to rejection of the item / bid.



Signature & Stamp of Bidder