



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

Tender No. CIIT-TN-13-16-974
Case # 2210

Title: Printing & Souvenirs Items for ISBM Conference 2017, Department of IRCBM

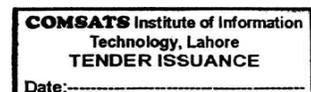
TERMS AND CONDITIONS

[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 **10 days (after the finalization of design for printing items), 15 days for Souvenirs items and Advertisement items shall be installed One Day Prior of Event at PC Hotel 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;

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.

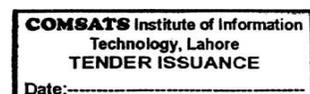
Signature & Stamp of Bidder



Tel: 042-111-001-007, Ext: 875

13. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Printing & Souvenirs Items for ISBM Conference 2017, Department of IRCBM”**.
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
 - 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

Signature & Stamp of Bidder



- 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.

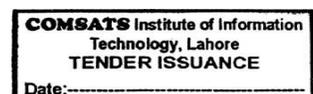
27. I / We

- **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 Printing & Souvenirs Items for ISBM Conference 2017, Department of IRCBM

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).				Prices should be quoted inclusive of all applicable taxes	
Sr. #	Item Name & Specification	Qty		Unit Price (Rs)	Total Price (Rs)
Banners & Flexes					
1	Backdrop with wooden frame Flex: Star Korea with four color printing or equivalent Size: 30 x12ft to be printed for installation and removal with self-stand as backdrop and mounting on-site 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. Design must be approved from ISBM printing committee.	01	No.		
2	Stall Flex with wooden frame Flex: Star Korea with four color printing or equivalent Size: 8 x 18 ft to be printed for installation and removal with self-stand and mounting on-site Including Designing & installation Charges Complete with all aspects. Design must be approved from ISBM printing committee	01	No.		

Signature & Stamp of Bidder



3	Banner Flex: China flex (four corner rings for hanging) with four color printing or equivalent Size: 4 x 8 ft Including Designing & printing Charges Complete with all aspects. Design must be approved from ISBM printing committee	05	Nos.		
4	Standee Flex: China flex with four color printing or equivalent Size: 2.5 x 5 ft Four Corner Ring, Fine Quality Stand Including printing & designing and complete with all aspects Design must be approved from ISBM printing committee	10	Nos.		
5	Poster Size: A0 China Flex with four color printing or equivalent Including printing & designing and complete with all aspects Design must be approved from ISBM printing committee	15	Nos.		
Sub Total Amount (Rs) of Sr. # 1-5					
Printing Items					
6	Certificates digital printing without names Size: 11" x 8" inch 300 gm Art card Including printing & designing and complete with all aspects Design must be approved from ISBM printing committee.	350	Nos.		
7	Abstract Booklet Abstract Booklet with 60 pages (10 pages for writing) with printing on both sides in black and white (i.e. 120 total) Inside Paper: 100 gm. Size: 8.5" x 5.5" Title in 4 Colored Printing with Matt Lamination (260-gram Art Card), Including printing & designing and complete with all aspects, Design must be approved from ISBM printing committee.	300	Nos.		
8	Program Booklet Program booklet with 12 pages (=150gram) with 4 color printing on both sides (Total: 24 pages), Front & Back Cover (260-gram Art Card) Size: 7.09" x 4.53" Including printing & designing and complete with all aspects Design must be approved from ISBM printing committee.	800	Nos.		
9	<u>Name badges with lamination and jacket</u> Digital printing of badges with lamination and jacket Art Card: Imported 300 grams Size: 4.9x3.6 inch Plastic Jacket Size: 5.8 x 4.1 inch Sling size: Width 0.6-inch x Length 17inch with round shape Plastic cap As pre sample available at CIIT-Lahore Including printing & designing and complete with all aspects Design must be approved from ISBM printing committee.	300	Nos.		

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10	<u>Files (with logo)</u> Matt Laminated 300 gm Art card of size 12"x8.5" with Four Color Printing Inner Side Pocket Size: 8.3" x 3.5" inches Including printing & designing and complete with all aspects Design must be approved from ISBM printing committee.	300	Nos.		
11	<u>Ball Point</u> Color: White One Click ball pen One Side one color printing Including printing & designing and complete with all aspects Design & Sample of Ball Pen must be approved from ISBM printing committee.	300	Nos.		
Sub Total Amount (Rs) of Sr. # 6-11					
Souvenirs Items					
12	<u>Conference Bags</u> 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 Design / sample must be approved from ISBM printing committee.	300	Nos.		
13	<u>Shields</u> Wooden Size: 6 x 8 inches Laser Engraved Including velvet Box As pre sample available at CIIT-Lahore. Vendor is requested to examine the sample of shield before quoting the bid. Including printing & designing and complete with all aspects Design / sample and fabrication must be approved from ISBM printing committee.	50	Nos.		
Sub Total Amount (Rs) of Sr. # 12-13					

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 (as mentioned in BoQs).**
3. Multiple prices of an item may lead to rejection of the item / bid.

Signature & Stamp of Bidder