



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

Case # 1234

Date: December 04, 2014

**BoQs of Conference Bags for 4<sup>th</sup> International Symposium IRCBM Department, CIIT Lahore**

Sr. #	Item Name	Specification	Qty.	Rate to be quoted Inclusive of all Taxes	
				Unit Price (Rs)	Total Price (Rs.)
1	Conference bags As per sample (available at IRCBM)	Black Colour	300 Nos		
		Korean/Taiwan Cloth or Equivalent			
		Black Lining inside			
		Single Pocket with Zip			
		Shoulder belt			
		Handle			
		Colour Printing at the Front			

**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.
- Part / Advance payments is not allowed.
- The exact completion / delivery time from the date of the purchase / work order will be **04 days**. The handing over / completion time for this contract is of critical importance.
- Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
- The quotation should be submitted in a sealed envelope.
- The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Conference Bags for 4<sup>th</sup> International Symposium IRCBM Department, CIIT Lahore**", and should be marked as under:  
  

**Manager Purchase**  
**COMSATS Institute of Information Technology, Lahore Campus**  
**Defence Road, Off Raiwind Road, Lahore.**  
**Tel: 042-111-001-007, Ext: 875**
- 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.
- All prices should be quoted on F.O.R (Pak Rupees).
- If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order may be cancelled.

**Signature of Contractor with Stamp**

10. The bid should be submitted in a sealed and stamped envelope up to **December 08, 2014 before 14:00 PM.**
11. I/We ..... the undersigned certify that the terms and conditions as contained in the documents Viz, “ Terms and Conditions for quotation 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.

**Signature of Contractor with Stamp**