



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: June 29, 2016

Case # 1772

BoQs of Uppers for Janitorial Staff, CIIT-Lahore

Sr. #	Details/Specifications	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<u>Uppers for Janitorial Staff</u> Fine Quality Cotton Cloth, Blue Color as per sample, on Small, Medium, Large Basis, with printing of word” Janitorial Staff / Janitorial Supervisor” rear side, and COMSATS Logo on front side of upper, Buttens, Kaajs etc, complete with all aspects.	160	Nos.			

Note:

- Purchase / work order (s) will be awarded on **Item Wise** basis.
- Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.

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.]

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. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **45 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Uppers for Janitorial Staff”**, and 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

Signature of Contractor with Stamp

8. 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.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days.**
10. 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.
11. The bid should be submitted in a sealed and stamped envelope up to **July 13, 2016 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
- 12.
13. I / We
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....
 - **NTN # :**.....**GST#:**.....

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.

Signature of Contractor with Stamp