



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

Date: November 24, 2016

Case # 1918

**BoQs of Printing of File Folders, Ball Points & Ribbons & Card Holders for 5<sup>th</sup> ISBM Conference 2016,**  
**Department of IRCBM, CIIT Lahore**

Sr. #	Item Name	Specification	Qty		Prices should be quoted inclusive of all applicable taxes	
					Unit Price (Rs)	Total Price (Rs.)
1	File Folders	Matt Laminated 300 gm Art Paper with Four Color Printing Inner Side Pocket Size: 8.3" x 3.5" inch  Folder Size: 19" x 12.8" inch Complete with all aspects Design will be provided by CIIT Lahore  (As per sample)	300	Nos.		
2	Ball Points	Color: White One Click ball pen One Side printing with one color (As per sample)	300	Nos.		
3	Ribbons and Card Holders	Art Card: Imported 300 grams Size: 4.9x3.6 inch with four color printing Plastic Jacket Size: 5.8 x 4.1 inch Sling size: Width 0.6-inch x Length 17inch with round shape with two side printing Plastic cap Plastic thickness as per sample	350	Nos.		
<b>Total Amount (Rs)</b>						

**Note:**

- Purchase / work order (s) will be awarded **on Grand Total / Turnkey basis.**
- Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.
- The quantity may be increased or decreased before awarding the purchase/work order.

Signature of Contractor with Stamp

**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 **07 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.

The envelope shall bear the word **"CONFIDENTIAL"** and the identification **"Printing of File Folders, Ball Points & Ribbons & Card Holders for 5<sup>th</sup> ISBM Conference 2016, Department of IRCBM, CIIT Lahore"**, 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**

7. 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.
8. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
9. 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.
10. 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.
11. The bid should be submitted in a sealed and stamped envelope up to **November 30, 2016, 1400Hrs** and will be opened on the same date at **1430hrs** in the presence of available bidders.

**Signature of Contractor with Stamp**

12. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:** .....

**Signature of Contractor with Stamp**