



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: February 23, 2018

Case # 2291

BoQs of Printing of Yellow and Pink Files for Semester Spring-2018, CIIT-Lahore

| Sr. # | 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). | Rate to be quoted Inclusive of all (applicable) Taxes | | | | |
|---------------------------------|--|---|------|--|----------------------|------------------|
| | | Item Name & Specification | Qty. | | Quoted Model / Brand | Unit Price (Rs.) |
| 1 | File Cover (yellow) Art card 450 Grams Matt Laminated, Yellow color Ground Printed on Both Sides, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding Navy Blue color scotch Tape in side as per sample available at CIIT-Lahore | 1500 | Nos. | | | |
| 2 | File Cover (Pink) Art card 450 Grams Matt Laminated, Pink color Ground Printed on Both Sides, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding Navy Blue color scotch Tape in side as per sample available at CIIT-Lahore | 500 | Nos. | | | |
| Grand Total Amount (Rs.) | | | | | | |

Special Terms and conditions;

- Kindly see the samples of Files from Store Section of CIIT-Lahore before quoting to avoid quality and specification issues.**
- Paper quality and Printing text will be finalized by the Store Section.** The successful bidder is required to get the sample approved by Store Section before final printing.
- Purchase / Work order (s) will be awarded on Turnkey / Grand Total Amount basis .**
- Please submit the bid on CIIT-Lahore prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
- Multiple rates of an item may lead to the rejection of bid / item.**

Signature & Stamp of the Bidder**GENERAL 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.

Signature of Contractor with Stamp

- 3. The exact completion / delivery time from the date of the purchase / work order will be **15 days**. The handing over / completion time for this contract is of critical importance.
- 4. The bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus’s premises.
- 5. The quotation should be submitted in a sealed envelope.
- 6. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Printing of Yellow and Pink Files for Semester Spring-2018”**.

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. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 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 **February 28, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
- 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