



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Case# 1277

Tender No. CIIT-TN-13-14-466

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, Rates should be quoted on our prescribed format, failing which the bid may be rejected]

1. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
2. Documents along with Pay Order / Demand Draft amounting **Rs. 500/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
3. Partial / Advance payments is not allowed.
4. The exact dates of Event **for 07 days (January 17-24, 2015)**. The handing over / completion time for this contract is of critical importance.
5. Your bid proposal should be inclusive of all applicable taxes.
6. Payment will be made after the successful completion of Job/work.
7. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
8. Work/Service order (s) will be awarded to the lowest or technically recommend bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
9. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
10. The bid should be submitted in a sealed envelope up to **January 12, 2015** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
11. The envelope 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

12. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Accommodation Arrangements for Student of IMO (STEM Career Program)**".
13. The bid form (Annex-I/BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order may be cancelled, earnest money and payment may be forfeited.
15. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.
 16. 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.
 17. All prices should be quoted on **F.O.R (Pak Rupees)**.
 18. 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.
 19. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
 20. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
 21. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.
 22. 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.
 23. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject if;

No offer of a supplier/firm will be considered: -

- 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
 - 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.
24. The tendered 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.

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.

BoQs of Accommodation Arrangements for Students of IMP (STEM Career Program) Lahore

Sr. #	Nature of Work	Description	Qty		All prices should be quoted inclusive of all applicable taxes	
					Unit Price (Rs)	Total Price (Rs)
1	Accommodation for 21 Nos. of Student for 1st Phase from January 17-24, 2015	<ul style="list-style-type: none"> • Simple Room Carpeted • Shared & Mattress for 03 Nos. of Students in each room • Breakfast 	7 Rooms	For 07 Days		

- **Price should be quoted inclusive of all taxes on our prescribed BoQs. Do not use your own company letterhead otherwise your bid/proposal may be rejected.**

