



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

Case # 1548

Date: September 18, 2015

**BoQs of Air Conditioning Setup on Rent Basis for Convocation  
to be held on October 10, 2015 CIIT Lahore**

Sr.#	Item/Detail	Qty	Rate to be quoted Inclusive of all Taxes
			Total Price (Rs.)
01	Air Conditioner Setup (sound proof) on Rent Basis (for 5 Hours) 800HP with diesel & all Other & carriage charges Venue Area: 230 x 30 Feet open Lawn with Tentage Setup 2000 No of Persons (Event Time : 08 Am to 01 Pm on October 10, 2015)	01 Day	

**Special Terms & Conditions;**

- The date of said event may be revised and informed to the lowest vendor 02 days before the event.
- The whole arrangements must be finalized on 09<sup>th</sup> October 2015 (Friday).

**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. 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.
2. Taxes will be applicable as per Govt. rules and regulations.
3. 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.
4. **Part / Advance payments is not allowed.**
5. **The exact dates of Event for 01 day (October 10, 2015). The whole arrangements must be finalized on 09<sup>th</sup> October 2015 (Friday).**
6. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. The quotation should be submitted in a sealed envelope.

**Signature of Contractor with Stamp**

The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Air Conditioning Setup on Rent Basis for Convocation October 2015”**

9. ”, 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**

10. 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.

11. All prices should be quoted on F.O.R (Pak Rupees).

12. **The bidder is required to furnish in form of Bank deposit /C.D.R / 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.**

13. 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 will be cancelled, earnest money and payment will be forfeited.

14. **The bids should be submitted in a sealed envelope up to October 02, 2015 on or before 1400 hrs and will be opened on the same date at 1430 hrs in the presence of available bidders.**

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**