



COMSATS Institute of Information Technology, Lahore
Purchase Section

Case # 1547

Date: September 18, 2015

**BoQs of Lunch, Seating & Tentage Arrangements for Convocation
to be held on October 10, 2015 CIIT Lahore**

Sr.#	Menu Detail	Qty		Rate to be quoted Inclusive of all Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
01	<u>Lunch for Students and Guests</u> Chicken Qorma (Karahi Cut) Chicken Biryani Firni Badami Roghni Naan (Live) Raita Fresh Salad Mineral Water Soft Drink (With Crockery, Cutlery & Glassware's) ,	2000	Persons		
02	<u>Setup for Convocation Venue</u> Area to be covered by Dera: 230 x 80 feet VIP sofa Seats for 120 Nos. of Persons 1800 Nos. of Seats (foam chairs with cover & ribbon) Carpet for Venue Stage Size: 60 x 30 Feet, with carpet & head table Lights for venue (according to setup requirement) Setup should be compatible for Air Conditioning		01 Day		
03	<u>Setup for Lunch Venue</u> Area to be covered by Dera 240 x 240 Feet Standing Buffet (40-50 Nos.) 100 nos. of Fan		01 Day		
04	<u>Setup for Gate Entry</u> 04 Nos. Tables with skirting 12 nos of Seats 03 Nos. of Fans Canopy size: 12 x 12 feet		01 Day		
05	<u>Setup for help Desk</u> 04 Nos. Tables with skirting 12 nos of Seats Fans 03 Canopy Size:12 x 12 feet		01 Day		
Total Amount (Rs) inclusive of all applicable taxes					

Signature of Contractor with Stamp

Special Terms & Conditions;

- **Previous Experience of Working in Educational Sector is a must. Minimum 03 Nos. of previous Work/Supply/Service orders to arrange Convocations must be attached with tender documents. In case of non submission the tender shall be rejected.**
- **A company's bank statement showing receipts/credit transactions of Rs. 3 Million in last six months. In case of non-submission the tender shall be rejected.**
- **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 by 02:30 PM on 09th October 2015 (Friday) for final inspection.**

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. **The work/service order will be awarded on Grand Total / Turnkey basis.**
3. **Taxes will be applicable as per Govt. rules and regulations.**
4. **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.**
5. **Part / Advance payments is not allowed.**
6. **The exact dates of Event for 01 day (October 10, 2015). The whole arrangements must be finalized by 2:30 PM on 09th October 2015 (Friday) for final inspection.**
7. **The handing over / completion time for this contract is of critical importance.**
8. **Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.**
9. **The quotation should be submitted in a sealed envelope.**

The envelope shall bear the word **"CONFIDENTIAL"** and the identification **"Lunch, Refreshment, Air Conditioner & Fans Arrangements Spring-2015 Convocation to be held on October 10, 2015 CIIT Lahore"**

10. **”, 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

Signature of Contractor with Stamp

11. 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.
12. All prices should be quoted on F.O.R (Pak Rupees).
13. **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.**
14. 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.
15. **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