



# COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Case# 1549

Tender No. CIIT-TN-13-15-597

## **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 01 day (October 10, 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. **The order will be awarded on Grand Total/Turnkey basis.**
7. **Special Terms & Conditions:**
  - a) **The vendor should provide the faculty gowns to CIIT campus, Three days before convocation and will collect after one week of the convocation.**
  - b) **The date of said event may be revised and informed to the lowest vendor 03 days before the event.**
  - c) **The vendor should provide the gowns to students by their own and they will collect the money of Rs. 800/= from students, as security. The same amount will be returned to concerned student when gown returned to vendor.**
  - d) **At the convocation venue, the vendor should display the stall for students three days earlier of convocation and five days after the convocation to collect the gowns from students.**
  - e) **The actual Payment will be made on actual issuance/receipts basis.**
  - f) **The order will be awarded on Grand Total/Turnkey basis.**
8. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. 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.

10. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. The bid 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.
12. 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

13. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Gowns on Rent Basis for Convocation October 10, 2015 at CIIT-Lahore.”**.
14. The bid form (Annex-I/BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. 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.
16. 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.
17. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.
18. 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.
19. All prices should be quoted on **F.O.R (Pak Rupees)**.
20. 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.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
23. The CIIT reserves the right to modify equipment quantities at any time before the award of work.
24. 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.
25. 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.

26. 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 Gowns on Rent Basis for Convocation April 2015, CIIT-Lahore**

Sr. #	Item Name & Specification	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	<b><u>Gowns for Faculty:</u></b> (Black Creep Gown, Black wash and wear cap with steel grey tassels, and steel grey hood)	No.	260		
2	<b><u>Graduates of Information Sciences and Technology:</u></b> Black crepe gown ; black cap with green tassels and green hood	No.	47		
3	<b><u>Graduates of Engineering :</u></b> Black crepe gown; black cap with purple tassels and purple hood	No.	120		
4	<b><u>Graduates of Business Administration:</u></b> Black crepe gown; black cap with blue tassels and blue hood	No.	218		

5	<b><u>Graduates of Science:</u></b> Black crepe gown; black cap with yellow tassels and yellow hood	No.	53		
6	<b><u>Graduates of Architecture and Design:</u></b> Black crepe gown; black cap with red tassels and yellow red hood	No.	28		
7	<b><u>Graduates of DDP:</u></b> Black crepe gown; black cap and hood having sliver base with different color strips	No.	156		
<b>Grand Total (Rs) with inclusive of all taxes</b>					

**Note:**

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

