



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-16-640

Case # 1659

TERMS AND CONDITIONS

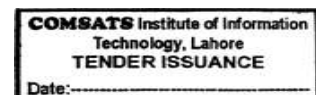
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. 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.
2. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. The supplier is well established firm/company in the business of printing & advertising with sound financial status.
4. The bidders are required to bid for all items in each head. Partial offers/head will not be considered.
5. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
6. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
7. Part / Advance payments is not allowed.
8. The exact completion/delivery time for completion of project will be **15 days** from the date of the purchase / work order as per following mile stones;
 - I. Designing at CIIT-Lahore premises **within next 05 days** of issuance of purchase/work order.
 - II. Submission of samples **within next 02 days**.
 - III. Delivery/completion of work **within next 08 days**.

Failing to meet any of the above deadlines/milestones or our required standards, the purchase order will be cancelled and purchase order will be issued to 2nd lowest.

9. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
10. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
11. Purchase order (s) will be awarded to the lowest and technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
12. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**;

Signature & Stamp of Bidder



- i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
- vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
- ix. and
- x. The bid found to be the lowest evaluated bid shall be accepted.

13. Technical Evaluation will be done on the following grounds:

- I. Brief Profile of firm/company on company letter head (maximum 02 pages)**
- II. Related work experience in Years.**
- III. List of Clients**
- IV. Satisfactory report from the clients.**

14. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
15. The bid should be submitted in a sealed envelope up to **February 10, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
16. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

17. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Printing & Advertisement Items for Pak China Business Forum 2016, CIIT-Lahore”**.
18. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

- 19. 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, earnest money and payment may be forfeited.
20. 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.
21. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
22. 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.
23. All prices should be quoted on F.O.R (Pak Rupees).
24. All prices should be valid for at least **90 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.
25. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
26. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
27. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 28. 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.**
29. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid if;
- 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. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
30. The bidder 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.

31. I/ We

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**
- 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 Printing & Advertisement Items for Pak China Business Forum 2016, CIIT-Lahore

Sr.#	Item / Description	Qty		Rates should be quoted inclusive of all applicable taxes	
				Unit Price (Rs)	Total Price (Rs)
Printing Items					
1	<u>File Cover</u> Art Card: 300gram imported with five color single side printing & mat lamination, inside pocket size 3.25 inch (part of folder) File Cover Size: 12x9 inch including designing (sample available at CIIT Lahore)	2000	Nos.		
2	<u>Certificate for Participate</u> Art Card: 300 gram imported with five color single side printing Size: 8.25 x 11.75 inch including designing (sample available at CIIT Lahore)	1500	Nos.		

Signature & Stamp of Bidder

3	<p><u>Writing Pad</u> Size: 9.3 inch x 7 inch, 10 Nos. of leaves, Inner Paper: 90 gram imported with five color printing on each leave Title Front: Art paper 128 gram imported with five color printing Title Back: Bleach Card 300 gram gum binding with COMSATS logo on the Front Page, front Art paper including designing (sample available at CIIT Lahore)</p>	2500	Nos.		
4	<p><u>Paper Hand Bag</u> Matt Paper : 175 gram Ready Size: 11.5 x 8.5 inch with five color printing & matt lamination Sling: Fine Quality including designing (sample available at CIIT Lahore)</p>	2000	Nos.		
5	<p><u>Brochures</u> Title Art Card: 300 gram imported with five color printing Art Paper : 128 gram with five color printing No of Inner Page: 03 with both side printing Size: 8x5.5 inch Center Pin binding including designing (sample available at CIIT Lahore)</p>	1000	Nos.		
6	<p><u>Printed Master plan for Visitors</u> Paper : 80 gram imported with single color printing Size: 13 x 8.5 inch including designing (sample available at CIIT Lahore)</p>	20000	Nos.		
7	<p><u>Printing of Inserters for distribution in Newspaper</u> Art Paper : 80 gram imported with five color printing Size: 5.8 x 8.3 inch including designing</p>	50000	Nos.		

8	<p><u>Program cards with Envelope</u> Art Card: 300 gram imported with five color printing & matt lamination Inner Page: Art Paper 128gram imported No of Inner Pages: 16 pages with five color printing Center Pin binding Size: 4.6 x 7.2 inch Envelope: Paper : Matt Paper 113 gram with five color printing Size: 5.6 x 7.5 Including Designing (sample available at CIIT Lahore)</p>	3000	Nos.		
9	<p><u>Invitation Card with Envelope</u> Art Card: 300 gram imported with five color printing Card Size: 7 x 5 inch <u>Envelope:</u> Paper : Matt Paper 113 gram with five color printing Size: 5.6 x 7.5 Including Designing (sample available at CIIT Lahore)</p>	1000	Nos.		
10	<p><u>Food Coupons for Participants & Organizers</u> Art Card : 210 gram with five color printing Size: 3.3 x 4 inch</p>	8000	Nos.		
Sub Total Amount (Rs) of Sr. No 1 to 10 inclusive of all taxes					
Advertisement Items					
10	<p><u>Ball Pens</u> Color; white one click ball pens. With One Color one Side Printing</p>	4000	Nos.		
11	<p><u>Display ID cards with Jacket & Sling</u> Art Card : Imported 300 gram Size : 4.9 x 3.6 inch with five color printing Plastic Jacket Size: 5.8 x 4.1 inch Plastic Thickness: As per sample Sling Size: Width 0.6 inch x Length 17 inch with round shape with Two side printing Plastic Clip</p>	1600	Nos.		

12	<u>Standee with Panaflex</u> Standee Flex: Star Korea with five color printing Stand : X Stand Imported Size: 5 x 2 including designing	50	Nos.		
13	<u>Bus Branding with Installation & Removal</u> One Vision stickier with five color printing to be pasted on back mirror of each bus/coaster. Estimated size of back mirror is around 6'x3' each. However vendor must visit to take exact measurement before printing (13 Nos. of Hino Buses & 06 Nos. of Coasters) Including Designing	19	Nos.		
14	<u>Backdrop with Wooden Rented Stand</u> Flex: Star Korea with five color printing Estimated quantity of backdrops is around 10 Nos. of different sizes to be printed for installation and removal at desired locations. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CIIT Lahore. Including Designing	1	Sq.Ft		
15	<u>Panaflex Banners</u> Flex: Star Korea with five color printing Estimated quantity of backdrops is around 45 Nos. of different sizes to be printed for installation and removal at desired locations. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CIIT Lahore. Including Designing	1	Sq.Ft		
Sub Total Amount (Rs) of Sr. # 10 to 15 inclusive of all taxes					

Note:

1. Please quote the rates on our BoQs, otherwise your bid may be rejected.
2. Purchase / work order (s) will be awarded on Sub Total basis as mentioned in BoQs.
3. The bidders are required to bid for all items in each head. Partial offers/head will not be considered.
4. Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.