



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-16-657

Case # 1696

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. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
3. Documents shall be submitted along with Pay Order / Demand Draft amounting to **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
4. The exact completion/ delivery time **(will be 30 days)** and it shall be counted from the issuance of the purchase / work order. The handing over / completion time for this contract is of critical importance.
5. Your bid proposal should be inclusive of freight and all other taxes up to delivery of goods / services at the premises of COMSATS Institute of Information Technology, Lahore Campus.
6. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
7. Purchase 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.
8. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
9. The bid should be submitted in a sealed envelope up to **March 09, 2016** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
10. 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
11. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Trousers, Shirts and Shoes for Security Guards**".
12. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
13. 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 will be cancelled, earnest money and payment will be forfeited.
14. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.

Signature & Stamp of Bidder

