



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

Tender No. CIIT-TN-13-15-707  
Case # 1813

**TERMS AND CONDITIONS**

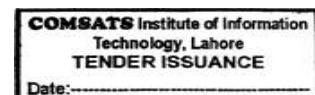
**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

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 contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
4. 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.
5. Part / Advance payments is not allowed.
6. The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
10. Bidders 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 **August 03, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. 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

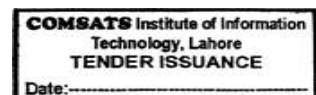
13. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of **"Stationary, Printing & General Items for Semester Fall-2016, CIIT-Lahore"**.

**Signature & Stamp of Bidder**



14. The bid form (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:-**
- 1% per day of the invoice price for 5 working days.
  - 2% per day of the invoice price for further 5 working days.
  - 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.
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 any other tax 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 the quantities of goods / services at any time before the award of purchase / work order.
- 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 the bid if;
- Received without earnest money
  - Received later than the date and time fixed for tender submission
  - The tender is unsigned/ unstamped
  - The offer is ambiguous
  - The offer is conditional
  - Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
  - The offer is from a firm, which is black listed by any Govt. Office.
  - The offer is received by telephone/telex/fax/telegram.
  - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

**Signature & Stamp of Bidder**



26. 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.

27. 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 Stationery, Printing and General Items for Semester Fall-2016, CIIT-Lahore**

Sr. #	Item Name & Specification	Required Model / Brand	Qty.	Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)

#### **Stationery Items (Item Wise Basis)**

1	Paper Ream A4 80 Gm 500 Sheets	Imported (AA) or equivalent	Reams	1000			
2	Paper Ream A4 80 Gm 500 Sheets	Imported (PPC) or equivalent	Reams	1000			
3	File Separator (A4 size) (Separator 1-10) (10 pieces per packet)	Colourline or equivalent	packets	500			
4	Board Marker (240 Black ,240 Blue , 10 Red, 10 Green) (12 pieces per packet)	(Snowman SB - 12 )(made in japan) or equivalent	packets	500			
5	Ballpoint (100 Black ,400 Blue , 300 Red,) (10 pieces per packet)	Piano 0.8mm or equivalent	packets	800			
6	Gel Pen (25 Black ,25 Blue , 12 pieces per packet)	Pilot G-2 0.7mm, or equivalent	packets	50			

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7	Gel pen (23 Black ,23 Blue , 2 Red,2 Green)(12 pieces per packet)	(uni ball Eye) or equivalent	packet s	50			
8	Pointer (25 Black ,25 Blue )(10 pieces per packet)	Dollar Soft-liner 0.3 or equivalent	packet s	50			
9	Correction Pen (12 pieces per packet)	(KITA)(Metal Tip) or equivalent	packet s	10			
10	Highlighter Mix Color (Green ,Pink, Orange)(12 pieces per packet)	(Dollar) or equivalent	packet s	30			
11	Lead Pencil (12 pieces per packet)	(Goldfish)#2 HB 5000 or equivalent	packet s	400			
12	Scotch Tape 1" 50y	Deer Brand or equivalent	Nos.	300			
13	Scotch Tape 2" 50y	Deer Brand or equivalent	Nos.	300			
14	Paper Tape 1"	China or equivalent	Nos.	20			
15	Insulation PVC Tape (Original)	Osaka or equivalent	Nos.	100			
16	Stock Register	Koh-e-Noor (05 Nos) or equivalent	Nos.	50			
17	Dispatch Register	Koh-e-Noor (05 nos) or equivalent	Nos.	20			
18	Register Simple (as per sample)	Munir ( 16 Nos.) or equivalent	Nos.	400			
19	Attendance Register	Koh-e-Noor (02) or equivalent	Nos.	20			
20	Log Book	Koh-e-Noor (03 Nos) or equivalent	Nos.	50			
21	Stamp Pad (Black,blue,)	(Lancer) (Size 7 *11) or equivalent	Nos.	36			
22	Stapler	Original Deli No.0326 or equivalent	Nos.	200			
23	Staples Pin 24/6	Dollar or equivalent	packet s	800			
24	Stapler Pin (Heavy Duty 23/10 H-13) (10mm)	Whashin or equivalent	packet s	150			

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25	Paper Puncher (2 Hole) Medium	KW-tri O9660 or equivalent	Nos.	50			
26	Bench Tape Dispenser for 2" tape	(Excell ET-227) or equivalent	Nos.	24			
27	Box File Plastic (as per sample) (80=Blue color) (124=mix color)	(Alfalah 1220) or equivalent	Nos.	204			
28	Box File (as per sample)	Ghauri NO.545 original or equivalent	Nos.	1000			
29	Ring Files	Ghauri NO.703 original or equivalent	Nos.	200			
30	Cut boxes as per sample	(Perfect 760) or equivalent	Nos.	48			
31	Paper Cutter (18mm) (plastic Fine Quality)	Haixin HX-6898 (18mm) or equivalent	Nos.	100			
32	Paper Cutter Blade (18mm)	SDI 1404C or equivalent	Nos.	50			
33	Steel Scale 12 inch size	(MC China) or equivalent	Nos.	100			
34	Sharpener	(Dux) or equivalent	Nos.	200			
35	Eraser	Pelikan A1 30 or equivalent	Nos.	400			
36	Paper Clip 30mm (100 pieces)	Grash (China) or equivalent	packets	150			
37	Board Pin (100 pieces)	Eony or equivalent	packets	50			
38	White Board Duster (as per sample)		Nos.	700			
39	Dusting cloth as per sample		Nos.	1000			
40	Note Pad Sticking 3 X 3	Pronti Made in Taiwan or equivalent	Nos.	200			
41	Note Pad Non-Sticking 3.5 X 4.75 80 g imported paper		Nos.	250			
42	Water Dumper	(Rubber Body) or equivalent	Nos.	12			
43	File Ribbon Fine quality		Nos.	500			
44	Gum Stick 9gm	(DUX) or equivalent	Nos.	300			

**General Items (Item Wise Basis)**

45	Air freshener Cobra 300ml	cobra or equivalent	Nos.	250			
46	Soap 115Gm	Safe Guard made in Pakistan or equivalent	Nos.	50			
47	Surf 90gm	Aril or equivalent	Nos.	100			
48	Towel Size 2'x4' fine quality	oxford gold or equivalent	Nos.	30			
49	Dust Bin Small as per sample		Nos.	100			
50	Foot Mat Plastic as per sample 2.5" x 3"		Nos.	100			
51	Tissue Box , 150x2 Ply	Rose Petal, PoP-UP or equivalent	Nos.	1000			
52	Tissue Roll	Rose Petal or equivalent	Nos.	1000			
53	Scissor 9" as per sample	Sensa or equivalent	Nos.	50			
54	Bond elfy (original)	GMSA or equivalent	Nos.	36			
55	Door Lock 2" (as per sample)	(Tri-Circle original) or equivalent	Nos.	100			
56	Energy Cell (Clocks) AA (Original)	(Tri-Circle original) or equivalent	Nos.	200			
57	Energy Cell (AC) AAA (Original)	Toshiba or equivalent	Nos.	200			
58	Furniture Polish	Kiwi Revive-all or equivalent	Nos.	250			
59	Glint cleaner	insta or equivalent	Nos.	48			
60	WD 40 200 ml		Nos.	100			
61	Extension Lead (05 Akai Socket+ 2 pin Shoe 15A, on/off button with 06 meters Heavy Duty cable 40/76)as per sample)		Nos.	50			
62	Water Glass (Original)	Toyo Nasic or equivalent	Nos.	200			
63	DVD R/W	sony or equivalent	Nos.	200			
64	CD Rewrite able	sony or equivalent	Nos.	300			

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65	Mosquito Spray 400ml	Mortein or equivalent	Nos.	24			
66	Soap Liquid 475ml	Lemon Max or equivalent	Nos.	24			

**Printing Items (Turnkey Basis)**

Sr. #	Item / work name with descriptions	Qty.		Rates to be quoted Inclusive of all (applicable) Taxes		
				Unit Price (Rs.)	Total Price (Rs.)	
67	Student Rexene Folder (SDP) Blue Color Double side folder Fine Quality Rexene (Both Inner & Outside) Fine Quality Rexene (Both Inner & Outside) Hard Board inside the folder Size: Length 12.25 x Width 9.5 inch (per side) Logo of COMSATS & Full Name of COMSATS on Front Side Imported Clip inside the folder Large Pocket inside the folder Size: L 8.5 x W 8 inch) Pen Holder pocket inside Fine quality of Metallic golden color clips on each outer corner of the folder With all aspects as per sample	Nos.	1200			
68	File Cover (yellow) 450 Grams Box Board, Yellow Ground Printed on Both Sides, Dye Cutting, 7 Inch Patri , Binding Transparent Scotch Tape in side as per sample	Nos.	2000			
69	File Cover (Pink)student file Art Card 350 Grams, Pink Color Ground Printed on Both sides, 7 inch Patri , Dye Cutting as per sample	Nos.	1000			
70	File Cover (Blue)Personal file for HR-Department, Art card 450 Grams, Blue color Ground Printed on Both Sides, Dye Cutting, 7 Inch Patri ,Binding Transparent Scotch Tape on corner side and in side as per sample	Nos.	1000			
71	File Cover (Green) Purchase file Box card 450 Grams Box Board, Green Ground Printed on Both Sides, Dye Cutting, 7 Inch Patri , Binding Transparent Scotch Tape in side as per sample	Nos.	250			
72	File Folder (blue & white) Art Card 350gm Laminated 9.5 x 13 Inch Size, 3 color Printing, Laminated, Pocket Pasted Inside as per sample	Nos.	3000			
73	Envelope Size 9" x 4"(80gm Imported) 1 color Printed as per sample	Nos.	3000			
74	Envelope Size 12" x 9.5" (80 gm Imported) 1 color Printed as per sample	Nos.	8000			
75	Envelope Size 17.5" x 12" (80 gm Imported) 1 color Printed as per sample	Nos.	3000			
76	Drafting Pad Small Size 68 Grams Local Paper, 60 Leaves, 113 Grams Art paper for Title, Hard Ghatta on Bottom as per sample	Nos.	1000			
77	Drafting Pad 68 Grams Local Paper, 60 Leaves, 113 Grams Art paper for Title, Hard Ghatta on Bottom (Large) as per sample	Nos.	1000			
<b>Grand Total Amount Rs. of Printing Items</b>						

Signature &amp; Stamp of Bidder

**Note:**

1. **Kindly see the samples of all items from Store Section of CIIT-Lahore before quoting to avoid quality and specification issues.**
2. **Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.**
3. **Purchase / work order (s) will be awarded as per following criteria in each category;**
  - **Stationery and General Items on item wise basis.**
  - **Printing Items on turnkey / grand total amount basis.**
4. **Paper quality and Printing text for the “Printing Items” will be finalized by the Store Section. The successful bidder is required to get the sample approved by Store Section before final printing.**
5. **Multiple prices of an item may lead to rejection of the item / bid.**