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

Tender No. CIIT-TN-13-17-793
Case # 1942

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 & BoQs 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 **15 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 **February 01, 2017** 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

Signature & Stamp of Bidder

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13. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"PVC Card Printer & Accessories for Admission Office, CIIT-Lahore".**

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:-**
    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.

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. Warranty will be on the part of supplier, which is **Three Year Warranty** after the completion of supply /work.

25. **05% of the total value of the Invoice will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after Three Year, from the date of delivery / completion of work / supply.**

26. **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**

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Information Technology, Lahore Campus". Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

27. 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.

28. 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.

29. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:……..…….……...**
- **Postal Address:…….**
- **Tel. / Mobile:……..……Email:…….……...…**
- **NTN# :…….GST#:……..……**
- **Signature: …….**

  Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

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BoQs of PVC Card Printer & Accessories for Admission Office, CIIT- Lahore

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid(fully or partially).									
Sr. #	**Item Name**	**Specification**	**Have you facilitated /provided this in your offer?**		**Qty**		**Prices should be quoted inclusive of all applicable taxes**		
			Yes	**No**			**Quoted Model/ Make/ Brand**	**Unit Price (Rs.)**	**Total Price (Rs.)**
1	**PVC Card Printer**	FARGO 5000 High Definition PVC Card Printer or equivalent Print Method: HDP Dye-Sublimation / Resin Thermal Transfer Resolution: 300dpi (11.8 dots /mm). Colors: Up to 16.7 million / 256 shades per pixel. Print Ribbons Supported: Full-color YMC* (750 Prints), Full-color with resin black YMCK* (500 Prints), Full-color with two resin black panels, YMCKK* (500 Prints), Full-color with resin black and heat seal panel for difficult-to-print surfaces YMCKH* (500 Prints), Full-color with resin black and inhibit panel for signature or other non-printing areas, YMCKI* (500 Prints), Full-color with fluorescing and resin black YMCFK* (500 Prints), Resin black, K, (3000 Prints). HPD Film Supported: Clear (1500 Prints), Standard			**01**	**No**			

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		Holographic (500 Prints), Custom Holographic (500 Prints). Print Speed Supported: Up to 24 sec per card/ 150 cards per hour (YMC with transfer), Up to 29 sec per card/ 124 cards per hour (YMCK with transfer), Up to 40 sec per card/ 90 cards per hour (YMCKK with transfer), Up to 35 sec per card/ 102 cards per hour (YMCK with transfer and dual sided with simultaneous lamination). Up to 48 sec per card/ 75 cards per hour (YMCKK with transfer and dual sided with simultaneous lamination). Accepted Standard Card Sizes: CR-80 (3.370"L * 2.125"W / 85.6mmL * 54mmW). Print Area: Over the edge on CR-80 Cards. Accepted Card Thickness: Print Only: 30 mil, 50 mil / .762mm to 1.27mm, Print/ Lamination: 30 mil, 50 mil / .762mm to 1.27mm. Accepted Card Types: ABS, Ultra PVC, PET, PETG, Proximity, Smart and magnetic strip card and Optical Memory card. Input Card Cartridge Capacity: 100 cards. Output Hopper Card Capacity: 200 cards. Card Cleaning: Replaceable cleaning roller (included with each print ribbon). Display: Smart screen LCD control panel. Interface: High speed USB 2.0 and Ethernet with internal print server.							

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		Operating Temperature: 18 to 32 C. Humidity: 20 – 80% non-condensing. Supply Voltage: 100-240 VAC, 3.3A. Supply Frequency: 50 Hz / 60 Hz. Database software and training is also included Warranty: Three Year's printer warranty, Printer head- Lifetime unlimited pass.							
2	**Ribbon**	Printer Ribbon: YMCK* (Full-color resin black, 500 Prints). Or equivalent			**16**	**Nos.**			
3	**Film**	HDP Film: Print 1500 Single side and 750 Dual sides. Or equivalent			**6**	**Nos.**			
4	**PVC Card**	Card Type: HID Ultra PC Card or equivalent			**4000**	**Nos.**			
								Total Amount (Rs)	

Note:

- **Database software and training is also included.**
- **Only authorized dealer can participate. Supply will be verified from principle. Authorized certificate should be attached.**
- **Purchase / work order (s) will be awarded on Grand Total / Turnkey basis.**
- **Please quote the rates on our BoQs, otherwise your bid may be rejected.**
- **Multiple prices of an item may lead to the rejection of item/bid.**

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