



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

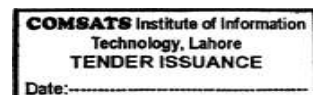
Tender No. CIIT-TN-13-17-806

Case # 1972

Section: A**TERMS AND CONDITIONS**

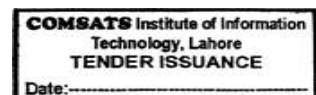
Note: [All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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 supplier is well established firm/company in the business of Printing & Souvenirs items with sound financial status.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
5. 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.
6. Part / Advance payments is not allowed.
7. The exact completion/delivery time from the date of the purchase / work order will be **10 days (After the finalization of Design) for Printing & Souvenirs Items and Advertisement items should be installed before one day of event shall be communicated through purchase order well before in time (Standee should be provided within 05 days after the finalization of design)**. The handing over / completion time for this contract is of critical importance.
8. The bid proposal must be inclusive of freight and all other taxes delivered at CIIT-Lahore premises.
9. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**;
 - 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;

Signature & Stamp of Bidder

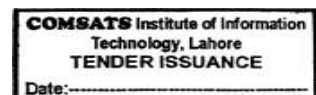
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed 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. The bid found to be the lowest evaluated bid shall be accepted.
12. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
13. The bid should be submitted in a sealed envelope up to **February 08, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
14. 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
15. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Printing, Advertisement & Souvenirs Items related to GFIF 2017, CIIT-Lahore”**.
16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. **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.
18. 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.
19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

Signature & Stamp of Bidder



- 20. 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.
- 21. All prices should be quoted on F.O.R (Pak Rupees).
- 22. 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.
- 23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 24. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
- 25. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 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 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.

Section: B

1. Detail about Technical Evaluation:

Sr.#	Category	Description	Documents/ evidence required
1	Professional Experience	Relevant work experience of managing printing/advertisement/ Souvenirs Items of International level events, preferably with Government Sectors	<ul style="list-style-type: none"> • Registration certificate of Company • Relevant purchase orders and detail of events • Samples of previous printed work to be submitted
2	Financial Capability	Companies with sound financial status reflected in bank statement (turnover of last six months, only credit entries)	<ul style="list-style-type: none"> • Bank statement with registered companies name for the last six months
3	Managerial Capability	Managerial expertise of holding and managing printing, advertisement or publicity campaigns	Company Profile with following details; <ul style="list-style-type: none"> • Years of relevant experience • Strength of Technical Personnel • Business Setup Type (own printing press with machinery / equipment or third party) • Detail of relevant projects • Any other

2. Evaluation Criteria :(Total Marks 100)

Qualifying Marks: 70

Sr.#	Parameters	Max Marks	Details	Individual Score
1	Professional Experience	40	<ul style="list-style-type: none"> • 1-3 Years • 3.1 to 6 Years • 6.1 to 9 Years • 9.1 years and above 	10 20 30 40
2	Financial Capability	40	<ul style="list-style-type: none"> • Rs. 1 to Rs.1. 5 Million • Rs. 1.6 to 2 Million • Rs. 2.1 & 2.5 Million • Rs. 2.6 & Above 	10 20 30 40
3	Managerial Capability	20	As per requirements of the project	20

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Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)

BoQs of Printing, Advertisement & Souvenirs Items related to GFIF 2017, 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).				Compliance of our BoQs (Kindly clearly mentioned)	
Sr. #	Item Name / Specification	Qty		Yes	No
Printing Items					
1	Drafting Pad Title Cover : Art Card 260 gram with five color printing (Front and back) Size: 8.5 x 5.5 inch Inner Paper: 80 gram imported paper with single color, single side printing (20 papers) Inner Paper size: 8.5 x 5.5 inch Gum binding	400	Nos.		
2	GFIF Pens As per sample With printing of COMSATS & GFIF logo on both side	500	Nos.		
3	Invitation Cards+ GFIF Program with envelopes Art Card: 300 gram imported Five color both side printing Size: 4.5 x 6.5 inch (09 leaves) Creasing and folding Envelop Paper: 100 gram imported paper Envelop Printing: Five Color Printing Envelop Size: 7 x 5	700	Nos.		
4	Display Name Card with Jacket & sling Art Card: 300 gram imported Size: 3.5 x 3 inch (Two pieces) Five Color Printing Both pieces pasted Jacket : Fine Quality (as per sample) Jacket Size: 4.8 x 3.25 inch Sling with printing of COMSATS & GFIF logo on both side	200	Nos.		
5	Certificate for Participate & Organizers Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch	250	Nos.		
Sub Total Amount (Rs)					
Advertisement Items					
6	Standee Flex: Star Korea Size: 2.5 x 5 ft Four Corner Ring Fine Quality Stand Including printing & designing and complete with all aspects	25	Nos.		

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7	Backdrop for CIF Stall (PC hotel Lahore) Flex: Star Korea with five color printing Size of backdrop is 9 x 8 Including Designing Charges	01	No.		
8	Backdrop with wooden frame for Kohinoor (PC hotel Lahore) Flex: Star Korea with five color printing Size of backdrop is 30 x10 to be printed for installation and removal. 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 Charges	01	No.		
9	Backdrop with wooden frame for Emerald Hall C (PC hotel Lahore) Flex: Star Korea with five color printing Size of backdrop is 25 x 8 to be printed for installation and removal. 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 Charges	01	No.		
Souvenirs Items					
10	Shields Size: 8 x 10 inch Wooden: Lassani Wood Back Side stand as per sample Metal on Front Side: Imported PVC Card with Four Color printing, pasting & designing Wallvet Box: 8x10 inch (As per sample available at CIIT Lahore) Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid.	50	Nos.		
11	Conference Bags Farbic: Khotra Cloth or equivalent Inner Side fabric with foam: Jumb Lawn Front Pocket with four color printing & good quality zip Dimensions Required: Width 16" x Length 12" Inner Laptop Jacket with Strip Including designing Good Quality Zip (As per sample available at CIIT Lahore) Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid.	150	Nos.		

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope

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Sr. #	Item Name / Specification	Qty		Unit Price (Rs)	Total Price (Rs)
Printing Items					
1	Drafting Pad Title Cover : Art Card 260 gram with five color printing (Front and back) Size: 8.5 x 5.5 inch Inner Paper: 80 gram imported paper with single color, single side printing (20 papers) Inner Paper size: 8.5 x 5.5 inch Gum binding	400	Nos.		
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Sub Total Amount (Rs)					

Note:

1. **Kindly attach the Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
2. **Purchase / Work order will be awarded on Sub Total Basis.**
3. **Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**
4. **Multiple rates of an item may also lead to the rejection of bid / item.**
5. **Please quote the rates on our BoQs in Financial bid proposal, otherwise your bid may be rejected.**
6. **The bidders are required to bid for all items in each head. Partial offers/head will not be considered.**

Signature & Stamp of Bidder

