



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

Tender No. CIIT-TN-13-17-822
Case # 2012

TERMS AND CONDITIONS

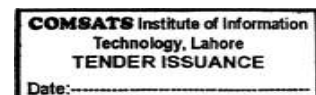
[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

- 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. Part / Advance payments is not allowed.
5. The exact dates of Event for **03 days (31st March, April 01 & 02, 2017)**. Setup must be ready uptill 04:00 Pm (March 30, 2017)
6. The bid proposal must be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
7. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
8. 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.
9. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
10. The bid should be submitted in a sealed envelope up to **March 17, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
11. 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

12. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Event Arrangements for CIMUN 2017, CIIT-Lahore”**.

Signature & Stamp of Bidder



13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 14. 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.
15. 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.
16. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
17. 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.
18. All prices should be quoted on F.O.R (Pak Rupees).
19. 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.
20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
21. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
22. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 23. 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.**
24. 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

- 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.

25. 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.

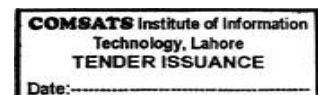
26. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

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

BoQ for Event Arrangements for CIMUN 2017, CIIT-Lahore

Sr.#	No change in the BoQs (Specs and Qty.) of CIIT, as detailed below, is allowed. Any addition information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CIIT’s BoQ may lead to rejection of bid (fully or partially).	Qty		Rate to be quoted Inclusive of all applicable Taxes
	Detail			Total Price (Rs.)
	Catering (March 31st, April 1st & 2nd, 2017) at N-Block			
1	120ft x 120ft canopy full roof covered(white color, neat condition) 300 high back chairs with cover and ribbon 120ft x 120ft area carpeting (neat condition) 30 persons lounges setup with table and side lamps 1 day prior setup installation Complete with Aspects	03	Days	
2	Dinner & Setup for One Day (April 01, 2017)			

Signature & Stamp of Bidder



	<p>Menu: Egg fried rice Chicken Chowmin Chinese Chicken Gravey Strawberry/chocolate mousse Cold Drinks Mineral Water Including Crockery, Cutlery & Glassware</p> <p>Setup: Round Table Sitting with proper Skirting & Covers (10 persons per table) Standing Buffet (02 side serving and each station for 50 persons) Minimum 10 Nos. of Waiters required with proper uniform Flower décor for round tables and venue Complete with all aspects</p>	400	Persons	
	Sound & Light Setup			
	3 pair EV/JBL sound	02	Days	
	2 wireless Mics	02	Days	
	02 Standard Mics	02	Days	
3	Sound Setup for Qawali Night (10 pair EV/JBL sound, 15 SHURE Mics with stands, 2 wireless Mics, DYNACORD amplifiers, 24 channel sound craft mixer, snake cable, XLRs)	01	Day	
	30ft x 20ft Aluminum trussing or equivalent	02	Days	
	20 SMDs with light mixer	02	Days	
	8 sharpy beams	02	Days	
	12 sharpy beams	01	Day	
	50 SMDs for general lights	01	Day	
	Dera lighting according to the venue setup (1 day)	01	Day	
	Printing & Promotional Material			
	<u>Standees with stand</u> Size: 2ft X 5ft 04 Color Printing	50	Nos.	
4	<u>Stage Backdrops with wooden frame at star flex or equivalent</u> Size: 20ft x 10ft size 04 Color Printing Including Installation	02	Nos.	
	<u>Promotional flex (star material or equivalent)</u> size 10ft x 7ft, 2pcs	02	Nos.	

04 Color Printing Including Installation			
<u>Main event flex (star material or equivalent),</u> Size : 12ft x 18 ft 04 Color Printing Including Installation	01	No.	
<u>Frame flags for Pillars</u> size 2.5ft x 5ft Star Korea Felx or equivalent 04 Color Printing Including Installation	30	Nos.	
<u>File covers, matt card finish,</u> Art Card (Matt): 350gram imported with Two color single side printing & mat lamination, inside pocket size 3.8 Length x 8.3 Width inch (part of folder) File Cover Size: 9.5 x 13 Inch Complete with all aspects	275	Nos.	
<u>Pen with Logo as per sample</u> One side printing 01 Color Printing	300	Nos.	
<u>Chit Pad</u> Size: Length 4.8 inch x Width 3.6 inch ? 50 Nos. of Pages, Inner Paper: 80 gram ruled imported paper Title Front: Art paper 115 gram imported with Two color printing Title Back: Bleach Card 300 gram gum binding	275	Nos.	
<u>Guide Book</u> Title Art Card: 300 gram imported with Two color printing Art Paper : 80 gram imported with two color printing No of Inner Page: 20 with one side printing Size: 5.5 x 8 inch Center Pin binding	275	Nos.	
<u>Country Cards</u> Art Card: 300 gram imported with Four color printing & matt lamination Size: 5.5 x 8 inch	275	Nos.	
<u>Certificate</u> Size: A4 Art Card: 350 gram imported with four color single side printing Designing	400	Nos.	

	<u>Trophies</u> Make: Glass 12mm Size: 8 x6 Shape: Wing Award Printing: 03 color pasting Designing	120	Nos.	
	<u>Sling with Jacket & Card</u> Size: Length 3.5 x Width 2.4 inch Art Card : 150 gram with four color printing Sling with one color printing	500	Nos.	
	<u>Design & Media</u>			
5	All graphic designing material, HQ vector designs	-	-	
	Online promotion material	-	-	
	Social Media marketing and advertisement for 15 days prior the event	-	-	
	Photography coverage (Services) (full HD)	03	Days	
	Video coverage (Services (1080p quality)	03	Days	
	2 minute post event highlights (full HD)	-	-	
	<u>Social Event</u>			
6	<u>Carnival</u> Minimum 7 food stalls 3 live musical performances Venue décor should be with colorful triangular flags (10 lengths of 120ft with 50 flags each) General décor with lights and colorful cloth Qawalli Night / Sufi Night (Renowned Qawal)	-	-	
	<u>Other Requirement</u>			
7	The company should have their own institutional representatives to help market the event and gather event registrations. The company should have an active social media presence and students following. The company must have Minimum 04 Nos. of work order required like MUN with educational institutes Documentary proof must be attached with the bid, otherwise the bid will not be considered			
Total Amount (Rs)				

Note:

- Purchase / work order (s) will be awarded on **Grand Total/Turnkey** basis.
- Setup should be ready uptill 04:00 Pm on March 30, 2017.
- Please quote the rates on our BoQs, otherwise your bid may be rejected.

Signature & Stamp of Bidder