



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

Tender No. CIIT-TN-13-17-981
Case # 2217

Title: **Lunch, Tea and Tentage Arrangements for Humanities Conference 2017**

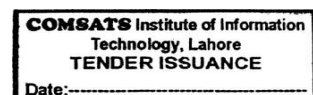
TERMS AND CONDITIONS

[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 supplier is well established firm/company in the business of Food/Catering & Event Management 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 dates of Event for **02 days (November 29-30, 2017)**. Setup must be ready uptill 06:00 Pm (November 28, 2017)
8. The bid proposal must be inclusive of freight and all other taxes and to be delivered at COMSATS Institute of Information Technology, Lahore Campus's 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 or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. The bid should be submitted in a sealed envelope up to **November 22, 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;

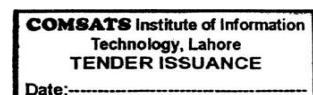
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

Signature & Stamp of Bidder



13. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of “**Lunch, Tea and Tentage Arrangements for Humanities Conference 2017**”.
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 or grievance, the matter shall be addressed as per PPRA rules.
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

Signature & Stamp of Bidder



- 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.

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.

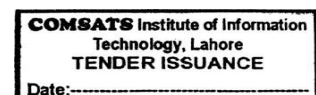
27. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

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

BoQ of Lunch, Tea and Tentage Arrangements for Humanities Conference 2017

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).				Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Menu	Quantity		Unit Price (Rs.)	Total Price (Rs.)
First Day of Conference November 29, 2017					
High Tea for Opening Ceremony @ 10:00AM					
1	<ul style="list-style-type: none"> • Chicken Sandwich/Chicken snacks • Fruit Cakes • Nimko/Samosas • Tea • Including Crockery, Cutlery & Glassware Complete with all aspects	350	Persons		
Lunch @ 13:00PM					

Signature & Stamp of Bidder



2	<ul style="list-style-type: none"> • Chicken Karahi • Vegetable Rice • Ferni/Gajar Halawa • Green Tea (Kashmiri) • Fresh Salad • Raita Mint • Roti/Naan • Mineral Water. • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	350	Persons		
Second Day of Conference; November 30, 2017					
Regular Tea @ 10:00AM					
3	<ul style="list-style-type: none"> • Mix Cookies • Tea • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	300	Persons		
Lunch @ 13:00PM					
4	<ul style="list-style-type: none"> • Chicken Qorma Chicken Biryani • Fresh Salad • Raita mint • Kheer/Ferni • Green Tea (Kashmiri) • Roti/Naan • Mineral Water • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	300	Persons		
Tentage and Sitting Arrangements for Two Days of Conference (November 29-30, 2017)					
5	<p>Dera 120ft x 120ft canopy full roof covered(neat condition) Carpet: 120ft x 120ft (neat condition) Passage Carpet 30 persons lounges setup with front table 320 high back chairs with cover and ribbon Complete with Aspects Round Table Sitting with proper Skirting & Covers (10 persons per table) for 320 Persons Standing Buffet (02 side serving and each station for 50 persons) 1 day prior setup installation Complete with all aspects</p>	02	Days		
Sound System on Rental Basis for Two Days of Conference (November 29-30, 2017)					

6	Sound System on Rent DJ Sound System for Seminar Hall with 02 Collar Mics and 02 wireless mics 02 DJ Sound for Inauguration and Closing Ceremony in Dera with 02 Collar Mics and 02 wireless mics	02	Days		
Total Amount (Rs.)					

Note:

- Purchase / work order (s) will be awarded on **Grand Total / Turnkey Basis**.
- Setup should be ready uptill 06:00 Pm on October 25, 2017.
- Please quote the rates on our BoQs, otherwise your bid may be rejected.