



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

Tender No. CIIT-TN-13-17-961  
Case # 2187

Title: **Food, Catering and Event Arrangements for Nano-Set Conference 2017, Department of Physics**

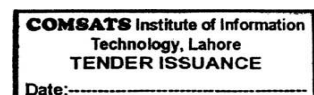
**TERMS AND CONDITIONS**

**[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. Part / Advance payments is not allowed.
6. The exact dates of Event for **02 days (October 26-27, 2017)**. Setup must be ready uptill 06:00 Pm (October 25, 2017)
7. 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.
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. The bid should be submitted in a sealed envelope up to **October 24, 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

**Signature & Stamp of Bidder**



12. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of “**Food, Catering and Event Arrangements for Nano-Set Conference 2017, Department of Physics**”.
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 or grievance, the matter shall be addressed as per PPRA rules.
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

- 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.

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.

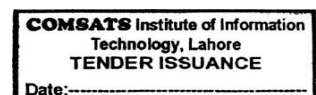
26. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

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

**BoQ of Food, Catering and Event Arrangements for Nano-Set Conference 2017, Department of Physics**

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.)
<b>First Day of Conference October 26, 2017</b>					
<b>High Tea for Opening Ceremony @ 10:00AM</b>					
<b>1</b>	<ul style="list-style-type: none"> <li>• Chicken Sandwich/Chicken snacks</li> <li>• Fruit Cakes</li> <li>• Nimko/Samosas</li> <li>• Tea</li> <li>• Including Crockery, Cutlery &amp; Glassware</li> </ul> <b>Complete with all aspects</b>	<b>200</b>	<b>Persons</b>		

Signature & Stamp of Bidder



<b>Lunch @ 13:00PM</b>				
2	<ul style="list-style-type: none"> <li>• Chicken Karahi</li> <li>• Vegetable Rice</li> <li>• Qulfa</li> <li>• Fresh Salad</li> <li>• Raita Mint</li> <li>• Roti/Naan</li> <li>• Mineral Water.</li> <li>• Including Crockery, Cutlery &amp; Glassware</li> </ul> <p>Complete with all aspects</p>	200	Persons	
<b>Regular Tea @ 15:00PM</b>				
3	<ul style="list-style-type: none"> <li>• Mix Cookies</li> <li>• Tea</li> <li>• Including Crockery, Cutlery &amp; Glassware</li> </ul> <p>Complete with all aspects</p>	200	Persons	
<b>Second Day of Conference; October 27, 2017</b>				
<b>Regular Tea @ 10:00AM</b>				
4	<ul style="list-style-type: none"> <li>• Mix Cookies</li> <li>• Tea</li> <li>• Including Crockery, Cutlery &amp; Glassware</li> </ul> <p>Complete with all aspects</p>	200	Persons	
<b>Lunch @ 13:00PM</b>				
5	<ul style="list-style-type: none"> <li>• Chicken Qorma (White)</li> <li>• Vegetable Pulao</li> <li>• Fresh Salad</li> <li>• Raita mint</li> <li>• Kheer/Ferni</li> <li>• Roti/Naan</li> <li>• Mineral Water</li> <li>• Including Crockery, Cutlery &amp; Glassware</li> </ul> <p>Complete with all aspects</p>	200	Persons	
<b>High Tea for Closing Ceremony @ 15:30PM</b>				
6	<ul style="list-style-type: none"> <li>• Chicken Sandwich/Chicken snacks</li> <li>• Fruit Cakes</li> <li>• Nimko/Samosas</li> <li>• Tea</li> <li>• Including Crockery, Cutlery &amp; Glassware</li> </ul> <p>Complete with all aspects</p>	200	Persons	

Tentage and Sitting Arrangements for Two Days of Conference (October 26-27, 2017)					
7	<b>Dera 90x90 full roof covered(neat condition)</b> <b>Stage 16x16 with carpet</b> <b>Passage Carpet</b> <b>Round Table Sitting with proper Skirting &amp; Covers (10 persons per table) for 200 Persons</b> Standing Buffet (02 side serving and each station for 50 persons) <b>30 persons lounges setup with front table for opening &amp; closing ceremony</b> <b>Complete with all aspects</b>	02	Days		
Sound System on Rental Basis for Two Days of Conference (October 26-27, 2017)					
8	<b>Sound System on Rent</b> <b>DJ Sound System for Seminar Hall with 02 Collar Mics and 02 wireless mics</b> <b>02 DJ Sound for Inauguration and Closing Ceremony in Dera</b>	02	Days		
<b>Total Amount (Rs.)</b>					

**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.