



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

Tender No. CIIT-TN-13-16-976  
Case # 2215

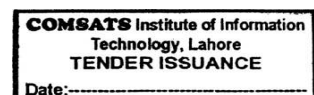
**Title: Printing, Publishing, Stationary & Advertisement Items for DICE-IET 2017,  
Department of Electrical Engineering**

**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. Only vendors with relevant expertise / setup in the printing services & Souvenirs related work shall be considered / preferred.
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 items), 15 days for Souvenirs items and Advertisement items shall be installed One Day Prior of Event at CIIT- Lahore.** 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 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 15, 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;

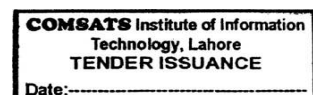
**Signature & Stamp of Bidder**



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

13. The envelope shall also bear the word “CONFIDENTIAL” and following identification quotation of **“Printing, Publishing, Stationary & Advertisement Items for DICE-IET 2017, Department of Electrical Engineering”**.
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 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;

Signature & Stamp of Bidder



- 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. The offer is from a firm, which is black listed by any Govt. Office.
- vii. The offer is received by telephone/telex/fax/telegram.
- viii. 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.

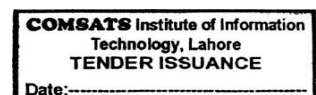
27. I / We

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**
- The undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

**BoQs of Printing, Publishing, Stationary & Advertisement Items for DICE-IET 2017, Department of Electrical Engineering**

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).				Prices should be quoted inclusive of all applicable taxes	
Sr. #	Item Name & Specification	Qty		Unit Price (Rs)	Total Price (Rs)
<b>Banners &amp; Flexes</b>					
1	<b>Backdrop</b> Size: 24 feet width, 10 feet height Star original quality flex or equivalent Should include onsite installation Five color printing Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CIIT Lahore. Complete with all aspects. Design will be provided by CIIT-Lahore.	02	Nos.		

Signature & Stamp of Bidder



	<b><u>Iron Stand on rental basis for backdrop</u></b> Size: 24 feet width, 10 feet height Including installation and fixing onsite	<b>01</b>	<b>No.</b>		
<b>2</b>	<b><u>Standee</u></b> Star original quality flex or equivalent Size: 2feet width, 5 feet height Corner Ring, Fine Quality Stand Five color printing Complete with all aspects. Design will be provided by CIIT-Lahore.	<b>50</b>	<b>Nos.</b>		
<b>3</b>	<b><u>Banner</u></b> Size: 10 feet width, 8 feet height Star original quality flex Five color printing Complete with all aspects. Design will be provided by CIIT-Lahore.	<b>20</b>	<b>Nos.</b>		
<b>Sub Total Amount (Rs) of Sr. # 1-3</b>					
<b>Printing Items</b>					
<b>4</b>	<b><u>Event Schedule / Breakdown</u></b> Paper: Art Paper 113 gram with four color printing Size: 8.5x11.5 inch Double side printing Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	<b>500</b>	<b>Nos.</b>		
<b>5</b>	<b><u>Soft folder with notepad and ball point</u></b> Fabric: Rexene (Local Fine quality) Double side folder, Hard Board inside the folder with foam on front side, Fine Quality Velvet Inside Size: 12 x 10 inch (per side), Screen Printing (Golden Color) on front size, Fine quality golden color clips on each outer corner of the folder, Pocket on Left Side (Size: 8.5 x 6.5inch), Pen Holder, Pocket on ride side for letter pad (Size: 9 x 10 inch), Complete with all aspects as per sample available at CIIT Lahore Writing 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 <b>Ball point</b> with dice and ciit logo printed::Two side single color printing, Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	<b>600</b>	<b>Nos.</b>		

6	<u><b>Name tag with holder and printed Ribbon</b></u> Art Card: 300 gram imported with four color printing (one side) Size: 3.5 x 5.25 inch Both pieces pasted Jacket : Fine Quality (as per sample) Jacket Size: 4 x 6 inch Sling with printing of logo on both side Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	600	Nos.		
7	<u><b>Certificates for participants</b></u> Art Card 250 gram with four color printing (Single side) Size: 8.5x12 inch Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	150	Nos.		
8	<u><b>Certificates for organizers</b></u> Art Card 300 gram with four color printing (Single side) Size: 8.5x12 inch Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	50	Nos.		
9	<u><b>Book of Abstracts</b></u> Title Cover : Art Card 300 gram with five color printing (Front and back), Size: A6: 4.1 x 5.8 inch, Inner Paper: 130 gram imported paper with four color Pages: 60 (Double side printing) Design will be provided by CIIT Lahore	500	Nos.		
<b>Sub Total Amount (Rs) of Sr. # 4-9</b>					
<b>Souvenirs Items</b>					
10	<u><b>Shields for guests/organizers/participants</b></u> Size: 5x7 inch (Arbitrate shape) Base Size: 0.5x4 inch, Material: Glass (high quality), Four color printing Complete with all aspects as per sample available at CIIT Lahore, Design will be provided by CIIT Lahore	70	Nos.		
11	<u><b>Shields for Speakers</b></u> Size: 6x6 inch (upper side round shape) Base Size: 1.5x4.75 inch, Material: Glass (high quality), Four color printing Complete with all aspects as per sample available at CIIT Lahore, Design will be provided by CIIT Lahore With box	30	Nos.		

12	<b><u>Laptop bag</u></b> 15.6" Laptop shoulder bag - Black and Grey High quality material Four color printing on front side Printing design will be provided by CIIT Lahore	50	Nos.		
<b>Sub Total Amount (Rs) of Sr. # 10-12</b>					

**Note:**

1. Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
2. Purchase / work order (s) will be awarded **on Sub Total basis (as mentioned in BoQs).**
3. Multiple prices of an item may lead to rejection of the item / bid.