



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

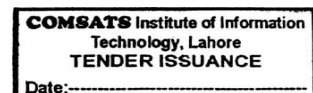
Tender No. CIIT-TN-13-17-993

Case # 2250

Section: A**Single Stage Two Envelope Procedure**Title of Tender: **Printing, & Souvenirs Items for GFIF 2018, CIIT-Lahore****TERMS AND CONDITIONS**

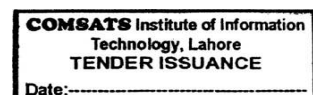
Note: [All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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 Items & 15 Days for 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 and to be 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 or 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**;

Signature & Stamp of Bidder

- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - 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. The bid should be submitted in a sealed envelope up to **January 24, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. 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
14. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Printing, & Souvenirs Items for GFIF 2018, CIIT-Lahore”**.
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 16. 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.
17. 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.

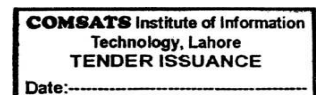
Signature & Stamp of Bidder



- 18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
- 19. 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.
- 20. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes.
- 21. 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.
- 22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 24. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 25. **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.**
- 26. 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. 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.
- 27. 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.
- 28. 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:**

Signature & Stamp of Bidder



- 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 / Universities	<ul style="list-style-type: none"> • Profile for the Company • Registration certificate of Company with FBR or relevant Government Organization
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 company name for the last six months
3	Managerial Capability	Managerial expertise of holding and managing printing, advertisement or publicity campaigns	<p>Company Profile with following details;</p> <ul style="list-style-type: none"> • Strength of Technical Personnel • Business Setup Type (own printing press with machinery / equipment or third party) • Detail of relevant projects/Purchase Orders • Samples of previous printed work to be submitted

2. Evaluation Criteria :(Total Marks 100)

Qualifying Marks: 70

Sr.#	Parameters	Max Marks	Details	Individual Score
1	Professional Experience	30	<ul style="list-style-type: none"> • 1-5 Years • 5.1 to 10 Years • 10.1 years and above 	<p>10</p> <p>20</p> <p>30</p>
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 	<p>10</p> <p>20</p> <p>30</p> <p>40</p>
3	Managerial Capability	30	<ul style="list-style-type: none"> • As per requirements of the project and interaction of Technical Committee with vendors (if required) 	30

Signature & Stamp of Bidder

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 & Souvenirs Items related to GFIF 2018, CIIT-Lahore

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).				Compliance of our BoQs (Kindly clearly mentioned)	
Sr. #	Item Name / Specifications	Qty		Yes	No
Printing Items					
1	<u>Drafting Pad</u> 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 Including designing, Complete with all aspects.	400	Nos.		
2	<u>GFIF Pens</u> As per sample available at CIIT-Lahore With single color printing of COMSATS & Center of Islamic Finance on both side Including designing, Complete with all aspects.	500	Nos.		
3	<u>Invitation Cards+ GFIF Program with envelops</u> Art Card: 300 gram imported Five color both side printing Size: 4.5 x 6.5 inch (05 leaves / 10 pages) Creasing and folding, center pin binding Envelop Size: 7 x 5 Envelop Paper: 100 gram imported paper Envelop Color: White Including designing, Complete with all aspects.	700	Nos.		
Note: Vendor is required to also quote the Per Page Rate of Art Paper 128 gm in Financial Bid. If the number of pages (Art Paper 128gm) increases from 10 Nos, then the payment will be made on actual number of printed inner pages.					
4	<u>Gala Dinner Cards with envelops</u> Art Card: 300 gram imported Five color both side printing Size: 4.5 x 6.5 inch (01 card) Envelop Size: 7 x 5 Envelop Paper: 100 gram imported paper Envelop Color: White Including designing, Complete with all aspects.	200	Nos.		

Signature & Stamp of Bidder

5	<p><u>Display Name Card with Jacket & sling for Participants</u> 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 Including designing, Complete with all aspects.</p>	200	Nos.		
	<p><u>Display Name Card with Jacket & sling for Organizers</u> 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 Including designing, Complete with all aspects.</p>	70	Nos.		
	<p><u>Display Name Card with Jacket & sling for Invited Speakers</u> 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 Including designing, Complete with all aspects.</p>	25	Nos.		
	<p><u>Display Name Card with Jacket & sling for Presenters</u> 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, Including designing, Complete with all aspects.</p>	50	Nos.		
6	<p><u>Certificate for Participants</u> Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch Including designing, Complete with all aspects.</p>	350	Nos.		
	<p><u>Certificate for Organizers</u> Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch Including designing, Complete with all aspects.</p>	70	Nos.		

7	<u>CD (Re-writeable)</u> Sony or equivalent	175	Nos.		
	<u>CD Jacket</u> Five Color both side Printing Art Card: imported 300 gram Ready Size: 5.25 x 5.25 inch Fine quality pasting, Including designing & Printing Complete with all aspects.				
	<u>CD Stickers with pasting</u> Sticker Quality: Lintec original or equivalent Five color printing Size: 4.5 x 4.5 inch (Round) Including designing & Printing ,Complete with all aspects.				
8	<u>Paper Bag</u> Art Paper : 150 gram imported with five color printing (front back) Size: 11.5 x 13.5 inch Fine quality handling Sling Matt lamination With fine quality pasting Including designing & Printing, Complete with all aspects.	400	Nos.		
Sub Total Basis					
Advertisement & Flex Media					
9	<u>Standee: Star Korea or equivalent</u> Size: 2 x 5 ft, Four Corner Ring, Fine Quality Stand, Including printing & designing and complete with all aspects	20	Nos.		
10	<u>Backdrop for CIF Stall (PC Hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing, Size of backdrop is 9 x 8, Including designing, Complete with all aspects.	01	No.		
	<u>Iron Stand on Rental Basis</u> Size: 9x8 with installation and removal	01	No.		
11	<u>Backdrop with wooden frame for Crystal Hall (PC hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 30ft x14ft 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, Complete with all aspects.	01	No.		
	<u>Iron Stand on Rental Basis</u> Size: 30x12 with installation and removal	01	No.		

12	<u>Backdrop with wooden frame for Emerlad Hall A (PC hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 24ft x8ft 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, Complete with all aspects.	01	No.		
	Iron Stand on Rental Basis Size: 24ft x8ft with installation and removal	01	No.		
13	<u>Backdrop with wooden frame for Emerlad Hall B (PC hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 24ft x8ft 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, Complete with all aspects.	01	No.		
	Iron Stand on Rental Basis Size: 24ft x8ft with installation and removal	01	No.		
Sub Total Basis					
Souvenirs Items					
14	<u>Shields</u> Size: 8 x 10 inch Wooden: Lassani Wood or equivalent Back Side stand as per sample Metal on Front Side: Imported PVC Card with Five 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.		
	<u>Wooden Shield with Special Box for VIPs</u> Size: 8x10, Imported Wood with pasting of Metal Sheet on front site and back side stand, Five Color printing of metal sheet, Including Designing As per sample available at CIIT Lahore Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid	06	Nos.		
16	<u>Star Award for IFEA</u> Brass Metal with Walvet Box Wood base Engraving on Top and Base Size: 15 x 7 inch Including designing, Complete with all aspects. As per sample available at CIIT Lahore Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid	10	Nos.		

Signature & Stamp of Bidder

17	Certificate with wooden Frame, Size: 9x11 inch Art Card: 300 gram with five color single side printing Size: 9x11 inch Including designing, Complete with all aspects. As per sample available at CIIT Lahore Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid	10	Nos.		
Sub Total Basis					

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

BoQs of Printing & Souvenirs Items related to GFIF 2018, CIIT-Lahore

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).				Compliance of our BoQs (Kindly clearly mentioned)	
Sr. #	Item Name / Specifications	Qty		Yes	No
Printing Items					
1	<u>Drafting Pad</u> 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 <u>Including designing</u> , Complete with all aspects.	400	Nos.		
2	<u>GFIF Pens</u> As per sample available at CIIT-Lahore With single color printing of COMSATS & Center of Islamic Finance on both side <u>Including designing</u> , Complete with all aspects.	500	Nos.		
3	<u>Invitation Cards+ GFIF Program with envelops</u> Art Card: 300 gram imported Five color both side printing Inner Art Paper: 128 gm (05 leaves / 10 pages) Size: 4.5 x 6.5 inch Creasing and folding, center pin binding Envelop Size: 7 x 5 Envelop Paper: 100 gram imported paper Envelop Color: White <u>Including designing</u> , Complete with all aspects.	700	Nos.		
<p>Note: Vendor is required to also quote the Per Page Rate of Art Paper 128 gm. (Per page Rate Rs. _____)</p> <p>If the number of pages (Art Paper 128gm) increases from 10 Nos, then the payment will be made on actual number of printed inner pages.</p>					

Signature & Stamp of Bidder

4	<p><u>Gala Dinner Cards with envelopes</u> Art Card: 300 gram imported Five color both side printing Size: 4.5 x 6.5 inch (01 card) Envelop Size: 7 x 5 Envelop Paper: 100 gram imported paper Envelop Color: White <u>Including designing</u>, Complete with all aspects.</p>	200	Nos.		
	<p><u>Display Name Card with Jacket & sling for Participants</u> 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 <u>Including designing</u>, Complete with all aspects.</p>	200	Nos.		
5	<p><u>Display Name Card with Jacket & sling for Organizers</u> 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 <u>Including designing</u>, Complete with all aspects.</p>	70	Nos.		
	<p><u>Display Name Card with Jacket & sling for Invited Speakers</u> 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 <u>Including designing</u>, Complete with all aspects.</p>	25	Nos.		

	<p><u>Display Name Card with Jacket & sling for Presenters</u> 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, <u>Including designing</u>, Complete with all aspects.</p>	50	Nos.		
6	<p><u>Certificate for Participants</u> Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch <u>Including designing</u>, Complete with all aspects.</p>	350	Nos.		
	<p><u>Certificate for Organizers</u> Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch <u>Including designing</u>, Complete with all aspects.</p>	70	Nos.		
7	<p><u>CD (Re-writeable)</u> Sony or equivalent</p>	175	Nos.		
	<p><u>CD Jacket</u> Five Color both side Printing Art Card: imported 300 gram Ready Size: 5.25 x 5.25 inch Fine quality pasting, <u>Including designing & Printing</u> Complete with all aspects.</p>				
	<p><u>CD Stickers with pasting</u> Sticker Quality: Lintec original or equivalent Five color printing Size: 4.5 x 4.5 inch (Round) <u>Including designing & Printing</u> ,Complete with all aspects.</p>				
8	<p><u>Paper Bag</u> Art Paper : 150 gram imported with five color printing (front back) Size: 11.5 x 13.5 inch Fine quality handling Sling Matt lamination With fine quality pasting <u>Including designing & Printing</u>, Complete with all aspects.</p>	400	Nos.		
Sub Total Amount (Rs.)					
Advertisement & Flex Media					
9	<p><u>Standee: Star Korea or equivalent</u> Size: 2 x 5 ft, Four Corner Ring, Fine Quality Stand, <u>Including printing & designing</u> and complete with all aspects</p>	20	Nos.		

Signature & Stamp of Bidder

10	<u>Backdrop for CIF Stall (PC Hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing, Size of backdrop is 9 x 8, <u>Including designing</u> , Complete with all aspects.	01	No.		
	<u>Iron Stand on Rental Basis</u> Size: 9x8 with installation and removal	01	No.		
11	<u>Backdrop with wooden frame for Crystal Hall (PC hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 30ft x14ft 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. <u>Including designing</u> , Complete with all aspects.	01	No.		
	<u>Iron Stand on Rental Basis</u> Size: 30x12 with installation and removal	01	No.		
12	<u>Backdrop with wooden frame for Emerlad Hall A (PC hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 24ft x8ft 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. <u>Including designing</u> , Complete with all aspects.	01	No.		
	<u>Iron Stand on Rental Basis</u> Size: 24ft x8ft with installation and removal	01	No.		
13	<u>Backdrop with wooden frame for Emerlad Hall B (PC hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 24ft x8ft 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. <u>Including designing</u> , Complete with all aspects.	01	No.		
	<u>Iron Stand on Rental Basis</u> Size: 24ft x8ft with installation and removal	01	No.		
Sub Total Amount (Rs.)					

Souvenirs Items					
14	Shields Size: 8 x 10 inch Wooden: Lassani Wood or equivalent Back Side stand as per sample Metal on Front Side: Imported PVC Card with Five Color printing, pasting & including 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.		
15	Wooden Shield with Special Box for VIPs Size: 8x10, Imported Wood with pasting of Metal Sheet on front site and back side stand, Five Color printing of metal sheet, Including Designing As per sample available at CIIT Lahore Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid	06	Nos.		
16	Star Award for IFEA Brass Metal with Walvet Box Wood base Engraving on Top and Base, Size: 15 x 7 inch Including designing , Complete with all aspects. As per sample available at CIIT Lahore Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid	10	Nos.		
17	Certificate with wooden Frame Size: 9x11 inch Art Card: 300 gram with five color single side printing Size: 9x11 inch Including designing , Complete with all aspects. As per sample available at CIIT Lahore. Vendor is required to examine the CIIT Lahore sample before quoting the rates/bid	10	Nos.		
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 (head wise) as mentioned above in BoQs.**
3. **For Finalization of Design Successful Vendor is required to arrange a sufficient visits at COMSATS Lahore Premises and also provide the Digital Print of final approved design of Printing Items.**
4. **Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**
5. **Multiple rates of an item may also lead to the rejection of bid / item.**
6. **Please quote the rates on our BoQs in Financial bid proposal, otherwise your bid may be rejected.**
7. **The bidders are required to bid for all items in each head. Partial offers/head will not be considered.**

Signature & Stamp of Bidder

