



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

Tender No. CIIT-TN-13-18-1009
Case # 2275

Title of Tender: Event Arrangements for CIMUN 2018, CIIT-Lahore

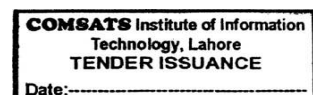
TERMS AND CONDITIONS

[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 Event Managements 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 **04 days (March 01-04, 2018)**. Setup must be ready uptill **06:00 Pm (February 28, 2018)**.
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 **February 12, 2018** 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;

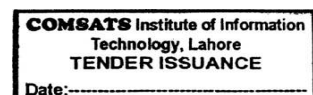
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

Signature & Stamp of Bidder



13. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of “**Event Arrangements for CIMUN 2018, CIIT-Lahore**”.
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
 - Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.

Signature & Stamp of Bidder



- 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.

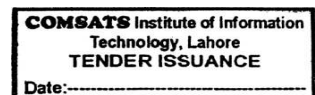
27. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

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

BoQ of Event Arrangements for CIMUN 2018, 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 01-04, 2018) at N-Block			
1	120ft x 120ft canopy full roof covered (white color, neat condition) 420 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 all Aspects	04	Days	

Signature & Stamp of Bidder



Dinner & Setup for One Day (March 4th, 2018)			
2	<u>Menu:</u> Egg fried rice Chicken Chowmin Chinese Chicken Gravey Strawberry/Chocolate Mousse Kashmiri Tea Mineral Water Including Crockery, Cutlery & Glassware <u>Setup:</u> 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	450	Persons
	Water Bottles (500 ml) Nestle or Equivalent	200	Nos.
	Tissue Paper Boxes (Rose Petal or equivalent)	20	Nos.
Sound, Light & Fashion Show Setup			
3	3 pair EV/JBL sound	04	Days
	3 wireless Mics	04	Days
	10 Standard Mics	02	Days
	<u>Sound Setup for Qawali Night, DJ Night, Fashion Show</u> (10 pair EV/JBL sound, 15 SHURE Mics with stands, 2 wireless Mics, DYNACORD amplifiers, 24 channel sound craft mixer, snake cable, XLRs)	03	Days
	30ft x 20ft Aluminum trussing or equivalent	03	Days
	20 SMDs with light mixer	03	Days
	8 sharpy beams / moving heads	03	Days
	12 sharpy beams / moving heads	03	Day
	50 SMDs for general lights	01	Day
	Dera lighting according to the venue setup (1 day)	01	Day
	Wooden Ramp for Fashion Show 50 x 8 (1 day)	01	Day
	Round Pillows (Gol Takkiye/Bolsters) for qawali night 45 Nos. On Ground Sitting Arrangements with carpet and sheets for Qawali Night	01	Day

Printing & Promotional Material			
4	<u>Standeers with stand</u> Size: 2ft X 5ft 04 Color Printing Design will be provided by CIIT-Lahore	50	Nos.
	<u>Stage Backdrops with wooden frame at star flex or equivalent</u> Size: 20ft x 10ft size 04 Color Printing Including Installation Design will be provided by CIIT-Lahore	02	Nos.
	<u>Promotional flex (star material or equivalent)</u> size 10ft x 7ft, 2pcs 04 Color Printing Including Installation Design will be provided by CIIT-Lahore	02	Nos.
	<u>Main event flex (star material or equivalent),</u> Size : 12ft x 18 ft 04 Color Printing Including Installation Design will be provided by CIIT-Lahore	01	No.
	<u>Flex for Promotional Event (star material or equivalent),</u> Size : 18 inch width x 30 inch length 05 Color Printing Including Installation Design will be provided by CIIT-Lahore	01	No.
	<u>Frame flags for Pillars</u> size 2.5ft x 5ft Star Korea Felx or equivalent 04 Color Printing Including Installation Design will be provided by CIIT-Lahore	30	Nos.
	<u>Flags for Committees</u> size 6ft x10 ft Silk Fabric or equivalent 04 Color Printing Design will be provided by CIIT-Lahore	09	Nos.
	<u>Flags for Countries</u> Size 6ft x10 ft Silk Fabric or equivalent Each flag for per country 04 Color Printing Design will be provided by CIIT-Lahore	50	Nos.

<u>Flags</u> Size: A4 Art Paper 128 gram 04 Color Printing Design will be provided by CIIT-Lahore	50	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 Design will be provided by CIIT-Lahore	350	Nos.	
<u>Pen with Logo as per sample</u> One side printing 01 Color Printing Design will be provided by CIIT-Lahore	400	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 Design will be provided by CIIT-Lahore	400	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: 60 with one side printing Size: 5.5 x 8 inch Center Pin binding Design will be provided by CIIT-Lahore	350	Nos.	
<u>Country Cards</u> Art Card: 300 gram imported with Four color printing & matt lamination Size: 5.5 x 8 inch Design will be provided by CIIT-Lahore	350	Nos.	
<u>Certificate</u> Size: A4 Art Card: 350 gram imported with four color single side printing Design will be provided by CIIT-Lahore	600	Nos.	
<u>Trophies</u> Make: Glass 12mm Size: 8 x6 Shape: Wing Award, Printing: 03 color pasting	200	Nos.	

Designing will be provided by CIIT-Lahore
As per sample available at CIIT-Lahore



Trophies for Best Delegation

Wide Silver

Size: 19.25: Tall

The silver swirl or equivalent Trophy Cup features a full metal trophy cup that is mounted onto a black wood base.
Imprinting: Personalized silver metal plate included on base.

Text/Logos can be provided to the lowest bidder.



02

Nos.

Newsletter

Glossy Paper

Size: 30x30 inch

04 Color printing Two side printing

Design will be provided by CIIT-Lahore

400

Nos.

Display Name Cards with Jacket and Sling

Size: Length 3.5 x Width 2.4 inch

Art Card : 150 gram with four color printing

Sling with one color printing

Design will be provided by CIIT-Lahore

500

Nos.

Badges and Lapel Pins

5

Badges with Name of Directors and their post

Size: 2.5 x 1 inch

React angler shape

30

Nos.

	Lapel Pins: Logo of CIMUN Size: Dia 1.5 inch (Round Shape)	80	Nos.	
	Badges with event tag line Size: 2.5.x 1 inch React angler shape	80	Nos.	
	Pocket Squares Handker chief with CIMUN Logo Size: 6x6 inches, Fabric (Silk or equivalent)	80	Nos.	
	Social Event			
6	Sufi Night, DJ Night Minimum 5 food stalls (04 Days) Renowned Qawal for Qawali/ Sufi Night for One Day Renowned DJ for DJ Night (01 Day) for One Day General décor with lights and colorful cloth Vendor is required to conduct a meeting with End User for Qawal & DJ Night before quoting the rates/bid.	-	-	
Total Amount (Rs) inclusive of all taxes				

Technical Evaluation Criteria:

- Event Management Company must be registered with PRA (certificate should be attached with bid otherwise bid/tender may be rejected).
- Bidder must have experience of arranging such kind of events at least 03 times. Purchase Order/, Delivery Challan or Completion Certificate alongwith bid should be attached otherwise bid may be registered.

Note:

- Purchase / work order (s) will be awarded on **Grand Total / Turnkey Basis**.
- Setup should be ready uptill 06:00 Pm on February 28, 2018.
- Please quote the rates on our BoQs, otherwise your bid may be rejected.

Signature & Stamp of Bidder