



**COMSATS University Islamabad, Lahore Campus**  
**Defence Road, Off Raiwind Road, Lahore**

Tender No. CUI-LHR-TN-13-18-1099

Case # 2416

**Title of Tender:**     **Printing of Authority Slips, Book Cards, Book Pockets and Due Date Slips for Library**

**TERMS AND CONDITIONS**

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI,LC by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, 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 University Islamabad, Lahore Campus 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 15 days. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad, 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 **July 11, 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 University Islamabad, 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 of Authority Slips, Book Cards, Book Pockets and Due Date Slips for Library”**.
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 COMSATS University Islamabad, Lahore Campus 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 University Islamabad, 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 CUI, LC to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in 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 CUI,LC 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 University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
25. COMSATS University Islamabad, 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.

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:** .....
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**BoQs of Printing of Authority Slips, Book Cards, Book Pockets and Due Date Slips for Library, CUI-Lahore Campus**

No change in the BoQs (Specs & Qty.) of CUI-LHR, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LHR BoQ may lead to rejection of bid (fully or partially).				Rates to be quoted inclusive of all (applicable) taxes		
Sr. #	Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<b><u>Authority Slips (Books)</u></b> <ul style="list-style-type: none"> <li>• 3.4 x 3.25 Inch</li> <li>• Prime Sticker</li> <li>• 4 color Printing for CUI Logo and other printing is single color</li> </ul> <b>As per sample of CUI, Lahore Campus</b>	35000	Nos.			
2	<b><u>Book Cards</u></b> <ul style="list-style-type: none"> <li>• 5.2 x 3.2 Inch</li> <li>• 300 grams Ivory Card or equivalent</li> <li>• 4 color Printing for CUI Logo and other printing is single color</li> </ul> <b>As per sample of CUI, Lahore Campus</b>	35000	Nos.			
3	<b><u>Book Pockets</u></b> <ul style="list-style-type: none"> <li>• 5.1 x 3.4 Inch (Ready Size)</li> <li>• Ivory Card 280 Grams</li> <li>• 4 color Printing for CUI Logo and other printing is single color</li> <li>• Double Tape 3.4 x 3.4 Inch on Back</li> </ul> <b>As per sample of CUI, Lahore Campus</b>	35000	Nos.	-		
4	<b><u>Due Date Slips</u></b> <ul style="list-style-type: none"> <li>• 6.5 x 4.1 Inch</li> <li>• 4 color Printing for CUI Logo and other printing is single color</li> </ul>	35000	Nos.			

	<ul style="list-style-type: none"> <li>• 80 Grams Imported Paper</li> <li>• 1.0 x 3.8 inch double tape pasted on back</li> </ul> <p>As per sample of CUI, Lahore Campus</p>					
<b>Grand Total Amount (Rs.)</b>						

**Special Terms and conditions;**

1. Bidders are required to kindly visit the CUI-Lahore Campus (Purchase Section) and inspect the samples of *all items* before quoting rates to avoid quality and specs issues.
2. Please submit the bid on CUI-Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
3. **Purchase / Work order shall be awarded on turnkey / grand total amount basis.**
4. Multiple rates of an item may lead to the rejection of bid / item.