



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

Tender No. CUI-LHR-TN-13-18-1167

Case # 2552

Title of Tender: **Rate Contract for Printing Services for Center of Islamic Finance, CUI-Lahore**

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. **Only vendors with relevant expertise and having own Printing Press/Setup in the printing services shall be considered.**
5. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
6. 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.
7. Part / Advance payments is not allowed.
8. **The exact completion/delivery time from the date of the purchase / work order will be 07 days (after the finalization of Design). The handing over / completion time for this contract is of critical importance.**
9. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
10. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
11. 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.
12. The bid should be submitted in a sealed envelope up to **November 07, 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 University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

Signature & Stamp of Bidder

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Rate Contract for Printing Services for Center of Islamic Finance, CUI-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 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.
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.
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 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.
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 **One Year**. 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,LC and / or put a ban on such vendor participation in 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 CUI,LC 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 University Islamabad, Lahore Campus”.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights to 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:**
 - Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQsof Rate Contract for Printing Services for Center of Islamic Finance, CUI-Lahore

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).				Rates to be quoted inclusive of all (applicable) taxes		
Sr. #	Item Name	Item Name & Specification	Qty		Unit Price (Rs.)	Total Price (Rs.)
1		Title Art Card: 300 Gm, Four Color Printing (both side), Lamination, Hot Glue Binding Size: 9.5" x 7"	400	Nos.		
* 1.1	Printing & Designing of Journal (Twice a year)	Approx No. of Inner pages*: 116 Nos. Size: 9.5" x 7" Art/Matt Paper 113Gms, One Color Printing Including Designing and complete with all aspects * Number of inner pages may increase or decrease while the final payment shall be made after calculating per page rate by dividing unit price with final number of pages)	400	Nos.		

2		Title Art Card: 300 Gm, Four Color Printing, Lamination, Hot Glue Binding Size: 8.6x11 inch Including Designing and complete with all aspects	500	Nos.		
* 2.1	Printing & Designing of Annual Report (Once a year)	Approx No. of Inner pages*: 32 Nos. Size: 8.6x11 inch Art Paper 128 Gm, with four color printing Including Designing with all aspects * Number of inner pages may increase or decrease while the final payment shall be made after calculating per page rate by dividing unit price with final number of pages) <ul style="list-style-type: none"> • Reduce size soft Pdf copy of entire Annual report will be required after printing to send through e-mail and to upload onto the website. 	500	Nos.		
Total Amount in Words (Rs.) inclusive of all Taxes						

Special Terms and conditions;

- Initial contract will be valid for One Year from the date of Issuance of Work Order. Vendor will be required to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad, Lahore Campus.
- The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
- Vendor is required to handover the media file of final approved design art work in a re-writable CD.
- Soft copy of complete journal and every article /abstract individual copy in Pdf format will be required after printing for uploading at our website
- Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mention the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
- Purchase / Work order will be awarded on **Turnkey / Grand Total Amount** basis.
- The payment will be released within 25 days on successful completion of each supply.