



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-19-1209

Case # 2626

Single Stage One Envelop Procedure

Title of Tender: **Printing, Advertisement & Souvenirs Items for GFIF 2019, 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, Lahore Campus 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. **Only vendors with relevant expertise / setup in the printing services shall be considered.**
7. Part / Advance payments is not allowed.
8. 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.
9. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at CUI, Lahore Campus's premises.
10. After opening of bids, CUI, 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 **January 16, 2019** 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

Signature & Stamp of Bidder

COMSATS University Islamabad, 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 following identification quotation of **“Printing, Advertisement & Souvenirs Items for GFIF 2019, 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 CUI-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 **60 days.** Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in CUI 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-Lahore Campus 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 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.

BoQs of Printing, Advertisement & Souvenirs Items for GFIF 2019, CUI-Lahore

<p>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:</p> <ol style="list-style-type: none"> 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 					
<p>No change in the BoQs (Specs and Qty.) of CUI, as detailed below, is allowed. Any addition information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CUI's BoQ may lead to rejection of bid (fully or partially).</p>			<p>Rate to be quoted Inclusive of all applicable Taxes</p>		
Sr. #	Item Name & Specifications	Qty		Unit Price (Rs)	Total Price (Rs)
Printing Items					
1	<p>Drafting 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 Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	400	Nos.		

2	GFIF Pens With single color printing of COMSATS & Center of Islamic Finance on both side Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	500	Nos.		
3	Invitation Cards+ GFIF Program with envelopes Art Card: 300 gram imported Five color both side printing Inner Pages: Art Paper 128 gram Size: 4.5 x 6.5 inch (08 leaves / 16 pages) Creasing and folding, center pin binding Envelop Size: 7 x 5 Envelop Paper: 80 gram imported paper Envelop Color: White Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid Note: Payment for the additional No. of inner pages shall be made by dividing the unit price approx nos. of pages i.e. 16.	700	Nos.		
	Gala Dinner Cards with envelopes 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: 80 gram imported paper Envelop Color: White Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	200	Nos.		
4	Display Name Card with Jacket & sling (Required for Participants, Organizers, Invited Speaker & Presenters) 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 (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	500	Nos.		
5	Certificate for Participants & Organizers Art Card: 300 gram with five color single side printing Size: 8.25 x 11.75 inch Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	400	Nos.		

6	CD (Re-writeable) Sony or equivalent	175	Nos.		
	CD Jacket 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. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid				
	CD Stickers with pasting Sticker Quality: Lintec original or equivalent Five color printing Size: 4.5 x 4.5 inch (Round) Including designing & Printing ,Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid				
7	Paper Bag 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 (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid.	400	Nos.		
Sub Total Amount (Rs.) for Sr. # 1 to 7					
Advertisement Items					
8	Standee: Star Korea or equivalent Size: 2 x 5 ft, Four Corner Ring, Fine Quality Stand, Including printing & designing and complete with all aspects	20	Nos.		
9	Backdrop for CIF Stall (PC Hotel Lahore) Flex: Star Korea or equivalent with five color printing, Size of backdrop is 9 x 8, Including designing, Complete with all aspects.	1	No.		
	Iron Stand on Rental Basis Size: 9x8 with installation and removal	1	No.		
10	Backdrop with wooden frame for Crystal Hall (PC hotel Lahore) 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 CUI Lahore. Including designing, Complete with all aspects.	1	No.		
	Iron Stand on Rental Basis Size: 30x14 with installation and removal	1	No.		

	Backdrop with wooden frame for Emerlad Hall A (PC hotel Lahore) 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 CUI Lahore. Including designing, Complete with all aspects.	1	No.		
	Iron Stand on Rental Basis Size: 24ft x8ft with installation and removal	1	No.		
	Backdrop with wooden frame for Emerlad Hall B (PC hotel Lahore) 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 CUI Lahore. Including designing, Complete with all aspects.	1	No.		
	Iron Stand on Rental Basis Size: 24ft x8ft with installation and removal	1	No.		
Sub Total Amount (Rs.) for Sr. # 8 to 10					
Souvenirs Items					
11	Shields Size: 8.3 x 6.3 inch Lassani Wood with black polish PVC Sheet with four color printing & pasting as per sample Back Stand With velvet box complete with all aspects As per sample available at CUI Lahore Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	90	Nos.		
12	Shield with Special Box for VIPs Size: 10 x 8 inch Lassani Wood with black polish PVC Sheet with four color printing & pasting as per sample Back Stand Size: 5.9 x 2.4 inch With velvet box complete with all aspects As per sample available at CUI Lahore Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	6	Nos.		
13	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 CUI Lahore Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	10	Nos.		

14	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 CUI Lahore. Vendor is required to examine the CUI Lahore sample before quoting the rates/bid	10	Nos.		
Sub Total Amount (Rs.) for Sr. # 11 to 14					

Special Terms and conditions;

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. Vendors are required to visit the CUI-Lahore Campus for examine the samples before quoting the rates. No bid shall be consider without examine samples of CUI-Lahore.
4. **Multiple rates of an item may also lead to the rejection of bid / item.**