



# COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-19-1229

Case # 2668

## **Single Stage One Envelop Procedure**

**Title of Tender:** **Printing, Advertisement & Souvenirs Items for DICE-IET 2019, Department of Electrical and Computer Engineering, 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 **February 14, 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**  
**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 DICE-IET 2019, Department of Electrical and Computer Engineering, 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 DICE-IET 2019, Department of Electrical and Computer Engineering, 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"> <li>1. The bid may be rejected on the reason of ambiguity (OR)</li> <li>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</li> </ol>					
<p>No change in the BoQs (Specs &amp; 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).</p>			<p>Prices should be quoted inclusive of all applicable taxes</p>		
Sr. #	Item Name & Specification	Qty		Unit Price (Rs)	Total Price (Rs)
<b>Advertisement Items</b>					
1	<p><b>Backdrop</b>                      Size: 24 feet width, 10 feet height                      Star original quality flex or equivalent                      Should include onsite installation, Five color printing                      Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore. Complete with all aspects.                      Design will be provided by CUI-Lahore.</p>	02	Nos.		

2	<b><u>Iron Stand on rental basis for backdrop</u></b> Size: 24 feet width, 10 feet height Including installation and fixing onsite Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore.	01	No.		
3	<b><u>Standee</u></b> Star original quality flex or equivalent Size: 2feet width, 5 feet height Corner Ring, Fine Quality Stand Five color printing, Complete with all aspects. Design will be provided by CUI-Lahore.	20	Nos.		
4	<b><u>Banner</u></b> Size: 10 feet width, 8 feet height Star original quality flex Five color printing, Complete with all aspects. Design will be provided by CUI-Lahore.	10	Nos.		
<b>Sub Total Amount (Rs.) inclusive of all taxes (for Sr. # 1 to 4)</b>					
<b>Printing Items</b>					
5	<b><u>Event Schedule / Breakdown</u></b> Paper: Art Paper 113 gram with five color printing Size: 8.5x11.5 inch Double side printing Complete with all aspects as per sample available at CUI Lahore Design will be provided by CUI Lahore	500	Nos.		
6	<b><u>Ball point</u></b> with dice and cui logo printed Single color printing on both side	500	Nos.		
7	<b><u>Display Name Card with sling</u></b> Art Card: 300 gram imported with four color printing (one side) Size: 3.5 x 5.25 inch Both pieces pasted Jacket : Fine Quality (as per sample) Jacket Size: 4 x 6 inch Sling with single color printing of logo on both side Complete with all aspects as per sample available at CUI Lahore, Design will be provided by CUI Lahore	600	Nos.		
8	<b><u>Certificates for participants</u></b> Art Card 250 gram with four color printing (Single side) Size: 8.5x12 inch Complete with all aspects as per sample available at CUI Lahore, Design will be provided by CUI Lahore	150	Nos.		
9	<b><u>Certificates for organizers</u></b> Art Card 300 gram with four color printing (Single side) Size: 8.5x12 inch Complete with all aspects as per sample available at CUI Lahore, Design will be provided by CUI Lahore	50	Nos.		

10	<b><u>Book of Abstracts</u></b> Title Cover : Art Card 300 gram with five color printing (Front and back), Size: A6: 4.1 x 5.8 inch, Inner Paper: 130 gram imported paper with four color Leaves: 60 (i.e 120 pages) with Double side printing Design will be provided by CUI Lahore	500	Nos.		
<b>Sub Total Amount (Rs.) inclusive of all taxes (For Sr. # 5 to 10)</b>					
<b>Souvenirs Items</b>					
11	<b><u>Shields for Guests/Speakers</u></b> Size: 5x7 inch (Arbitrate shape) Base Size: 0.5x4 inch, Material: Glass (high quality), Four color printing Complete with all aspects as per sample available at CUI Lahore, Design will be provided by CUI Lahore	25	Nos.		
12	<b><u>Soft folder with Notepad</u></b> Fabric: Rexene (Local Fine quality) Double side folder, Hard Board inside the folder with foam on front side, Fine Quality Velvet Inside Size: 12 x 10 inch (per side), Screen Printing (Golden Color) on front size, Fine quality golden color clips on each outer corner of the folder, Pocket on Left Side (Size: 8.5 x 6.5inch), Pen Holder, Pocket on ride side for letter pad (Size: 9 x 10 inch), Complete with all aspects as per sample available at CUI Lahore Writing 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 Two side single color printing, Complete with all aspects as per sample available at CUI Lahore Design will be provided by CUI Lahore	300	Nos.		

**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 for (Sr. # 1-4) & (Sr. # 5-10) and Sr. # 11 & 12 will be awarded on Item Wise 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.**