



**COMSATS Institute of Information Technology, Lahore**  
**Purchase Section**

Case # 1097

Date: September 24, 2014

**BoQs of Items for Catalogue Printing (Booklet) for Architecture Department, CIIT Lahore**

Sr. #	Item Name	Qty		Rate to be quoted Inclusive of all Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	40, A-4 Pages Colour Separation for Brochure	40	Nos		
2	Type-setting, page set-up and pre-press	40	Nos		
3	Solna Plates	40	Nos		
4	Digital Colour prints	40	Nos		

**Signature & Stamp of the Bidder**

**TERMS AND CONDITIONS**

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

- Part / Advance payments is not allowed.
- 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.
- Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
- The quotation should be submitted in a sealed envelope.
- The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Items for Catalogue Printing (Booklet) for Architecture Department, CIIT Lahore**", and 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**
- 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
- All prices should be quoted on F.O.R (Pak Rupees).
- If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled.
- The bid should be submitted in a sealed and stamped envelope up to **September 29, 2014 before 14:30 PM.**
- I/We ..... the undersigned certify that the terms and conditions as contained in the documents Viz, " Terms and Conditions for quotation Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

**Signature of Contractor with Stamp**