



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, Rates should be quoted on our prescribed format, failing which the bid may be rejected]

1. The agreement for “Acquiring Courier Services by CIIT, Lahore” shall be executed in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
2. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender documents.
3. Bidders who do not qualify cannot challenge the findings of the evaluation.
4. Agreement will be awarded to the lowest evaluated bidder on the basis of both technical and commercial/financial bid evaluations; referred item wise / subtotal wise / grand total wise as the case may be appropriate in accordance to the nature of BoQs. Equal weightage shall be given to both technical and financials bids.
5. Tax will be applicable separately as per government rules.
6. Initially, the Courier Service Agreement shall be valid for three years subject to the annual renewal keeping in view satisfactory performance of service provider.
7. In case the services are found unsatisfactory or any breach of agreement is observed, the agreement shall be terminated rendering immediate cancellation of services.
8. All bidders shall provide technical/services information separately from financial/ commercial bid, clearly marked “**TECHNICAL BID**” containing:
 - a. NTN, GST Number
 - b. Experience
 - c. List of Clientage with valid references
 - d. Copies of work orders/agreements and Audited Accounts(if any)
 - e. Registration from SECP or Pakistan Private Courier Services Regulatory Authority (PPCSRA)
 - f. List of Service Centre in Pakistan
 - g. Detail of distribution covered.
 - h. Proof of Company as legal entity and
 - i. Affidavit that the company is not black listed by any Organization
9. The bidders/companies having well established on line tracking systems shall be entertained only and should be bound to facilitate the Institute if track record of letter is required.
10. Duly Sealed separate “TECHNICAL” and “FINANCIAL” bids shall be received at the address given below up to **June 03, 2014** on or before **1100 hrs** and will be opened on the same date **at 1130 hrs** in the presence of bidders who wish to attend.
11. The envelope 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

Signature & Stamp of Bidder

12. The envelope shall also bear the word “**CONFIDENTIAL**” and identification quotation of “**Courier Services.**”.
13. The bid forms/ BoQs must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
15. All bidders are required to furnish **Earnest Money of Rs. 5000/- in the form of Bank deposit / CDR / Pay order as crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
16. The successful bidder shall furnish a pay order/bank draft/bank guarantee of Rs. 15,000/- in favour of COMSATS, Lahore as security money which shall be retained till the completion of the period of agreement. In case of default of any clause of agreement by the bidder the security money shall be forfeited.
17. The bidder shall 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.
18. I/We the undersigned certify that I/we have read and understood the terms and conditions as contained in the document “Terms and Conditions of Tender Notice for Acquiring Courier Services” by COMSATS Institute of Information Technology, Lahore. I/we solemnly hereby declare that these terms and conditions are accepted by me/us and that in the event of selection of my/our rate(s), a legal contract/agreement in the prescribed form shall be entered into.
19. Other terms & conditions shall be agreed later after awarding the contract for acquiring services.

BoQs of Courier Services for CIIT Lahore

OVERNIGHT SERVICE:

Sr. No	Weight	Unit Price (Rs) Within Province	Unit Price (Rs) Other Province
1	Up to 250 Grams		
2	251 Grams to 500 Grams		
3	501 Grams to 1 Kg		
4	Additional KG (Per KG Rate)		

Local Services:

Signature & Stamp of Bidder

Sr.No	Weight	Unit Price (Rs)
1	Upto 500 Grams	
2	501 Grams to 1 Kg	
3	Additional KG (Per KG Rate)	

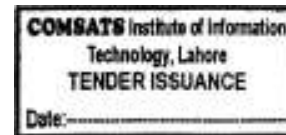
Detain Services:

Sr.No	Weight	Unit Price (Rs)
1	Minimum Up to 5 KG	
2	Additional KG	

Overland Services:

Sr.No	Weight	Unit Price (Rs)
1	Minimum Up to 10 KG	
2	Additional KG (Per KG Rate)	

Above all services will be awarded.



Signature & Stamp of Bidder