



COMSATS Institute of Information Technology, Lahore Purchase Section

Date: September 02, 2014

BoQs of Sofa, 3 Seater for Admission Office, CIIT-Lahore

Sr.#	Description of Items / work	Brand / Model	Qty.		Quoted Model / Brand	Rates to be quoted inclusive of all (applicable) taxes	
						Unit Price (Rs.)	Total Price (Rs.)
1	Visitor Sofa 3-Seater without Cushion	Model B-262 Sun Rise Bright Boss or equivalent	05	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.]**

1. Part / Advance payments is not allowed.
2. The exact completion / delivery time from the date of the purchase / work order will be **10 days**. The handing over / completion time for this contract is of critical importance.
3. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
4. The quotation should be submitted in a sealed envelope.
5. The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Sofas for Admission Office**", 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

6. 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.
7. All prices should be quoted on F.O.R (Pak Rupees).
8. If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled.
9. The bid should be submitted in a sealed and stamped envelope up to **September 08, 2014 before 10:30 AM.**
10. I / We
 - **Company / Vendor Name:**.....
 - **Postal Address:**.....

Signature of Contractor with Stamp

- Tel. / Mobile:.....Email:.....
- NTN # :.....GST#:.....

the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender 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