



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: April 14, 2015

BoQs of Souvenirs (Table Clock) For Convocation April 2015, CIIT Lahore

#	Item Name & Specification	Qty	Rates should be quoted inclusive of all taxes	
			Unit Price (Rs)	Total Price (Rs)
1	<p><u>Souvenir (Table Clock) for Convocation</u></p> <ul style="list-style-type: none"> ▪ Beach Wood ▪ Top Height 4.5 inch ▪ Top Width 3 inch ▪ Top Thickness ~0.7 inch ▪ Base height/length 4' inch ▪ Base width 1.3 inch ▪ Base Thickness ~0.8 inch ▪ Front Printing Laser engraving “Convocation 2015” ▪ Back Screen Printing of COMSATS logo and text “Convocation 2015 CIIT-Lahore” ▪ Clock Size 2' inch ▪ Dial with logo (3 color printing) ▪ Clock should be Japanese made or equivalent with Cell battery ▪ Beach wood colored card paper box with COMSATS logo and text “Convocation 2015 CIIT-Lahore” on the front – size: Height 5.3 inch x Width 4.1 inch x Depth 1.5 inch – box must easily house the clock and close properly ▪ Reference Sample is available in purchase section for viewing ▪ Vendor must submit prepared sample to Convocation Committee for approval prior to order completion 	1300 Nos.		



Signature & Stamp of the Bidder

Signature of Contractor with Stamp

TERMS AND CONDITIONS

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

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **04 Days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. The quotation should be submitted in a sealed envelope.
6. The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Souvenirs (Table Clock) For Convocation April 2015, CIIT Lahore**", and should be marked as under;

Manager Purchase

COMSATS Institute of Information Technology, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

7. 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.
8. All prices should be quoted on F.O.R (Pak Rupees).
9. If the vendor fails to deliver the goods / services to CIIT-Lahore 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 will be cancelled, earnest money and payment will be forfeited.
10. 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.
11. The bidder is required to furnish in form of Bank deposit /C.D.R / Pay order equivalent to 2% of the total Bid price as Earnest Money 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.
12. The bid should be submitted in a sealed and stamped envelope up to **April 17, 2015 before 10:30 AM and will be opened on same date 11:00 AM.**

Signature of Contractor with Stamp

I / We

- Company / Vendor Name:.....
- Postal Address:.....
- 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