



Date: September 04, 2015

Case # 1522

Boqs of Uppers for Malies for Horticulture Section, CIIT-Lahore

Technical Portion

Sr. #	Items name & Description	Please tick Marks	
		Yes	No
1	Uppers for Malies		
	Green Color		
	Fine Quality		

- Kindly submit the sample of quoted item with technical bid / Envelop, otherwise bid may be rejected.

Financial Portion

Sr. #	Items name & Description	Qty.		Rates to be quoted inclusive of all taxes	
				Unit Price (Rs.)	Unit Price (Rs.)
1	Uppers for Malies	48	Nos.		
	Green Color				
	Fine Quality				

Note:

- Financial proposal should be inclusive of printing Charges (Mali / Supervisor)
- Purchase / work order (s) will be awarded on **Item Wise** basis.
- Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.

Signature & Stamp of the Bidder

TERMS AND CONDITIONS

Signature of Contractor with Stamp

[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. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
3. Part / Advance payments is not allowed.
4. 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.
5. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
6. After opening of bids COMSATS Institute of Information Technology, Lahore Campus, will examine the quotations for completeness as per specification.
7. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;
 - i. The bid shall comprise a **single package containing two separate envelopes**. Each envelope shall contain separately the **financial proposal and the technical proposal**;
 - ii. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked **"TECHNICAL PROPOSAL"** shall be opened;
 - iv. The envelope marked as **"FINANCIAL PROPOSAL"** shall be retained in the custody of the procuring agency without being opened;
 - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - vi. during the technical evaluation no amendments in the technical proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned unopened to the respective bidders; and
 - ix. The bid found to be the lowest evaluated bid shall be accepted.
8. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
9. The bid should be submitted in a sealed envelope up to **September 07, 2015** on or before **1400 hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

Signature of Contractor with Stamp

10. The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“quotation for Uppers for Malies”**, 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

11. 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.

12. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.

13. 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 may be cancelled.

14. 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.

15. The bid should be submitted in a sealed and stamped envelope up to **September 07, 2015 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

16. 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