

**COMSATS University Islamabad, Lahore Campus****Purchase Section**

Date: December 17, 2021

Case # 3473

BoQs of Printing & Designing of CIF Annual Report 2020-2021, CUI-Lahore Campus

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-Lahore Campus BoQ may lead to rejection of bid (fully or partially).

Rates to be quoted
inclusive of all
(applicable) taxes

Sr. #	Item Name	Item Name & Specification	Qty		Unit Price (Rs.)	Total Price (Rs.)
1		Title Art Card: 300 Gm, Four Color Printing (Both side) Lamination, Hot Glue Binding Size: 8.6 x 11 inch Including designing and complete with all aspects	500	Nos.		
* 1.1	Printing & Designing of Annual Report	Approx No. of Inner pages*: 41 Pages Nos. Size: 8.6 x 11 inch Art/Matt Paper 128Gms, Four Color Printing Including Composing, Designing and complete with all aspects * Number of inner pages may increase or decrease while the final payment shall be made after calculating per page rate by dividing unit price with final number of pages. Note: *Reduce size soft Pdf copy of entire Annual Report with required after printing to send through email and to upload onto the website. Soft file of complete annual report alongwith CD and source file will also be required.	500	Nos.		
Total Amount (Rs.)						

Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

1. The bids shall be evaluated to strictly ensure that the quoted brand/ model / make meet all the BoQ/ specification requirements given in the bidding document for each item.

Signature of Contractor with Stamp

2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
3. Supporting literature (where available / required) of the quoted brand/ model / make must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the brand/ model / make and the supported literature may lead to rejection of bid.
4. **Only vendors with relevant expertise / setup in the printing services shall be considered.**

Special Terms and Conditions;

1. Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
2. Please submit the bid (rates) on our prescribed BoQs Form and clearly mention the quoted model / brand as required in BoQs with complete terms and conditions signed, stamped with both bids, otherwise your bid (s) may be rejected.
3. Multiple rates of an item may also lead to the rejection of bid / item.
4. *Purchase / work order shall be awarded to successful bidder (s) **On Grand Total/Turnkey Basis.***
5. Vendor is required to make ensure the availability of the item in the local market before quoting them.

Signature & Stamp of the Bidder

GENERAL 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 COMSATS University Islamabad, Lahore Campus 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 **10 days (Start from the date of Finalization of Design)**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall also bear the word "**CONFIDENTIAL**" and the title of procurement of "**Printing & Designing of CIF Annual Report 2020-2021, CUI-Lahore Campus**"

Secretary Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

Signature of Contractor with Stamp

8. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, 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.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days.**
10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
11. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with warning letter, if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
 - d.
12. The bid should be submitted in a sealed and stamped envelope up to **December 22, 2021 before 1400 Hrs** and will be opened on the same date at **1430 Hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
13. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
14. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**

Signature of Contractor with Stamp