



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: July 12, 2017

Case # 2101

BoQs of T-Shirts for Security Staff, CIIT-Lahore

Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).	Quantity		Quoted Model Brand with meeting the all specifications
1	<u>T-Shirts</u> Fabric Mix Cotton + Polyester Round Neck Half Sleeve Monogram of CIIT on front side "Security CIIT-Lahore" Word on back side Large Qty. 16 XL Qty. 84 XXL Qty. 20	120	Nos.	

Technical evaluation will be made as per following procedure;

- Vendors are required to inspect samples of **T-Shirts** available at CIIT-Lahore Campus before quoting price to avoid quality and specification issues.
- Vendor will be required to provide sample along with technical bid.
- Sample of successful bidder (s) shall be retained by CIIT for checking supply.
- Order shall be awarded to the lowest financial bid among the technically qualified bid.
- Sample of unsuccessful bidders shall be returned with sealed financial bid.
- Samples should be proper tagged / signed / stamped.

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).	Qty.	Rate to be quoted Inclusive of all (applicable) Taxes		
			Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
	Item Name & Specification				

Signature of Contractor with Stamp

1	T-Shirts Fabric Mix Cotton + Polyester Round Neck Half Sleeve Monogram of CIIT on front side “Security CIIT-Lahore” Word on back side Large Qty. 16 XL Qty. 84 XXL Qty. 20	120	Nos.			
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Note:

- Please quote the rates on CIIT-Lahore BoQs and clearly mention the quoted model / brand, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.

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. 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.**
- COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;**
 - The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
 - 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;
 - During the technical evaluation no **amendments** in the technical proposal shall be permitted;
 - The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - 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 un-opened to the respective bidders;
 - The bid found to be the lowest evaluated bid shall be accepted.

Signature of Contractor with Stamp

- 3. Part / Advance payments is not allowed.
- 4. The exact completion / delivery time from the date of the purchase / work order will be **15 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. The quotation should be submitted in a sealed envelope.
- 7. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“T-Shirts for Security Staff”**.

Secretary Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

- 8. 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.
- 9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
- 10. 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.
- 11. The bid should be submitted in a sealed and stamped envelope up to **July 19, 2017 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
- 12. 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:**