



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: August 31, 2017

Case # 2140

BoQs of Printing Items, Ball Point, Wrist Bands and Shields for IEEE Mini POCO 2017, Department of Electrical Engineering, CIIT-Lahore

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).				Quoted Model/brand/Name	Rates to be quoted in Pak Rupees Inclusive of all taxes	
					Sr. #	Item Name & Specifications
1	Folder (Customized) Fabric: Rexene (Local Fine quality) Double side folder Hard Board inside the folder with foam on front side Fine Quality Velvet Inside Size: 12 x 10 inch (per side) Screen Printing (Golden Color) on front size Fine quality golden color clips on each outer corner of the folder Pocket on Left Side (Size: 8.5 x 6.5inch) Pen Holder Pocket on ride side for letter pad (Size: 9 x 10 inch) Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	110	Nos.			
2	Writing Pad Title Cover : Art Card 260 gram with five color printing (Front and back) Size: 8.5 x 5.5 inch Inner Paper: 80 gram imported paper with single color, single side printing (20 papers) Inner Paper size: 8.5 x 5.5 inch Gum binding Design will be provided by CIIT Lahore	110	Nos.			
3	Event Schedule / Breakdown Paper: Art Paper 113 gram with four color printing Size: 8.5x11.5 inch Double side printing Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	110	Nos			

Signature of Contractor with Stamp

5	Name Tag/Display Name Card with Jacket & sling Art Card: 300 gram imported with four color printing (one side) Size: 3.5 x 5.25 inch Both pieces pasted Jacket : Fine Quality (as per sample) Jacket Size: 4 x 6 inch Sling with printing of logo on both side Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	110	Nos.			
6	Certificate Art Card 300 gram with four color printing (Single side) Size: 8.5x12 inch Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	110	Nos.			
7	Ball Point Two side single color printing Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	110	Nos.			
8	Registration Slip Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	03	Nos.			
9	Wrist band with single side complete printing Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	110	Nos.			
10	Shields for Speakers Size: 6x6 inch (upper side round shape) Base Size: 1.5x4.75 inch Material: Glass (high quality) Four color printing, Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	10	Nos.			
11	Shields for Organizers Size: 5x7 inch (Arbitrate shape) Base Size: 0.5x4 inch Material: Glass (high quality) Four color printing, Complete with all aspects as per sample available at CIIT Lahore Design will be provided by CIIT Lahore	20	Nos.			
11	Stamp (Machine stamp) Complete with all aspects as per sample available at CIIT Lahore	02	Nos.			
Total Amount (Rs) inclusive of all taxes						

Signature of Contractor with Stamp

Note:

- Purchase / work order (s) will be awarded on **Grand Total / Turnkey basis**.
- Please quote the rates on CIIT-Lahore BoQs and clearly mention the quoted model / brand, otherwise your bid / items may be rejected.
- Only vendors with relevant expertise / setup in the printing services shall be considered.
- The quantity may be increased or decreased before awarding the purchase/work order.
- 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.**
 2. Part / Advance payments is not allowed.
 3. The exact completion / delivery time from the date of the purchase / work order will be **07 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. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
 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 Items, Ball Point, Wrist Bands and Shields for IEEE Mini Poco 2017, Department of Electrical Engineering, CIIT-Lahore"**.
- 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. 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 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.
 12. The bid should be submitted in a sealed and stamped envelope up to **September 06, 2017 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

13. 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:**