

**COMSATS Institute of Information Technology, Lahore****Purchase Section**

Date: March 02, 2018

Case # 2297

BoQs of Designing and Printing of Newsletter (4th Issue) for Energy Research Center, CIIT-Lahore

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).		Rate to be quoted Inclusive of all (applicable) Taxes	
	Item Name & Specification	Qty.	Unit Price (Rs.)	Total Price (Rs.)
1	<u>Designing and Printing of Newsletter</u> <ul style="list-style-type: none"> • Approx pages 28 • Art Paper 113 gm • Letter Size • Printing 4-Colors • Title Art Card 300 gm with 4-Color printing and lamination • Binding Center Pin <u>Including Composing and Formatting, complete with all aspects</u>	150	Nos.	
* 1.1	Art Paper 113Gms (Per page rate)	01	No	
Total Amount (Rs.) Inclusive of all taxes				

Note:

- If the number of pages (Art Paper 113gm) increases from 28 Nos., then the payment will be made on actual number of printed inner pages.
- Purchase / work order (s) will be awarded on Item Wise basis.
- Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.
- 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.

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.]

Signature of Contractor with Stamp

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 **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 delivered at COMSATS Institute of Information Technology, Lahore Campus’s premises.
5. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
6. The quotation should be submitted in a sealed envelope.

The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Designing and Printing of Newsletter (4th Issue) for Energy Research Center, CIIT-Lahore”**, 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

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) and **valid for at least 40 days**.
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 may be cancelled.
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 bid should be submitted in a sealed and stamped envelope up to **March 07, 2018, 1400Hrs** and will be opened on the same date at **1430hrs** 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:**

Signature of Contractor with Stamp