



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: April 7, 2017

BoQs of Back Drop Banner, Flex, Abstract in USB and Bags for ICSP-2017 Chemical Engineering Department, 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).		Qty.		Rate to be quoted Inclusive of all (applicable) Taxes		
	Item Name & Specification				Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	Back Drop Banner	FL, 8 x 16 ft	1	Nos.			
2	Flex Banner with X Stand	FL, 2 x 5 ft	6	Nos.			
3	Abstract books in USB Device with Printing on USB Device	2 GB Storage Design as per sample	175	Nos.			
4	Conference Bags with Printing	As Per Sample	175	Nos.			
Total Amount (Rs.)							

Note:

- Only vendors with relevant expertise / setup in the printing services shall be considered.
- Purchase / work order (s) will be awarded on **Turnkey / Grand Total Amount basis.**
- 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.**
2. Part / Advance payments is not allowed.

Signature of Contractor with Stamp

- 3. The exact completion / delivery time from the date of the purchase / work order will be **05 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 **"Back Drop Banner, Flex, Abstract in USB and Bags for ICSP-2017"**.

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. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 10. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
- 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 **April 12, 2017 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
- 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:**

Signature of Contractor with Stamp