



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-14-479

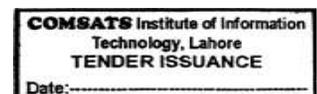
TERMS AND CONDITIONS

[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. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
3. Documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** as a tender documents fee (Non-Refundable) must be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee
4. Part / Advance payments is not allowed.
5. The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
6. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
7. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
8. Purchase order (s) will be awarded to the lowest or technically recommend bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
9. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
10. The bid should be submitted in a sealed envelope up to **February 02, 2015** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
11. The envelope 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
12. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Stationery Printing and General Items for Semester Spring 2015**".
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled, earnest money and payment will be forfeited.
15. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.

Signature & Stamp of Bidder



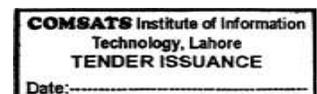
16. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
17. All prices should be quoted on F.O.R (Pak Rupees).
18. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
19. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
20. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
21. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.
22. The bidder is required to furnish in form of **Bank deposit / CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”. The CDR will be released after Two Months of successful completion / supply.** Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
23. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject if;

No offer of a supplier/firm will be considered: -

- i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is black listed, by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
24. The tendered should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.
 25. I / We

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

the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.



BOQs of Stationery, Printing and General Items for Semester Spring-2015Rates to be quoted
inclusive of all taxes

Sr.#	Item Description	Model / Brand		QTY.	Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
Stationery Items							
1	Paper Ream A4 80 gm 500 Sheets	Imported (AA) /or equivalent	Reams	800			
2	Paper Ream A4 80 gm 500 Sheets	Imported (PPC)/or equivalent	Reams	1000			
3	Certificate Sheet (Hard Card) (Cream Color) A4 Size * as per sample		Nos.	1000			
4	Graph paper (A4 Size) one side print 70 gm as per sample		Nos.	3000			
5	Board Marker (Blue =120,Black=120,Red=6,Green=4)	(Snowman) SB -12 or equivalent	Packets	250			
6	Permanent Marker (Black=12,Blue=12)	(Snowman) CG or equivalent	Packets	24			
7	Ballpoint (Black=30,Blue=150,Red=70)	Piano 0.8mm or equivalent	Packets	250			
8	Gel Pen(Blue=10,Black20)	Pilot G-2 0.7mm or equivalent	Packets	30			
9	Pointer (Blue=10,Black=10)	Master (liner 702) 0.3 soft Liner or equivalent	Packets	20			
10	Correction Pen (Metal Tip)	(KITA) or equivalent	Packets	12			
11	Highlighter (Green=4,Orenge=4,Red=4)	(Dollar) or equivalent	Packets	12			
12	Lead Pencil	(Picasso) Executive or equivalent	Packets	150			
13	Scotch Tape 1" Brand 50y	Deer or equivalent	Nos.	300			
14	Scotch Tape 2" Brand 50y	Deer or equivalent	Nos.	350			
15	Stock Register	Koh-e-Noor (5 No)or equivalent	Nos.	40			
16	Register Simple	Munir (16 No) or equivalent	Nos.	80			
17	Attendance Register	Koh-e-Noor(02) or equivalent	Nos.	30			
18	Log Book	Koh-e-Noor (03 Nos) or equivalent	Nos.	40			

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19	Board Marker Refill Ink (Black =50 ,Blue=50	Snowman or equivalent	Nos.	100			
20	Stamp Pad Size(7*11)(Black,blue,)	(Lancer) or equivalent	Nos.	36			
21	Stamp Pad ink (30ML) Black=12+Blue=12		Nos.	24			
22	Stapler	Deli 0326 or equivalent	Nos.	200			
23	Stapler (Heavy Duty 23/10 H-13) (10mm) (Original)	Opal HP 1217 or equivalent	Nos.	6			
24	Staples Pin 24/6	Dollar or equivalent	Packets	500			
25	Box File	Aifa MK-750 or equivalent	Nos.	500			
26	Paper Cutter 18mm (plastic Fine Quality)	Haixin HX-6898 (18mm) or equivalent	Nos.	100			
27	Paper Cutter Blade (18mm)	SDI 1404C (18mm) or equivalent	Nos.	50			
28	Steel Scale China)	(MC) or equivalent	Nos.	100			
29	Sharpener	(Dux) or equivalent	Nos.	200			
30	Eraser	Pelikan A1 30 or equivalent	Nos.	400			
31	Paper Clip 30mm (China)	Grash or equivalent	Packets	100			
32	Calculator	Cannon AS-220RTS or equivalent	Nos.	30			
33	White Board Duster (as per sample)		Nos.	500			
34	Note Pad Sticking 3 X 3	Pronti Made in Taiwan or equivalent	Nos.	100			
35	Table Accessories Set 07 Piece (as per sample)		Nos.	10			
36	File Ribbon Fine quality as per sample		Nos.	500			
37	Gum Stick 9gm	(Dux) or equivalent	Nos.	200			
Sub Total Amount (Rs.) of Stationery items							
Printing Items for Examination Section							
1	Answer Book Final Term (SDP) (10 Leaves 20 Pages) (80gm Local) Size 8 x 13 inch, 1-color Printing, Sewing Binding, Serial Numbering		Nos.	15000			

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2	Extra Sheet Final Term (SDP) (02 Leaves 04 pages) (80gm Local) Size 8 x 13 inch, 1-color Printing, Folding, Serial Numbering		Nos.	15000			
3	Answer Book Sessionals (SDP) (06 Leaves 12 Pages) (68gm Flying) Size 8.5 x 11 inch, 1-color Printing, Sewing Binding, Serial Numbering		Nos.	20000			
4	Extra Sheet Sessional (SDP) (02 Leaves 04 pages) (68gm Flying)Size 8.5 x 11 inch, 1-color Printing, Sewing Binding, Serial Numbering		Nos.	35000			
5	Answer Book Final Term (DDP) (10 Leaves 20 Pages) (80gm imported High Finished) Size 8.5 x 11 inch, 1-color Printing, Sewing Binding, Serial Numbering		Nos.	20000			
6	Answer Book Sessionals (DDP) (06 Leaves, 12 Pages) (80gm imported High Finished) Size 8.5 x 11 inch, 1-color Printing, Sewing Binding, Serial Numbering		Nos.	45000			
7	Answer Book Final Term Anonymous Type (DDP) (15 Leaves 30 Pages) (80gm imported High Finished) Size 8.5 x 11 inch, 1-color Printing, Serial Numbering Binding: Two Pins, Binding Tape , Double Tape on top, Crease on first Page		Nos.	7000			
8	Cloth Envelope Size SDP Brown (A4 size") 1 color Printed, Fine Quality Cloth Inside as per sample		Nos.	3000			
9	Cloth Envelope Size SDP Brown (15" X 11") Legal 1 color Printed, Fine Quality Cloth Inside as per sample		Nos.	5000			
10	Cloth Envelope Size SDP Brown (18" X 15") large size 1 color Printed, Fine Quality Cloth Inside sa per sample		Nos.	2000			
11	Cloth Envelope (DDP) Brown (A4) 1 color Printed, Fine Quality Cloth Inside as per sample		Nos.	3000			
12	Cloth Envelope (DDP) Brown (legal) 15"x11"1 color Printed, Fine Quality Cloth Inside as per sample		Nos.	2000			
13	File Cover (Blue Folder) for Convocation with greeting page * as per sample		Nos.	1000			

Sub Total Amount (Rs.) of Printing items for Examinations Section

Printing Items for Office Use

1	File Cover (yellow) 450 Grams Box Board, Yellow Ground Printed on Both Sides, Dye Cutting, 7 Inch Patri , Binding Scotch Tape on Back		Nos.	2000			
2	File Cover (Green) Purchase 450 Grams Box Board, Green Ground Printed on Both Sides, Dye Cutting, 7 Inch Patri , Binding Tape on Back		Nos.	500			
3	File Folder (blue & white) 350gm Laminated 9.5 x 13 Inch Size, Art Card 300 Grams, 3 color Printing, Laminated, Pocket Pasted Inside		Nos.	5000			

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4	Envelope Size 12" x 9.5" (80 gm Imported) 1 color Printed		Nos.	5000			
5	Envelope Size 17.5" x 12" (80 gm Imported) 1 color Printed		Nos.	1500			
6	Drafting Pad Small Size 68 Grams Local Paper, 70 Leaves, 113 Grams Art paper for Title, Hard Ghatta on Bottom		Nos.	600			
7	Drafting Pad (Large) 68 Grams Local Paper, 70 Leaves, 113 Grams Art paper for Title, Hard Ghatta on Bottom		Nos.	100			
Sub Total Amount (Rs.) of Printing items for Office Use							
General Items							
1	Air freshener	Cobra 300ml or equivalent	Nos.	200			
2	Soap (Made in Pakistan) 115Gm	Safe Guard or equivalent	Nos.	30			
3	Towel Size 2'x4' fine quality as per sample		Nos.	30			
4	Foot Mat Plastic 2.5" x 3" as per sample		Nos.	100			
5	Tissue Box , 150x2 Ply	Rose Petal, PoP-UP or equivalent	Nos.	400			
6	Tissue Roll	Rose Petal or equivalent	Nos.	400			
7	Bond (original)	Elfy or equivalent	Nos.	24			
8	Energy Cell (Clocks) AA	Toshiba (Original) or equivalent	Nos.	200			
9	Energy Cell (AC) AAA	Toshiba (Original) or equivalent	Nos.	200			
10	Furniture Polish 250ml	(Kiwi Revive-All) or equivalent	Nos.	200			
11	Glint cleaner 500 ml	Insta or equivalent	Nos.	100			
12	Extension Lead (04 Akai Socket+ 2 pin Shoe 15A, on/off button with 06 meters Heavy Duty cable 40/76)as per sample)		Nos.	100			
13	Water Glass (Original)	Toyo Nasic or equivalent	Nos.	200			
14	Door Bell Plug Type Different Ring ton		Nos.	15			
15	Door Bell wireless Digital	Welent ITC-708 or equivalent	Nos.	10			
16	DVD	Sony R or equivalent	Nos.	100			

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17	CD	Sony R or equivalent	Nos.	100				
18	Mosquito Spray 400ml	Mortein or equivalent	Nos.	10				
19	Soap Liquid 475ml	(Lemon Max) or equivalent	Nos.	10				
20	Button Cell for LR1130 1.5v (for Calculator use)	Maxell or equivalent	Nos.	25				
Sub Total Amount (Rs.) of General items								

Note:

- **The Purchase Order will be awarded on sub total amount basis (turnkey of each portion).**
- **Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / items / portion may be rejected.**