



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-14-493

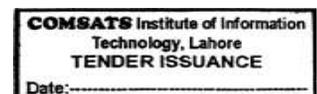
TERMS AND CONDITIONS

[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. 500/-** as a tender documents fee (Non-Refundable) shall 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 **20 days**. The handing over / completion time for this contract is of critical importance.
6. Your bid proposal should be inclusive of freight and all other 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 recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
9. Bidders 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 **March 09, 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;

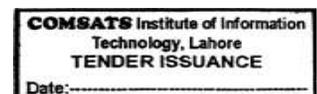
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875
12. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Printing Items, Book Ends and Guide Plates for Library**".
13. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
14. **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 will be cancelled, earnest money and payment will be forfeited.

Signature & Stamp of Bidder



15. 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.
 16. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
 17. 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.
 18. All prices should be quoted on F.O.R (Pak Rupees).
 19. 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.
 20. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
 21. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
 22. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
 23. 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”**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
 24. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid if;
 - 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.
 25. The bidder 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.
 26. 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.

Signature & Stamp of Bidder



BoQs of Printing Items, Book Ends and Shelves Guide Plates for Library, CIIT-Lahore

					Rates to be quoted inclusive of all taxes	
Sr. #	Item Name & Specifications	Quantity		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
Printing Items						
1	Circulation Slips <ul style="list-style-type: none"> 4 x 4 inch 80 grams imported Paper 1 - color Printing 	3000	Nos.			
2	Book Pockets <ul style="list-style-type: none"> 5.1 x 3.3 Inch (Ready Size) Ivory Card 280 Grams 1-color Printing Double Tape 3 x 3.5 Inch on Back 	5000	Nos.			
3	Due Date Slips <ul style="list-style-type: none"> 6.5 x 4.1 Inch 1 color Both Side Printing 80 Grams Imported Paper 1 inch double tape pasted on back 	5000	Nos.			
4	Book Cards <ul style="list-style-type: none"> 5.3 x 3.3 Inch 30 grams Ivory Card 1 color Printing 	5000	Nos.			
5	Spine Label Paper (SERILUX or Equivalent)	02	Ream			
6	Barcode Sheet	02	Ream			
Sub Total Amount (Rs.) of Printing Items						
Book Ends / Shelves Guide Plates						
1	Book Supporters (Book End) Size 5-6 Inchs Height, KW / Deli or Equivalent	300	Nos.			
2	Shelves Guide Plastic Plates, Size 9 Inches length	200	Nos.			
Sub Total Amount (Rs.) of Book Ends / Shelves Guide Plates						

Note:

- Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / items / portion may be rejected.
- The Purchase / Work Order will be awarded on Sub Total basis.

Signature & Stamp of Bidder