



COMSATS Institute of Information Technology  
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

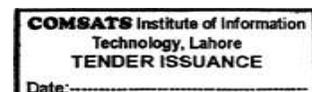
Tender No. CIIT-TN-13-17-802

Case # 1966

**Section: A****TERMS AND CONDITIONS**

**Note: [All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

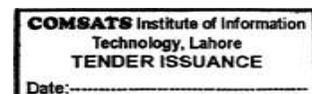
1. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.
2. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. The supplier is well established firm/company in the business of Printing & Advertisement items with sound financial status.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** 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.
6. Part / Advance payments is not allowed.
7. The services are required well before event date (9-12 March, 2017), as connection in Purchase Order. However any change in the date of the event shall be communicated to vendor well in time before the event.
8. The bid proposal must be inclusive of freight and all other taxes delivered at CIIT-Lahore premises.
9. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
10. Purchase order (s) will be awarded to the lowest and technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**;
  - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
  - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
  - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;

**Signature & Stamp of Bidder**

- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
  - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
  - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
  - ix. The bid found to be the lowest evaluated bid shall be accepted.
12. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
  13. The bid should be submitted in a sealed envelope up to **February 06, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
  14. 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
  15. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Printing of Outdoor Publicity & Advertisement Items for Pak China Business Forum 2017, CIIT-Lahore”**.
  16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
  17. **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, earnest money and payment may be forfeited.
  18. 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.
  19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
  20. 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,

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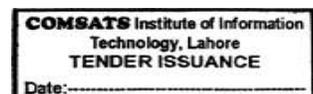


inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.

- 21. All prices should be quoted on F.O.R (Pak Rupees).
- 22. 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.
- 23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 24. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
- 25. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 26. **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.**
- 27. 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.
- 28. 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.
- 29. 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:** .....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

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**Section: B****1. Detail about Technical Evaluation:**

Sr.#	Category	Description	Documents/ evidence required
1	<b>Professional Experience</b>	Relevant work experience of managing printing/ publicity campaign of International level events, preferably with Government Sectors	<ul style="list-style-type: none"> <li>• Registration certificate of Company</li> <li>• Relevant purchase orders and detail of events</li> <li>• Samples of previous printed work to be submitted</li> </ul>
2	<b>Financial Capability</b>	Companies with sound financial status reflected in bank statement (turnover of last six months, only credit entries)	<ul style="list-style-type: none"> <li>• Bank statement with registered companies name for the last six months</li> </ul>
3	<b>Managerial Capability</b>	Managerial expertise of holding and managing printing, advertisement or publicity campaigns	<p>Company Profile with following details;</p> <ul style="list-style-type: none"> <li>• Years of relevant experience</li> <li>• Strength of Technical Personnel</li> <li>• Business Setup Type (own printing press with machinery / equipment or third party)</li> <li>• Detail of relevant projects</li> <li>• Any other</li> </ul>

**2. Evaluation Criteria :(Total Marks 100)****Qualifying Marks: 70**

Sr.#	Parameters	Max Marks	Details	Individual Score
1	<b>Professional Experience</b>	<b>40</b>	<ul style="list-style-type: none"> <li>• 3-5 Years</li> <li>• 5.1 to 7 Years</li> <li>• 7.1 to 10 Years</li> <li>• 10.1 years and above</li> </ul>	10 20 30 40
2	<b>Financial Capability</b>	<b>40</b>	<ul style="list-style-type: none"> <li>• Up to Rs. 5 Million</li> <li>• Rs. 5.1 to 10 Million</li> <li>• Rs. 10.1 &amp; 15 Million</li> <li>• Rs. 15.1 &amp; Above</li> </ul>	10 20 30 40
3	<b>Managerial Capability</b>	<b>30</b>	As per requirements of the project	30

**Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)**

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**BoQs of Printing of Outdoor Publicity & Advertisement Items for Pak China Business Forum 2017, CIIT-Lahore**

Sr#	Item Description	Qty		Compliance of our BoQs (Kindly clearly mentioned)	
				Yes	No
1	Streamers Size 3'x6' China flex four color printing with wooden frame with site installation and removal. Complete in all respect	2500	Nos.		
2	Backdrop Size 50 * 4 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
3	Backdrop Size 13 *30 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	5	Nos.		
4	Backdrop Size 12 * 30 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	5	Nos.		
5	Backdrop Size 20 * 40 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	2	Nos.		
6	Backdrop Size 25 * 40 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
7	Backdrop Size 10 * 20 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
8	Banner Size 4*15 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	2	Nos.		
9	Banner Size 25*5 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
10	Banner Size 25* 3 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	2	Nos.		
11	Banner Size 51 * 5 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		

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12	<b>Banner Size: 10'x3'</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	5	Nos.		
13	Vinyl size 25 * 11 with four color printing with onsite pasting and removal. Complete in all respect	2	Nos.		

**Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope**

**BoQs of Printing of Outdoor Publicity & Advertisement Items for Pak China Business Forum 2017, CIIT-Lahore**

Sr.#	Item Description	Qty		Rates to be quoted inclusive of all applicable taxes	
				Unit Price (Rs)	Unit Price (Rs)
1	<b>Streamers Size 3'x6'</b> China flex four color printing with wooden frame with site installation and removal. Complete in all respect	2500	Nos.		
2	<b>Backdrop Size 50 * 4</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
3	<b>Backdrop Size 13 *30</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	5	Nos.		
4	<b>Backdrop Size 12 * 30</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	5	Nos.		
5	<b>Backdrop Size 20 * 40</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	2	Nos.		
6	<b>Backdrop Size 25 * 40</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
7	<b>Backdrop Size 10 * 20</b> China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		

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8	Banner Size 4*15 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	2	Nos.		
9	Banner Size 25*5 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
10	Banner Size 25* 3 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	2	Nos.		
11	Banner Size 51 * 5 China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	1	Nos.		
12	Banner Size: 10'x3' China flex four color printing with steel frame (on rental basis) with site installation and removal. Complete in all respect	5	Nos.		
13	Vinyl size 25 * 11 with four color printing with onsite pasting and removal. Complete in all respect	2	Nos.		
<b>Total Amount (Rs) inclusive of all Taxes</b>					

**Note:**

1. **Kindly attach the Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
2. **Purchase / Work order will be awarded on Grand Total / Turnkey Basis.**
3. **If the No of Quantity increased from the above mentioned quantity then the payment will be made accordingly.**
4. **Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**
5. **Multiple rates of an item may also lead to the rejection of bid / item.**
6. **Please quote the rates on our BoQs in Financial bid proposal, otherwise your bid may be rejected.**
7. **The bidders are required to bid for all items in each head. Partial offers/head will not be considered.**

Signature &amp; Stamp of Bidder