



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

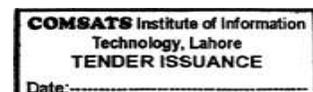
Tender No. CIIT-TN-13-17-803

Case # 1969

Section: A**TERMS AND CONDITIONS**

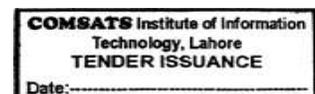
Note: [All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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. 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.
6. Part / Advance payments is not allowed.
7. The exact completion/delivery time from the date of the purchase / work order will be **10 days (After the finalization of Design)**. The handing over / completion time for this contract is of critical importance.
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 & Print Media 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,

Signature & Stamp of Bidder

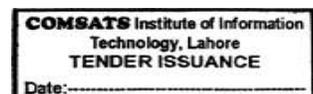


inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.

- 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.**

Signature & Stamp of Bidder



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

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

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

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

BoQs of Printing & Print Media Items for Pak China Business Forum 2017, CIIT-Lahore

Sr.#	Item/Description	Qty		Compliance of our BoQs (Kindly clearly mentioned)	
				Yes	No
Printing Items					
1	File Cover Art Card: 300gram imported with five color single side printing & mat lamination, inside pocket size 3.25 inch (part of folder) File Cover Size: 12x9 inch (sample available at CIIT Lahore)	1500	Nos.		
2	Certificate for Participate Art Card: 350 gram imported with five color single side printing Size: 8.25 x 11.75 inch (sample available at CIIT Lahore)	1000	Nos.		
3	Writing Pad Size: 9.3 inch x 7 inch, 10 Nos. of leaves, Inner Paper: 90 gram ruled imported paper Title Front: Art paper 150 gram imported with five color printing Title Back: Bleach Card 300 gram gum binding (sample available at CIIT Lahore)	1500	Nos.		
4	Paper Hand Bag Matt Paper : 175 gram Ready Size: 11.5 x 8.5 inch with five color printing & matt lamination Sling: Fine Quality (sample available at CIIT Lahore)	1500	Nos.		

5	Brochures Title Art Card: 300 gram imported with five color printing Art Paper : 150 gram with five color printing No of Inner Page: 03 with both side printing Size: 8x5.5 inch Center Pin binding (sample available at CIIT Lahore)	1000	Nos.		
6	Printed Master plan for Visitors Paper : 90 gram imported with five color printing Size: 13 x 8.5 inch (sample available at CIIT Lahore)	10000	Nos.		
7	Printing of Inserters for distribution in Newspaper Art Paper : 90 gram imported with five color printing Size: 5.8 x 8.3 inch including designing	25000	Nos.		
8	Program cards with Envelope Art Card: 300 gram imported with five color printing & matt lamination Inner Page: Art Paper 128gram imported No of Inner Pages: 24 pages with five color printing Center Pin binding Size: 4.6 x 7.2 inch Envelope: Paper : Matt Paper 113 gram with five color printing Size: 5.6 x 7.5 (sample available at CIIT Lahore)	3000	Nos.		
9	Invitation Card with Envelope Art Card: 300 gram imported with five color printing Card Size: 7 x 5 inch Envelope: Paper : Matt Paper 113 gram with five color printing Size: 5.6 x 7.5 (sample available at CIIT Lahore)	2000	Nos.		
10	Food Coupons for Participants & Organizers Art Card : 210 gram with five color printing Size: 3.3 x 4 inch	4000	Nos.		

Advertisement Items					
11	Display ID cards with Jacket & Sling Art Card : Imported 300 gram Size : 4.9 x 3.6 inch with five color printing Plastic Jacket Size: 5.8 x 4.1 inch Plastic Thickness: As per sample Sling Size: Width 0.6 inch x Length 17 inch with round shape with Two side printing Plastic Clip	1200	Nos.		
12	Standee with Panaflex Standee Flex: Star Korea with five color printing Stand : X Stand Imported Size: 5 x 2 including designing	100	Nos.		
13	Bus Branding with Installation & Removal One Vision stickier with five color printing to be pasted on back mirror of each bus/coaster. Estimated size of back mirror is around 6'x3' each. However vendor must visit to take exact measurement before printing (13 Nos. of Hino Buses & 06 Nos. of Coasters) Including Designing	19	Nos.		
14	Backdrop with Wooden Rented Stand (B2B Meeting) Flex: Star Korea with five color printing 4x5 Flex (20 Sq.Ft)	1	Nos.		
	Backdrop with Wooden Rented Stand (B2B Meeting) Flex: Star Korea with five color printing 8x10 Flex (80 Sq.Ft)	1	Nos.		
	Backdrop with Wooden Rented Stand (B2B Meeting) Flex: Star Korea with five color printing 12x6 Flex (72 Sq.Ft)	1	Nos.		
	Backdrop with Wooden Rented Stand (B2B Meeting) Flex: Star Korea with five color printing 12x8 Flex (96 Sq.Ft)	1	Nos.		
	Backdrop (Thematic Session) Flex: Star Korea with five color printing 14x8 Flex (112 Sq.Ft)	4	Nos.		
	Backdrop Flex: Star Korea with five color printing 8x10 Flex (80 Sq.Ft)	1	Nos.		
	Backdrop Flex: Star Korea with five color printing 5x16 Flex (80 Sq.Ft)	2	Nos.		

Backdrop Flex: Star Korea with five color printing 50x16 Flex (800 Sq.Ft)	1	Nos.		
Backdrop at PC Hotel Flex: Star Korea with five color printing 12x8 Flex (96 Sq.Ft)	1	Nos.		

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

BoQs of Printing & Print Media Items for Pak China Business Forum 2017, CIIT-Lahore

Sr.#	Item/Description	Qty		Rates should be quoted inclusive of all applicable taxes	
				Unit Price (Rs)	Total Price (Rs)
Printing Items					
1	File Cover Art Card: 300gram imported with five color single side printing & mat lamination, inside pocket size 3.25 inch (part of folder) File Cover Size: 12x9 inch (sample available at CIIT Lahore)	1500	Nos.		
2	Certificate for Participate Art Card: 350 gram imported with five color single side printing Size: 8.25 x 11.75 inch (sample available at CIIT Lahore)	1000	Nos.		
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	Backdrop at PC Hotel Flex: Star Korea with five color printing 12x8 Flex (96 Sq.Ft)	1	Nos.		
	Total Amount (Rs)				

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. **Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**

Signature & Stamp of Bidder

4. Multiple rates of an item may also lead to the rejection of bid / item.
5. Please quote the rates on our BoQs in Financial bid proposal, otherwise your bid may be rejected.
6. The bidders are required to bid for all items in each head. Partial offers/head will not be considered.