



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

Tender No. CIIT-TN-13-17-984
Case # 2228

Title: **Food, Catering Arrangements, Sound System and Stall on Rental Basis for DICE-IET 2017, Department of EE**

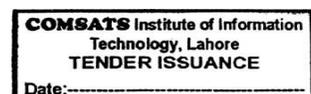
TERMS AND CONDITIONS

[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/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 Food/Catering & Event Management 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 dates of Event for **02 days (December 15-16, 2017)**. Setup must be ready uptill 05:00 Pm (December 14, 2017)
8. The bid proposal must be inclusive of freight and all other taxes and to be delivered at COMSATS Institute of Information Technology, Lahore Campus's 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 or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. The bid should be submitted in a sealed envelope up to **December 06, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. The envelope should be marked as under;

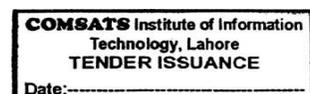
Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

Signature & Stamp of Bidder



13. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of **“Food, Catering Arrangements, Sound System and Stall on Rental Basis for DICE-IET 2017, Department of EE”**.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**
- 1% per day of the invoice price for 5 working days.
 - 2% per day of the invoice price for further 5 working days.
 - 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.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. 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.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. 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.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
23. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. **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.**
25. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous

Signature & Stamp of Bidder



- 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.

26. 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.

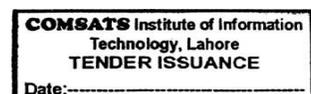
27. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

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

BoQ of Food, Catering Arrangements, Sound System and Stall on Rental Basis for DICE-IET 2017, Department of EE

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).				Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Menu	Quantity		Unit Price (Rs.)	Total Price (Rs.)
First Day of Conference December 15, 2017					
High Tea for Opening Ceremony @ 10:00AM					
1	<ul style="list-style-type: none"> • Chicken Sandwich/Chicken snacks • Fruit Cakes • Tea and Coffee • Including Crockery, Cutlery & Glassware Complete with all aspects	450	Persons		
Lunch @ 1:00PM					

Signature & Stamp of Bidder



2	<ul style="list-style-type: none"> • Chicken Karahi • Vegetable Rice • Gajar Halawa • Green Tea (Kashmiri) • Fresh Salad • Raita Mint • Roti/Naan • Mineral Water. • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	200	Persons			
Regular Tea @ 03:30 PM						
3	<ul style="list-style-type: none"> • Mix Cookies • Tea and Coffee • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	200	Persons			
Second Day of Conference; December 16, 2017						
Regular Tea @ 10:00AM						
4	<ul style="list-style-type: none"> • Mix Cookies • Tea and Coffee • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	200	Persons			
Lunch @ 13:00PM						
5	<ul style="list-style-type: none"> • Chicken Qorma • Chicken Biryani • Fresh Salad • Raita mint • Kheer/Ferni • Green Tea (Kashmiri) • Roti/Naan • Mineral Water • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	200	Persons			
Lunch Boxes for Two Days (December 15-16, 2017)						
6	<p>Lunch Box Biryani with Chicken Piece One Piece of Fruit Cake Juice Pack 250 ml (Nestle or equivalent)</p>	250 persons X 2 days	Persons			

Tentage and Sitting Arrangements for Two Days of Conference (December 15-16, 2017)					
7	Dera 120ft x 120ft canopy full roof covered(neat condition) Carpet: 120ft x 120ft (neat condition) Carpet for Stage: 30ft x 15ft (neat condition) Passage Carpet Tables for Stage with proper skirting Flower arrangements for stage table 30 persons lounges setup with front table 420 Chairs high back chairs with cover and ribbon Round Table Sitting with proper Skirting & Covers (10 persons per table) for 420 Persons Standing Buffet (02 side serving and each station for 50 persons) , 1 day prior setup installation Waiters required with proper uniform Lighting according to the setup requirement Complete with all aspects	02	Days		
Sound System on Rental Basis for Two Days of Conference (November 29-30, 2017)					
8	Sound System on Rent DJ Sound System with 04 Speakers, 02 Collar Mics and 02 wireless mics	02	Days		
Sub Total Amount for Sr. # 1-8					
Stall/Shell required on rental basis for Two Days (December 15-16)					
9	Stall/Shell for Industry Stall size: 7 feet (Back) x 3 feet each side partition (two partitions) Each Stall Includes: One Table with skirting and Two chairs. Two Spot Lights, One Switch Board. Setup should be installed on 14.12.2017 before 05:00 Pm and will stay till the end of the event on 16 th December 2917	40	Nos. for two days		
10	Stall Partition for Students with stand Partition size: 6 feet including stand Color should be white, grey or off-white or equivalent One Table with skirting and Two chairs. Two Spot Lights, One Switch Board. Setup should be installed on 14.12.2017 before 05:00 Pm and will stay till the end of event on 16 th December 2017	90	Nos. for two days		
Sub Total Amount for Sr. # 9-10					

Note:

- Purchase / work order (s) will be awarded on **Sub Total Basis as mentioned in BoQs.**
- Setup should be ready uptill 05:00 Pm on December 14, 2017.
- Please quote the rates on our BoQs, otherwise your bid may be rejected.

Signature & Stamp of Bidder