



COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1357

Case # 3040

Single Stage One Envelop Procedure

Title of Tender: **Printing, Advertisement & Souvenirs Items for GFIF 2020, CUI Lahore Campus**

TERMS AND CONDITIONS

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender document fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. **Only vendors with relevant expertise / setup in the Printing Services & Souvenirs Items shall be considered.**
8. The exact completion/delivery time from the date of the purchase / work order will be **03 days for Printing Items (which will start from the date of finalization of Design) & 05 Days for Souvenirs Items and Advertisement items should be installed before one day of Event Venue which shall be communicated through purchase order well before in time (Standee should be provided within 05 days after the finalization of design).** The handing over / completion time for this contract is of critical importance.
9. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at CUI, Lahore Campus's premises.
10. After opening of bids, CUI, Lahore Campus will examine the bids for completeness as per tender document.
11. 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.

12. The bid should be submitted in a sealed envelope up to **March 11, 2020** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Printing, Advertisement & Souvenirs Items for GFIF 2020, CUI Lahore Campus”**.

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 COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
- a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
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 University Islamabad, 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) inclusive of all taxes.**
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 CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in CUI 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 CUI-Lahore Campus 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 University Islamabad, Lahore Campus”.**
25. COMSATS University Islamabad, Lahore Campus reserves the rights to 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. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. 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:**
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

BoQs of Printing, Advertisement & Souvenirs Items for GFIF 2020, CUI Lahore Campus

<p>Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted</p> <ol style="list-style-type: none"> 1. The bid may be rejected on the reason of ambiguity (OR) 2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly. 					
<p>No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-Lahore Campus BoQ may lead to rejection of bid (fully or partially).</p>				<p>Prices should be quoted (inclusive of all applicable Taxes)</p>	
Sr. #	Item Name & Specification	Qty.			
Printing Items				Unit Price (Rs.)	Total Price (Rs.)
1	<p><u>Drafting Pad</u> Title Cover : Art Card 260 gram with five color printing (Front and back), Size: 8.5 x 5.5 inch Inner Paper: 80 gram imported paper with single color, single side printing (20 papers) Inner Paper size: 8.5 x 5.5 inch, Gum binding Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	400	Nos.		
2	<p><u>GFIF Pens</u> With single color printing of COMSATS & Center of Islamic Finance on both side Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	500	Nos.		
3	<p><u>GFIF Program Book:</u> Inner Pages: Art Paper 128 gram Size: 4.5 x 6.5 inch (08 leaves / 16 pages) Creasing and folding, center pin binding Envelop Size: 7 x 5 Envelop Paper: 80-gram imported paper Envelop Color: White Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid Note: Payment for the additional No. of inner pages shall be made by dividing the unit price approx nos. of pages i.e. 16.</p>	700	Nos.		

4	<p><u>Display Name Card with Jacket & sling</u> (Required for Participants, Organizers, Invited Speaker & Presenters) Art Card: 300 grams imported Size: 3.5 x 3 inch (Two pieces) Five Color Printing, both pieces pasted Jacket: Fine Quality (as per sample) Jacket Size: 4.8 x 3.25 inch Sling with printing of COMSATS & GFIF logo on both sides Including designing, Complete with all aspects (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	350	Nos.		
5	<p><u>Certificate for Participants & Organizers</u> Art Card: 300 grams with five color single side printing Size: 8.25 x 11.75 inch Including designing, Complete with all aspects. (As per sample available at CUI Lahore) Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	400	Nos.		
Sub Total Amount (Rs.) Inclusive of All Taxes					
Advertisement Items					
6	<p><u>Standee: Star Korea or equivalent</u> Size: 2 x 5 ft, Four Corner Ring, Fine Quality Stand, Including printing & designing and complete with all aspects</p>	20	Nos.		
7	<p><u>Backdrop for CIF Stall (Nishat Hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing, Size of backdrop is 9 x 8, Including designing, Complete with all aspects.</p>	01	No.		
	<p><u>Iron Stand on Rental Basis</u> Size: 9x8 with installation and removal</p>	01	No.		
8	<p><u>Backdrop for Grand Ball Room A (Nishat Hotel Lahore)</u> Flex: Star Korea or equivalent with five color printing Size of backdrop is 30ft x14ft to be printed for installation and removal. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore. Including designing, Complete with all aspects.</p>	01	No.		
	<p><u>Iron Stand on Rental Basis (for 02 Days)</u> Size: 30x14 with installation and removal at Venue Site Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore.</p>	01	No.		

	<p>Backdrop for Grand Ball Room B (Nishat Hotel Lahore) Flex: Star Korea or equivalent with five color printing Size of backdrop is 30ft x14ft to be printed for installation and removal. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore. Including designing, Complete with all aspects.</p>	01	No.		
	<p>Iron Stand on Rental Basis (for 02 Days) Size: 30x14 with installation and removal at Venue Site Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore.</p>	01	No.		
9	<p>Backdrops Sponsors Flex: Star Korea or equivalent with five color printing Size of backdrop is 6ft x 4ft to be printed for installation and removal. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore. Including designing, Complete with all aspects.</p>	06	Nos.		
	<p>Iron Stand on Rental Basis (for 02 Days) Size: 6ft x 4ft with installation and removal at Venue Site. Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CUI Lahore.</p>	06	Nos.		
Note: Backdrops must be installed One Day Before Event at Venue					
Sub Total Amount (Rs.) Inclusive of All Taxes					
10	<p>Shields Size: 8.3 x 6.3 inch Lassani Wood with black polish PVC Sheet with four color printing & pasting as per sample Back Stand With velvet box complete with all aspects As per sample available at CUI Lahore Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	90	Nos.		
11	<p>Shield with Special Box for VIPs Size: 10 x 8 inch Lassani Wood with black polish PVC Sheet with four color printing & pasting as per sample, Back Stand Size: 5.9 x 2.4 inch With VIP velvet box complete with all aspects As per sample available at CUI Lahore Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	06	Nos.		

12	<p><u>Star Award for IFEA</u> Engraving on Top in already available Award Replace of Wood base with pasting of Metal plate in base with five color printing including designing, Complete with all aspects. As per sample available at CUI Lahore Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	06	Nos.		
13	<p><u>Certificate with wooden Frame,</u> Size: 9x11 inch, Art Card: 300 gram with five color single side printing Size: 9x11 inch Including designing, Complete with all aspects. As per sample available at CUI Lahore. Vendor is required to examine the CUI Lahore sample before quoting the rates/bid</p>	06	Nos.		
Sub Total Amount (Rs.) Inclusive of All Taxes					

Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
- In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
- Supporting literature of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.

Special Terms and conditions;

1. Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.
2. Purchase / work order (s) will be awarded on **Sub Total Basis** as mentioned in BoQs.
3. **Multiple rates of an item may also lead to the rejection of bid / item.**