



COMSATS Institute of Information Technology, Lahore
Purchase Section

Case # 1096

Date: September 24, 2014

BoQs of Catalogue Printing (Booklet) for Final Year Student Thesis Architecture Department, CIIT Lahore

Sr. #	Item Name	Qty		Rate to be quoted Inclusive of all Taxes	
				Unit Price (Rs.)	Total Price (Rs.)
1	Catalogue Printing (Booklet) No of Pages: 44 Size: 23x36/8 Letter Size Paper: 113 gm Matt Title Card/Paper: 260 Gm Art Card Matter Printing: 4 Color Title Printing: 4 Color Binding: Centre Pin Lamination: Matt	250	Nos		

Signature & Stamp of the Bidder

TERMS AND CONDITIONS

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

- Part / Advance payments is not allowed.
- The exact completion / delivery time from the date of the purchase / work order will be **15 days**. The handing over / completion time for this contract is of critical importance.
- Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
- The quotation should be submitted in a sealed envelope.
- The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Catalogue Printing (Booklet) for Final Year Student Thesis Architecture Department, CIIT Lahore**", and 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

- 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
- All prices should be quoted on F.O.R (Pak Rupees).
- If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled.
- The bid should be submitted in a sealed and stamped envelope up to **September 29, 2014 before 14:30 PM.**
- I/We the undersigned certify that the terms and conditions as contained in the documents Viz, " Terms and Conditions for quotation 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 of Contractor with Stamp