



**COMSATS Institute of Information Technology, Lahore**  
**Purchase Section**

Date: April 24, 2015

**BoQs of Laptop Computer & Printer for Director office, CIIT-Lahore**

**Rates to be quoted  
inclusive of all  
(applicable) taxes**

Sr. #	Item / work name with specification	Qty.		Quoted Model / Brand	Unit Price (Rs)	Total Price (Rs)
1	<b><u>Laptop Computer</u></b> Core i5, 3542 Dell or Equivalent RAM 4 GB Hard Disk Driver 500 GB Display 15.6 inch LED Carrying Case With all standard accessories	01	Nos.			
2	<b><u>Printer</u></b> HP Laserjet M127 MFP (3 in 1) or equivalent	01	Nos.			

**Note:**

- Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / item (s) may be rejected.
- The Purchase / Work Order will be awarded on **Item Wise Basis.**

**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.]**

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.**
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **07 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall bear the word "**CONFIDENTIAL**" and the identification "**Laptop Computer & Printer for Director office**", and should be marked as under;

Secretary Purchase Committee

COMSATS Institute of Information Technology, Lahore Campus

**Signature of Contractor with Stamp**

**Defence Road, Off Raiwind Road, Lahore.**

**Tel: 042-111-001-007, Ext: 875**

- 8. 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.
- 9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
- 10. 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.
- 11. The bid should be submitted in a sealed and stamped envelope up to **April 27, 2015 before 1400 Hrs.**
- 12. I / We

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

the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender 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**