



COMSATS University Islamabad, Lahore Campus

Purchase Section

Date: June 13, 2018

Case # 2398

BoQs of Printing of Visiting Cards and Stamps for Different Department, COMSATS University Islamabad, Lahore Campus

Sr. #	No change in the BoQs (Specs & Qty.) of CUI-LC, 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-LC's BoQ may lead to rejection of bid (fully or partially).	Rate to be quoted Inclusive of all (applicable) Taxes				
		Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)
1	<u>Designing and Printing of Visiting Cards</u> of HoDs/Incharges Paper 310 gm, four color printing and mat lamination (500 Visiting Cards for Each Person) As per approved design of CUI	40	Person			
2	<u>Designing of Stamps and supply with Machine</u> for HoDs/Incharges, Rectangle Shape Nailon Rubber best quality, (Machine size / Model # 4912) As per approved design of CUI	40	Nos.			
3	<u>Designing of Stamps and Supply Simple Stamps</u> (Manual/Handle) Rectangle Shape for Departments / Sections, Nailon rubber best quality, size as per 4912 As per approved design of CUI	106	Nos.			
4	<u>Designing of Stamps and Supply Simple Stamps</u> (Manual/Handle) Round Shape for Departments / Sections, Nailon rubber best quality, round size 1.25 inch , As per approved design of CUI	40	Nos.			
Total Amount (Rs.)						

Special Terms and conditions:

1. **Lowest vendor is required to get approval of Paper quality and Printing text for the “Visiting Cards” and for “Stamps” Nailon Rubber and Machine before to start the work.**
2. **Please submit the bid on CUI-Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
3. **Purchase order shall be awarded on turnkey basis.**
4. **Multiple rates of an item may lead to the rejection of bid / item.**

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.]

Signature of Contractor with Stamp

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of COMSATS University Islamabad, Lahore Campus 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 **10 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 University Islamabad, Lahore Campus’s premises.
5. The quotation should be submitted in a sealed envelope.
6. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Printing of Visiting Cards and Stamps for Different Department”**.

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

7. 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
8. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
9. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
10. If the vendor fails to deliver the goods / services to COMSATS University Islamabad, Lahore Campus 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 **June 20, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
12. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
13. 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:**.....

Signature of Contractor with Stamp

- NTN# :.....GST#:.....
- Signature: