



**COMSATS University Islamabad (CUI), Lahore Campus**  
**Purchase Section**

Date: September 10, 2018

Case # 2470

**BoQs of Printing & Souvenirs Item for ISTE 2018, Department of IRCBM, CUI-Lahore**

Sr. #	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).	Rate to be quoted Inclusive of all (applicable) Taxes			
		Item Name & Specification	Qty.		Unit Price (Rs.)
1	<b>File Folder (with logo)</b> Zip round folio A4 document holder folder with four color printing, As per sample available at IRCBM Department of CUI-Lahore	50	Nos.		
2	<b>Certificates</b> 4-color printing without names Size: 11"x 8" inch, 300 gm Art card As per sample available at IRCBM Department of CUI-Lahore	50	Nos.		
3	<b>Name Badges with jacket</b> Digital printing of badges with jacket Art Card: Imported 300 grams Size: 4.9x3.6 inch, Plastic Jacket Size: 5.8 x 4.1 inch Sling size: Width 0.6-inch x Length 17inch with round shape, Plastic cap As per sample available at IRCBM Department of CUI-Lahore	50	Nos.		
<b>Sub Total Amount (Rs.) for Sr. # 1-3</b>					
4	<b>Shields</b> Wooden Size: 6"x8" inches Laser Engraved, Including Velvet Box As per sample available at IRCBM Department of CUI-Lahore	8	Nos.		

**Note:**

- Purchase / work order (s) will be awarded on Sub Total Basis (Sr. # 1-3) on Item Wise basis for Sr. # 4.
- Please submit the bid on CUI-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid / item may be rejected.
- Only vendors with relevant expertise / setup in the printing services shall be considered.
- Multiple prices of an item may lead to the rejection of item/bid.

Signature &amp; 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 CUI, 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 **05 days (After the finalization of design)**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes and to be delivered at COMSATS University Islamabad, Lahore Campus’s premises.
5. The quotation should be submitted in a sealed envelope.

The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Printing & Souvenirs Item for ISTE 2018, Department of IRCBM, CUI-Lahore”**.

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

6. 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 University Islamabad, Lahore Campus acceptance / inspection thereof.
7. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
8. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
9. If the vendor fails to deliver the goods / services to CUI, 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.
10. The bid should be submitted in a sealed and stamped envelope up to **September 12, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
11. 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:** .....

**Signature of Contractor with Stamp**