

**COMSATS University Islamabad, Lahore Campus****Purchase Section**

Date: December 03, 2018

Case # 2591

BoQs of Notice Boards for Jupiter Hostel and Economics Department CUI, Lahore Campus

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

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

Sr. #	Item Name & Specification	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes		
		Nos.	01	Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	Notice Board for Economics Department Providing and supplying of the wooden Notice Board in Size : 63'' x 45''x 6'' made with 3/4'' thick Laminated MDF, 5mm clear glass with sliding rails and 3/4''soft board, Green fabric and border lapping with shesham wood , Polishing of board, Hanging hooks, Lock system etc, complete in all respects, as per drawing. Sample Picture Attached	Nos.	01			
2	Notice Board for Jupiter Hostel Providing and supplying of the wooden Notice Board in Size : 48'' x 27''x 6'' made with 3/4'' thick Laminated MDF, 5mm clear glass with sliding rails and 3/4''soft board, Green fabric and border lapping with shesham wood , Polishing of board, Hanging hooks, Lock system etc, complete in all respects, as per drawing. Sample Picture Attached	Nos.	01			
Grand Total Amount (Rs.)						

Special Terms and conditions;

1. Lowest vendor (s) will be required to provide Sample (s) of All Items, strictly as per BoQs / specifications within 05 days of opening of bid.
2. In case, lowest bidder failed to either provide sample within deadline or meet the mentioned quality / specification requirements in the provided sample, may lead to rejection of bid.
3. In such case Sample Order shall be issued to 2nd lowest.
4. Please submit the bid on CUI-Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
5. Multiple rates of an item may lead to the rejection of bid / item.
6. Purchase / work order shall be awarded on turnkey / grand total amount Basis.

Signature of Contractor with Stamp

GENERAL 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 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 **“Notice Boards for Jupiter Hostel and Economics 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 60 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 **December 05, 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:**.....

Signature of Contractor with Stamp

