



COMSATS University Islamabad (CUI), Lahore Campus
Purchase Section

Date: January 21, 2019

Case # 2638

BoQs of Printing, Stationery & Shield Items for International Conference on Recent Advances in Applied Mathematics (ICRAAM-2019), Department of Mathematics, CUI-Lahore

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

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).

Rates to be quoted
inclusive of all
applicable taxes

Sr. #	Item Name & Specification	Qty		Unit Price (Rs.)	Total Price (Rs.)
1	<u>Rexine Zipped Folders Bag</u> Size: 9.25 x 14 inch Out Fabric: Rexene (black color) Inner Fabric: Katura (black color) Inner Pockets 03 Nos.: Katura (black color) One Color printing Additional handles are required to add alongwith Logo of COMSATS Including printing & designing and complete with all aspects	160	Nos.		
2	<u>Abstract Book</u> Size: A4 Title Art Card: 300 gram with four color printing (both side) Inner Pages: Imported Paper 80gram (with single color printing), Nos. of Inner Pages: 30 Nos. Gum binding/center pin binding, complete with all aspects	160	Nos.		
3	<u>Note Pad</u> Size: A4 Title Art Card: 300 gram with four color printing (single side) Inner Pages: Imported Paper 80gram (with single color printing), Nos. of Inner Pages: 30 Nos. Ring binding Including printing & designing and complete with all aspects	160	Nos.		

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4	Certificates 4-color printing Size: 11"x 8" inch, 300 gm Art card As per sample available at CUI-Lahore Including printing & designing and complete with all aspects	160	Nos.		
5	Display Name Card with jacket Digital printing of badges with jacket Art Card: Imported 300 grams Size: 5 x 3.7 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 CUI-Lahore Including printing & designing and complete with all aspects,	160	Nos.		
6	Ball Pen With single color printing As per sample available at CUI-Lahore Including printing & designing and complete with all aspects,	160	Nos.		
7	Flex for Standee's China or equivalent Size: 2 x 5 ft, Four color printing, Corner Ring, Including printing & designing and complete with all aspects	04	Nos.		
8	Flex: China or equivalent Size: 6x3 ft, Four color printing, Corner Ring, Including printing & designing and complete with all aspects	02	Nos.		
9	Flex: Star Korea or equivalent Size: (Length 11ft x width 3ft), Four color printing, Corner Ring, Including printing & designing and complete with all aspects	01	No.		
10	Shields Size: 7 x 6.5 inch Wooden base(MDF) with Deco/ Resin polish as per sample With metal plate (Size: height 6.5" x Width 3.9") in four color printing as per approved design and specifications, With Velvet box as per approved design and specifications (As per sample available at CUI Lahore) Including printing & designing and complete with all aspects	20	Nos.		
Total Amount (Rs.) for Sr. # 1 to 10					

Note:

- Purchase / work order (s) will be awarded on Grand Total / Turnkey basis as mentioned in BoQs..
- Please submit the bid on CUI-Lahore prescribed BoQs and clearly mention the quoted model brands, otherwise your bid / item may be rejected.

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- Vendors are required to visit the CUI-Lahore Campus for examine the samples before quoting the rates. No bid shall be consider without examine samples of CUI-Lahore
- 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 & 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 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 **07 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, Stationery & Shield Items for International Conference on Recent Advances in Applied Mathematics (ICRAAM-2019), Department of Mathematics, 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 **January 23, 2019 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

Signature of Contractor with Stamp

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:**