



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Case#1111

Tender No. CIIT-TN-13-14-396

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, Rates should be quoted on our prescribed format, failing which the bid may be rejected]

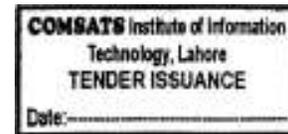
1. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
2. Documents along with Pay Order / Demand Draft amounting **Rs. 1,000/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
3. Partial / Advance payments is not allowed.
4. The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
5. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
6. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
7. Purchase order (s) will be awarded to the lowest or technically recommend bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
8. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
9. The bid should be submitted in a sealed envelope up to **September 08, 2014** on or before **1100 hrs** and will be opened on the same date **at 1130 hrs** in the presence of available bidders.
10. The envelope should be marked as under;

Secretary Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875
11. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Stationary, Printing & General Items for Fall 2014.**".
12. The bid form (Annex-I/BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
13. If the vendors fail to deliver the firm in time then the vendor will be charged penalty 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 fail to deliver the items during the extended then the supply order will be cancelled, earnest money and payment will be forfeited.
14. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.

15. 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 / installation, and COMSATS acceptance / inspection thereof.
16. All prices should be quoted on **F.O.R (Pak Rupees)**.
17. All prices should be valid for at least **90days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
18. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
19. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
20. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.
21. The bidder is required to furnish in form of **Bank deposit / CDR / Pay order equivalent to 02% of the total Bid price as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus” which will be released after the One Months of delivery/completion of work.** Any bid not accompanied by Earnest Money shall be rejected without any right of appeal
22. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject if;

No offer of a supplier/firm will be considered: -

- i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is black listed, by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
23. The tendered should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.
 24. I/We 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.



BoQs of Stationary Printing and General Items for Semester Fall 2014, CIIT- Lahore

Sr.#	Item Description	Brand / Make	Quantity Required	Unit	Your Quoted Brand	Rate to be quoted Inclusive of all Taxes	
						Unit Price (Rs.)	Total Price (Rs.)
Stationery Items							
1	Paper Ream A4 80 Gm 500 Imported Sheets	(AA) or equivalent	800	Rims			

2	Paper Ream Legal 80 GM Imported 500 Sheets	(AA) or equivalent	30	Rims			
3	Paper Ream A4 80 Gm Imported 500 Sheets	(PPC) or equivalent	1000	Rims			
4	Certificate Sheet (Hard Card) (Cream Color) as per sample		500	Nos.			
5	Graph paper on side print as per sample		2000	Nos.			
6	Board Marker (Black = 125,Blue =125)	(Snowman) BG -12 or equivalent	250	packets			
7	Permanent Marker (Blue=6,Black=6) as per Sample	(Snowman) or equivalent	12	packets			
8	Ballpoint (Black =50 ,Blue = 150, Red =50)	Piano 0.8mm or equivalent	250	packets			
9	Gel pen (Black =10 ,Blue =10)	Piano HI Gel 0.7mm or equivalent	20	packets			
10	Gel pen (Blue =10,Black=10)	Pilot G-2 0.7mm or equivalent	20	packets			
11	Correction Pen (Metal Tip)	(KITA) or equivalent	10	packets			
12	Highlighter (Pink, Green, Red, Blue)	(Dollar) or equivalent	10	packets			
13	Clutch Pencil	Pilot (H-105-SL-R) or equivalent	2	packets			
14	Lead Pencil with Eraser	Picasso 2606 or equivalent	100	packets			
15	Scotch Tape 1" Brand 50y	Deer or equivalent	300	Nos.			
16	Scotch Tape 2" Brand 50y	Deer or equivalent	350	Nos.			
17	PVC Insulation Tape (Original)	Osaka or equivalent	20	Nos.			
18	Paper Tape 1" as per sample		24	Nos.			
19	Stock Register (5 No)	Koh-e-Noor or equivalent	30	Nos.			
20	Register Simple (as per sample)	(16 No) Nunir equivalent	60	Nos.			
21	Board Marker Refill Ink (Black =36 ,Blue =36,Green =14, Red=14)	Snowman or equivalent	100	Nos.			

22	Stamp Pad Size(7*11)(Black=18,blue=18)	(Lancer) or equivalent	36	Nos.			
23	Stamp Pad ink (30ML) Black=18,Blue=18		36	Nos.			
24	Stapler Original	deli 0326 or equivalent	100	Nos.			
25	Stapler (Heavy Duty 23/10 H- 13) (10mm) (Original)	Opal HP 1217 or equivalent	6	Nos.			
26	Staples Pin 24/6	Dollar or equivalent	500	packets			
27	Paper Puncher (2 Hole) Medium	KW-tri O9660 or equivalent	36	Nos.			
28	Bench Tape Dispenser for 2" tape (as per sample)	(Excell ET-227) or equivalent	24	Nos.			
29	Box File Plastic (as per sample)	(Alfalah 1220) or equivalent	60	Nos.			
30	Box File original (as per sample)	Aifa LK-750 china or equivalent	360	Nos.			
31	Cut boxes as per sample	(Perfect 760) or equivalent	20	Nos.			
32	Paper Cutter (18mm) (plastic Fine Quality) as per sample		100	Nos.			
33	Steel Scale as per sample	(SWORDFISH China) or equivalent	50	Nos.			
34	Eraser	Pelikan Al 30 or equivalent	180	Nos.			
35	Board Pin (100 pieces)	Eony or equivalent	100	packets			
36	Calculator *	Casio Mj 120T-w or equivalent	30	Nos.			
37	White Board Duster (as per sample)		500	Nos.			
38	Note Pad Sticking Made in Taiwan 3 X 3	Pronti or equivalent	200	Nos.			
39	Note Pad Non-Sticking 3.5 X 4.75 80 g imported paper as per sample		100	Nos.			
40	Paper tray Plastic 2 piece (as per sample)		10	Nos.			
41	File Ribbon Fine quality as per sample		400	Nos.			
42	Gum Stick 8gm	(DUX) or equivalent	200	Nos.			

Note: Items quality contents will be approved by the from store section. A sample must be evaluated.

Printing Items (Examination Section)							
1	Answer Book Final Term (SDP) (10 Leaves 20 Pages) (80gm Local) as per Sample*		6500	Nos.			
2	Extra Sheet Final Term (SDP) (02 Leaves 04 pages) (80gm Local) as per sample*		14000	Nos.			
3	Extra Sheet Sessional (SDP) (02 Leaves 04 pages) (68gm Flying) as per sample *		35000	Nos.			
4	Answer Book Final Term (DDP) (10 Leaves 20 Pages) (80gm imported High Finished) as per Sample *		2500	Nos.			
5	Extra Sheet (DDP) (02 Leaves, 04 Pages) (80gm Imported high finished) as per Sample *		185000	Nos.			
6	Answer Book Sessionals (DDP) (06 Leaves, 12 Pages) (80gm imported High Finished) as per Sample *		37000	Nos.			
7	*File Cover (Blue Folder) for Convocation with greeting page* (Sample is available in examination department)		1000	Nos.			
8	Answer Book Final Term Anonymous Type (DDP) (15 Leaves 30 Pages) (80gm imported High Finished) as per Sample *		3000	Nos.			
9	Cloth Envelope Size SDP Brown (18" X 15") as per sample *		2000	Nos.			
10	Cloth Envelope Size SDP Brown (A4 size") as per sample *		2000	Nos.			
11	Cloth Envelope (DDP) Brown (18"x15") as per sample *		2000	Nos.			
12	Cloth Envelope Legal Size 15" X 11" Brown (DDP) *		2000	Nos.			
13	Cloth Envelope (DDP) Brown (A4) as per sample *		5000	Nos.			
14	Letter Head 100gm Sheet as per sample *		1500	Nos.			
<p>Note: Paper quality will remain as per BoQs. Printing quality and printing contents will be approved by the examinations department. A sample must be evaluated.</p>							

Printing Items (Store Section)							
1	Student Rexene Folder (SDP) as per sample		600	Nos.			
2	Student Folder (DDP) as per sample		1500	Nos.			
3	File Cover (yellow) as per sample		1000	Nos.			
4	File Cover (Pink) student as per sample		1800	Nos.			
5	File Cover (Green) as per sample		500	Nos.			
6	File Folder (blue & white) as per sample 300gm Laminated		2500	Nos.			
7	Envelope window Size 9"x 4"(80gm Imported) as per sample		3000	Nos.			
8	Envelope Size 9"x 4"(80gm Imported) as per sample		100	Nos.			
9	Envelope Size 12" x 9.5" (80 gm Imported) as per sample		7000	Nos.			
10	Envelope Size 17.5" x 12" (80 gm Imported) as per sample		2000	Nos.			
11	Drafting Pad Small Size as per sample		600	Nos.			

Note: Items/Printing quality contents will be approved by the from store section. A sample must be evaluated.

General Items							
1	Air freshener 300ml	Cobra or equivalent	200	Nos.			
2	Soap (Made in Pakistan) 115Gm	Safe Guard or equivalent	30	Nos.			
3*	Towel Size 2'x4' fine quality		60	Nos.			
4	Dust Bin Small as per sample		50	Nos.			
5	Foot Mat Plastic as per sample 2.5" x 3"		100	Nos.			
6	Tissue Box , PoP-UP, 150x2 Ply	Rose Petal or equivalent	350	Nos.			
7	Tissue Roll	Rose Petal or equivalent	350	Nos.			
8	Lotay Fine Plastic Quality (as per sample)		60	Nos.			
9	Scissor as per sample		24	Nos.			

10	Door Lock 2" (as per sample) original)	(Tri-Circle) or equivalent	48	Nos.			
11	Energy Cell (Clocks) (Original)	AA Toshiba or equivalent	200	Nos.			
12	Energy Cell (AC) (Original)	AAA Toshiba or equivalent	300	Nos.			
13	Furniture Polish	(Kiwi Revive-All) or equivalent	100	Nos.			
14	Glint cleaner	Insta or equivalent	200	Nos.			
15	WD 40 200 ml		40	Nos.			
16	Extension Lead (04 Akai Socket+ 2 pin Shoe 15A, on/off button with 06 meters Heavy Duty cable 40/76)as per sample) *		50	Nos.			
17	Water Glass (Original)	Toyo Nasic or equivalent	200	Nos.			
18	DVD R/W *	Sony or equivalent	100	Nos.			
19	CD Rewrite able *	Sony or equivalent	100	Nos.			
20	Mosquito Spray 400ml	Mortein or equivalent	10	Nos.			
21	Soap Liquid 475ml	(Lemon Max) or equivalent	10	Nos.			
22	Water Cooler fine Quality (15 Liters) as per sample		20	Nos.			
23	Water Glass plastic for Exams (Fine Quality)		100	Nos			

Note: Items quality contents will be approved by the from store section. A sample must be evaluated.

Note:

1. Kindly mention the quoted brand names of all items; otherwise your item/bid will be rejected.
2. Please submit the bids on our prescribed BoQs, otherwise your bid(s) will be rejected (Do not use your own letter heads).

