



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: October 27, 2017

Case # 2204

Title of Quotation: Designing and Printing of Newsletter for Energy Research Center, CIIT-Lahore

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes		
				Quoted Model / Brand (if any)	Unit Price (Rs.)	Total Price (Rs.)
	Item Name & Specification					
1	<u>Designing and Printing of Newsletter</u> <ul style="list-style-type: none"> • Approx pages 28 • Art Paper 113 gm • Letter Size • Printing 4-Colors • Title Art Card 300 gm with 4-Color printing and lamination • Binding Center Pin <u>Including Composing and Formatting</u>	150	Nos.			

Note:

- Please quote the rates on CIIT-Lahore prescribed BoQs and clearly mention the quoted model / brand, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the 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 CIIT 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 Institute of Information Technology, Lahore Campus's premises.
5. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall also bear the word "**CONFIDENTIAL**" and the title of procurement of "**Designing and Printing of Newsletter for Energy Research Center**".

Secretary Purchase Committee

Signature of Contractor with Stamp

COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

- 8. 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
- 9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days.**
- 10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 11. If the vendor fails to deliver the goods / services to CIIT-Lahore 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.
- 12. The bid should be submitted in a sealed and stamped envelope up to **November 01, 2017 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
- 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:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**

Signature of Contractor with Stamp