



**COMSATS Institute of Information Technology, Lahore**  
**Purchase Section**

Date: March 05, 2018

Case # 2299

**BoQs of Printing & Designing of Proceeding booklet of 6<sup>th</sup> International Symposium on Bio Medical Material 2017, 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).		Rate to be quoted Inclusive of all (applicable) Taxes	
	Item Name & Specification	Qty.	Unit Price (Rs.)	Total Price (Rs.)
1	<p><b><u>Proceeding Booklet</u></b>            Inside Paper: 120gm            Total 60 Pages (including both sides)            Single color printing            Front Cover, Back Cover and one inside page to be 4 colored            Printing with Matt Lamination (260 gram Art card)            Size: 8.5 inch (width) x 11 inch (Length)            Professional Proof Reading            Draft Design will be provided by COMSATS Lahore            Positive scanning, including designing (as per sample available at CIIT-Lahore)</p>	150	Nos.	

**Note:**

- Purchase / work order (s) will be awarded on **Item Wise basis.**
- Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.
- Only vendors with relevant expertise / setup in the printing services shall be considered.
- The quantity may be increased or decreased before awarding the purchase/work order.

**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.

**Signature of Contractor with Stamp**

- 3. The exact completion / delivery time from the date of the purchase / work order will be **07 Days (Start from the date of 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 delivered at COMSATS Institute of Information Technology, Lahore Campus’s premises.
- 5. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 6. The quotation should be submitted in a sealed envelope.

The envelope shall bear the word **“CONFIDENTIAL”** and the identification **“Printing & Designing of Proceeding Booklet of 6<sup>th</sup> International Symposium on Bio Medical Material 2017, CIIT-Lahore”**, and 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**

- 7. 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.
- 8. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
- 9. 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.
- 10. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
- 11. The bid should be submitted in a sealed and stamped envelope up to **March 07, 2018, 1400Hrs** and will be opened on the same date at **1430hrs** in the presence of available bidders.
- 12. 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**