



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: March 05, 2018

Case # 2300

BoQs of Lunch & Tea Arrangements Required on March 12&13, 2018 for CIMPA 2018, 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.)
1	Lunch Arrangements for 70 Persons Each day <ul style="list-style-type: none">• Chicken Karahi/Chicken Qorma• Fresh Salad• Raita Mint• Roti/Naan• Mineral Water.• Including Crockery, Cutlery & Glassware 02 Standing Buffet (02 side serving and each station for 35 persons), 1 day prior setup installation, Complete with all aspects	02	Days		
2	Tea Arrangements for 70 Persons Each day <ul style="list-style-type: none">• Tea & Coffee Both• Including Crockery, Cutlery & Glassware• Complete with All aspects	02	Days		
Total Amount (Rs.) inclusive of all taxes					

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.
- 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 **02 Days (March 12 & 13, 2018)**. 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 **“Lunch & Tea Arrangements Required on March 12&13, 2018 for CIMPA 2018, 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