



COMSATS Institute of Information Technology, Lahore
Purchase Section

Date: May 03, 2018

Case # 2339

BoQs of Printing & Designing of Visible Sticker Sheet for Buses & Coasters Branding, CIIT-Lahore

Sr. #	Item Name	Specification	Qty		Prices should be quoted inclusive of all applicable taxes		
					Unit Price (Rs)	Total Price (Rs.)	
1	One Vision Visible Sticker Sheet	Visible Sticker Sheet Required for Bus Branding with Installation One Vision stickier with five color printing to be pasted on back mirror of each bus/coaster. Estimated size of back mirror is around 6'x3' each. (13 Nos. of Hino Buses & 06 Nos. of Coasters) Including Designing, printing & pasting on buses & coasters	19	Nos.			
* 1.1		Rate to be quoted per square feet while payment will be made on actual measurements at the site as verified by CIIT Lahore.	01	Sq.Ft			
Total Amount (Rs)							

Note:

- Purchase / work order (s) will be awarded **on Total Amount / Turnkey 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 **05 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 Visible Sticker Sheet for Buses & Coasters Branding, 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 **May 09, 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