



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, 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. Part / Advance payments is not allowed.
3. 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.
4. The exact completion/delivery time from the date of the purchase / work order will be **10 days (after the approval of design)**. 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 **December 03, 2014** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
10. The envelope should be marked as under;

Manager Purchase
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 "**Printing Items, Bags and Shields for GFIF Conference 2015.**".
12. The bid form (Annex-I) 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).

Signature & Stamp of Bidder

17. All prices should be valid for at least **60 days**. 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. Warranty of the Air Conditioners is one year.
21. The CIIT reserves the right to modify equipment specifications/quantities at any time before the award of work.
22. The bidder is required to furnish in form of **Bank deposit / CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of "COMSATS Institute of Information Technology, Lahore Campus"**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
23. 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. The offer is from a firm, which is black listed, by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
24. 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.
25. 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.

Signature of Contractor with Stamp

BoQs for the Printing Items, Bags and Shields for GFIF Conference 2015

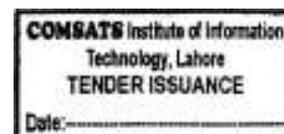
Sr.#	Items	Qty	Unit Price (Rs.)	Designing Charges	Total Price (Rs.)
Printing Items					
1	CDs (Re-writeable)	500	Nos		
2	CD Jacket + with Designing Four Color Printing As per sample available at Purchase Office				
3	CD Stickers + Design As per Sample Available at Purchase Office, CIIT-Lahore				
4	Drafting Pad As per Sample Available at Purchase Office, CIIT-Lahore	1000	Nos		

Signature & Stamp of Bidder

5	GFIF Pens With printing of COMSATS & GFIF logo on both side As per Sample Available at Purchase Office, CIIT-Lahore	1000	Nos			
6	Display Name Card with Jacket & sling with Design As per Sample Available at Purchase Office, CIIT-Lahore	500	Nos			
7	GFIF Programme Brochure As per Sample Available at Purchase Office, CIIT-Lahore	1000	Nos			
8	Poster As per Sample Available at Purchase Office, CIIT-Lahore	500	Nos			
9	Standee As per Sample Available at Purchase Office, CIIT-Lahore	10	Nos			
10	Backdrop (including fitting) As per Sample Available at Purchase Office, CIIT-Lahore	02	Nos			
11	Paper Bag As per Sample Available at Purchase Office, CIIT-Lahore	1000	Nos			
12	Certificate As per Sample Available at Purchase Office, CIIT-Lahore	300	Nos			
Sub Total of Printing Items (Rs)						
Souvenirs Items						
1	Bags As per Sample Available at Purchase Office, CIIT-Lahore	200	Nos			
2	Shields As per Sample Available at Purchase Office, CIIT-Lahore	100	Nos			
Sub Total of Souvenirs Items (Rs)						

Note:

Purchase Order will be procured on Grand Total /Trunkey Basis as per above mentioned BoQs..



Signature & Stamp of Bidder