TENDER NOTICE

PROCUREMENT AND SUPPLY OF SOUVENIRS, MOMENTOES
AND GIVEAWAY ITEMS

Sealed tenders are invited by the COMSATS Institute of Information Technology (CIIT); Principal Seat from well reputed GST registered firms / manufacturers with excellent technical proficiency, market reputation and adequate resources / facilities for making and supply of custom made and exclusive Souvenirs / Mementoes / Giveaway items with CIIT’s branding as per Samples available for seeing / reference at the office of undersigned.

2. The terms & conditions along with specifications (compliance to which is mandatory) of the items can be downloaded from CIIT’s website i.e. www.comsats.edu.pk as well as PPRA’s website www.ppra.org.pk.

3. The bids in sealed envelope should reach the undersigned by Friday, October 18, 2013 till 1030Hrs, which will be opened on the same day at 1100Hrs, in the presence of the bidders, who wish to attend.

4. The bids must accompany earnest money at the rate of 02% of the total value of the bid in the form of Call Deposit / Bank Draft (refundable) drawn in favor of COMSATS Institute of Information Technology, Principal Seat, Islamabad.

5. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.

(WAQAS AFIRDI)
Assistant Registrar
COMSATS Institute of Information Technology
4th floor, Faculty Block-II, Registrar Secretariat,
Principal Seat, Park Road, Chak Shahzad, Islamabad.
Ph: 051-90495046, Cell: 0321-5554282,
Email: waqas.afridi@comsats.edu.pk
Terms & Conditions

The Terms & Conditions are as under:

1. No tender will be considered if:-
   a) Received without required documentation or found incomplete;
   b) Received later than the date and time fixed for Tender submission;
   c) The Tender is unsigned/ unstamped;
   d) The Tender is singed/stamped by the unauthorized agent of the firm/company;
   e) The Tender is from a firm which is black listed or in litigation of some sort with any Public Sector Organization;
   f) The Tender is received by telephone/telex/fax/telegram;
   g) Tenders received without earnest money at the rate of 02% of the total bid price;
   h) In contradiction with the specification and Samples given and shown by the CIIT;

2. Bidder must have the experience of manufacturing and supplying the similar kind of items with artistic work in the last three years with sufficient volume of supply to renowned organizations (attach documentary proof);

3. Rates quoted must be inclusive of GST and as per detailed specifications format;

4. The Shortlisted bidders shall be asked to provide samples within 05 days’ time without any extension. Final selection of the successful bidder shall be purely based on the conformance of the samples provided with laid down specifications and Samples available with CIIT;

5. The successful bidder will have to supply the ordered goods – items within 14 days’ time. Please note that CIIT will not undertake any negotiation in this regard.

6. The tender must accompany earnest money 02% of the total value of the bid in the form of Call Deposit / Bank draft (refundable) drawn in favor of COMSATS Institute of Information Technology (CIIT), Principal Seat. Earnest money of successful bidder will remain in custody of this office until the complete supply of the required items;

7. In case the successful bidder fail to supply the ordered goods - publication within 14 days, purchase order issued in this regard would stand cancelled; earnest money will be confiscated and the order will be placed to the next bidder;

8. Part and advance payment will not be permissible. Payment will be made on successful completion of all requisite items;

9. Bidders will have to produce the proof of GST registration;

10. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid;

11. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
# Detail Specification of the Items

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item Details</th>
<th>Specification (As per Sample)</th>
<th>Qty</th>
<th>Rate/Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shield on wood</td>
<td>Size 8 x 6 Wall Nut with laser cutting and engraving</td>
<td>50</td>
<td></td>
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<tr>
<td>2.</td>
<td>Shield in Box style on wood</td>
<td>Hard binding box with single color printing</td>
<td>50</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Executive Frame</td>
<td>Steel and Wood frame</td>
<td>100</td>
<td></td>
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<tr>
<td>4.</td>
<td>Shield on wood</td>
<td>Size 7 x 5 Wall Nut with laser cutting and engraving</td>
<td>100</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>USB</td>
<td>4GB steel USB with leather cover</td>
<td>200</td>
<td></td>
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<tr>
<td>6.</td>
<td>Leather Set</td>
<td>2 pieces each with brown and black leather with logo engraved</td>
<td>180</td>
<td></td>
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<tr>
<td>7.</td>
<td>Pen with Box</td>
<td>Single Color printing on pen and box</td>
<td>100</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Wooden Shield with CIIT Logo</td>
<td>Wall Nut with steel logo embossed and machine cutting</td>
<td>50</td>
<td></td>
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<tr>
<td>9.</td>
<td>CIIT Bags for Souvenirs</td>
<td>Size A4 with 4 Color Printing on 260 gms matt card and with matt lamination</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>CIIT Bags for Souvenirs</td>
<td>Size A4 Half with 4 Color Printing on 260 gms matt card and with matt lamination</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** (Reference clause.3 of terms and conditions)

a) Item wise rates must be quoted;

b) Rates quoted shall be inclusive of GST;

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