



COMSATS Institute of Information Technology
Procurement Department

COMSATS Road, Off G.T.Road, Sahiwal
Tel: 040-4305001-05 Web: www.ciitsahiwal.edu.pk

No. CIIT/SWL/Procurement/001

Dated: 31-08-2016

Subject: Request for Quotations
IT Accessories Requirement

COMSATS Institute of Information Technology, Sahiwal Campus invites quotations for supply of following IT Accessories:

Sr. #	Item	Qty
01	HDMI Cables HD 1080P 5 Meter	60
02	VGA Cables 1.5 Meter	30
03	Seagate 1 TB 3.5" Sata Hard Drive 64mb Cache	05
04	External Drive Transcend 1 Tb Portable	01
05	Star Kit, Punching Tool, Crimping Tool, Blower, Cutter	03 Each
06	CMOS Battery Cell	30
07	Power Cables Two Pin	30

Note:

- Purchase / work order (s) will be awarded on **Item Wise** basis.
- Please quote the rates on our BoQs and clearly mention the quoted model / brand otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.

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.
3. The exact completion / delivery time from the date of the purchase / work order will be **10 days**. 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, Sahiwal Campus's premises.
5. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall bear the word **"CONFIDENTIAL"** and the identification **"IT Accessories Requirement"**, and should be marked as under;

Secretary Purchase Committee

COMSATS Institute of Information Technology, Sahiwal Campus

COMSATS Road, Off G.T. Road, Sahiwal

Phone No. 040-4305001-05.

8. Payment will be made on submission of Invoice in the name of "COMSATS Institute of Information Technology, Sahiwal 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 Sahiwal acceptance / inspection thereof.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 30 days**.

Signature & Stamp of the Bidder

10. If the vendor fails to deliver the goods / services to CIIT-Sahiwalin 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.

11. The bid should be submitted in a sealed and stamped envelope up to September 02, **2016 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

12. I / We

- **Company / Vendor**

Name:.....

- **Postal Address:**.....

- **Tel. / Mobile:**.....**Email:**.....

- **NTN #****GST#:**.....

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, Sahiwal are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

Signature & Stamp of the Bidder