



COMSATS Institute of Information Technology

Procurement Department

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No. CIIT/SWL/Procurement /RFQ/003

Dated: 09-March 2017

Subject: **Request for quotations (Alternative methods of procurements-Rule 42 of Public Procurement Rules, 2004)**

Dear valued vendors,

COMSATS Institute of Information Technology (CIIT), Sahiwal Campus, a public sector Higher Education Institute (HEI) of Ministry of Science & Technology (MoST) intends to purchase following Miscellaneous Accessories for IT department of CIIT Sahiwal. Detail is as under:-

Srl.No	Description	Qty	Quoted Model	Unit Cost	Total Amount
01	Mouse A4TECH Optical USB Scrolling Mouse Model OP-720 or Equivalent	50			
02	A4TECH Slim Keyboard (KR-85) or Equivalent	30			
	TOTAL Amount (Rs.)				

All of you are requested to please provide quotations before March 14, 2017. The rate must be inclusive of all applicable taxes and we need delivery of items at our premises. Please clearly mention the quoted model/brand/technical detail on your quotation for evaluation and submit on your letterhead.

Quotation terms and conditions

1. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Sahiwal Campus's premises.
2. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
3. 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 / installation, and COMSATS acceptance / inspection thereof.
4. All prices should be quoted on F.O.R (Pak Rupees)
5. Part/ Advance payment is not allowed.

6. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
7. In case of any dispute, decision of the Director, CIIT Sahiwal will be final and binding upon the parties.
8. The CIIT reserves the right to modify the quantities of goods / services at any time. However, 15% of the purchase order amount will be considered as the permissible limit to issue variation.

Muhammad Nadeem
Senior Program Officer/Manager Purchases
CIIT Sahiwal