



COMSATS University Islamabad, Lahore Campus

Purchase Section

Date: June 12, 2018

Case # 2404

BoQs of Printer Cartridges, Speakers, Desk Lamp and Paper Tray for Prof. Dr. Zulfiqar Habib, COMSATS University Islamabad, Lahore Campus

Sr. #	No change in the BoQs (Specs & Qty.) of CUI-LC, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LC's BoQ may lead to rejection of bid (fully or partially).		Rate to be quoted Inclusive of all (applicable) Taxes		
	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	<u>Black & White Genuine Printer Cartridge</u> For HP Printer color laser Jet Pro MFP M177fw	2 Nos.			
2	<u>Colored Genuine Printer Cartridge</u> For HP Printer color laser Jet Pro MFP M177fw	1 Nos.			
3	<u>Desk Reading Lamp</u> Min 24 Led Rechargeable	1 Nos.			
4	<u>Desktop Document Letter Tray Organizer</u> At least 3 Tier STACKABLE	1 Nos.			
5	<u>Speaker</u> At least 28W and compatible to PC & Tablet	1 Nos.			

Special Terms and conditions:

1. Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mention the quoted model / brand, otherwise your bid (s) may be rejected.
2. Purchase order shall be awarded on item wise basis.
3. Multiple rates of an item may lead to the rejection of bid / item.

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 COMSATS University Islamabad, Lahore Campus 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 **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 University Islamabad, Lahore Campus’s premises.
- 5. The quotation should be submitted in a sealed envelope.
- 6. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Printer Cartridges, Speakers, Desk Lamp and Paper Tray for Prof. Dr. Zulfiqar Habib”**.

Secretary Purchase Committee
COMSATS University Islamabad, 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 University Islamabad, 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. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 10. If the vendor fails to deliver the goods / services to COMSATS University Islamabad, Lahore Campus 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.
- 11. The bid should be submitted in a sealed and stamped envelope up to **June 20, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
- 12. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 13. 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