

**COMSATS University Islamabad, Lahore Campus****Purchase Section**

Date: October 30, 2018

Case # 2558

BoQs of Laptop Computer & Printer for Dr. Abdul Razzaq, Department of Chemical Engineering, CUI, Lahore

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

Sr. #	No change in the BoQs (Specs & Qty.) of CUI-LHR, 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-LHR 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.)
01	<u>Laptop Computer (HP or equivalent)</u> 7 th Generation Intel Core i5-, 7200U Processor 4 Threads, 2.5GHz speed, 1TB HDD, 8GB RAM, 15.6 inches screen size, DOS operating System One Year Local Warranty	01	No.		
	<u>Printer (HP or equivalent)</u> Upto 99 copies, Copy Resolution: upto 600 x 400dpi, Copy Speed upto 18 cpm, Memory Standard 128 MB, Input Capacity: Upto 150 sheets, Output Capacity: upto 100 sheets, Number of print cartridges: 1 black, Print Resolution: upto 600x600 dpi	01	No.		

Special Terms and conditions;

- **Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mention the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
- Multiple rates of an item may also lead to the rejection of bid / item.
- Purchase / work order shall be awarded on **item wise** basis.

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 **07 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 **“Laptop Computer & Printer for Dr. Abdul Razzaq, Department of Chemical Engineering, CUI, Lahore Campus”**.

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 **October 31, 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