

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

Date: December 26, 2018

Case # 2611

**BoQs of Toners, Cartridges for Centralized Printers for CUI, Lahore Campus**

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.)
1	<b><u>HP Toner Cartridge</u></b> HP 81A Black Original LaserJet Toner Cartridge for HP Laser Jet M606dn Printers. Print Technology: Laser, Pages Yield (black and white): 25000 pages, Manufactured by: Hewlett Packard. One Year or 25000 Pages (Whichever is earlier) on Site Replacement Warranty.	02	Nos.		
2	<b><u>HP Toner Cartridge</u></b> HP 90A Black Original LaserJet Toner Cartridge for HP Laser Jet M603dn Printers. Print Technology: Laser, Pages Yield (black and white): 10000 pages, Manufactured by: Hewlett Packard. One Year or 10000 Pages (Whichever is earlier) on Site Replacement Warranty.	05	Nos.		
<b>Grand Total Amount (Rs.)</b>					

**Technical Evaluation Criteria**

1. **Only authorized manufacturer/dealer/distributor of HP brand can participate, also attach the supporting documents with bid.**
2. If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway and no further consideration will be given. Also if the offered product has better specifications than the requirement of BOQ it will be accepted.
3. Letter from manufacturer/distributor should be attached, showing that product has the warranty Coverage from its manufacturer.

**Special Term and Condition**

1. **Equivalent brands are not acceptable, keeping in view of compatibility / warranty issues of Printers.**
2. **The product with its serial no and its warranty period should be verifiable/ online/ email from manufacturer.**

Signature of Contractor with Stamp

3. **Manufacturing date should not be less than January 2018.**
4. **Faulty/ Dead toner/ cartridge will be replaced during the warranty period.**
5. **Please submit the bid on CUI-Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped and clearly mention the quoted model / brand otherwise your bid (s) may be rejected.**
6. **Multiple rates of an item may also lead to the rejection of bid / item.**
7. **Purchase / work order shall be awarded on turnkey / grand total amount basis.**

**GENERAL 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.
3. The exact completion / delivery time from the date of the purchase / work order will be **02 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 **"Toners, Cartridges for Centralized Printers"**  
**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 60 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 **December 27, 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.

**Signature of Contractor with Stamp**

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**