

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

Date: December 18, 2020

Case # 3224

BoQs of Laserjet Printer with Additional Toner for HR Section, 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

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).

Rates to be quoted inclusive of all (applicable) taxes

Sr. #	Item Name & Specification	Qty.		Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	<p><u>Printer:</u> HP LaserJet Enterprise M507 Printer or equivalent Print speed (Default): 45 ppm Resolution: Up to 1200 x 1200 dpi Print Technology: Laser, Print languages' PCL 6, HP PS level 3 emulation, Monthly duty cycle: Up to 150,000 pages Media sizes supported Tray 1: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Oficio (216 x 340), 16K, postcards (JIS single and double), envelopes (B5, C5, C6, DL); Tray 2: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), Oficio (216 x 340), 16K, postcards (JIS double) Cable included: USB & STD Power Cable Connectivity standard: USB 2.0, 1 Gigabit Ethernet Paper handling IN: 100-sheet multipurpose Tray automatic duplex printing: yes Warranty: Standard onsite warranty</p>	01	No.			
2	<p><u>Additional Toner:</u> HP 89A Black Original LaserJet Toner Cartridge for HP LaserJet M507dn Printers. Or equivalent Print Technology: Laser, Pages Yield (black and white): 5000 pages, Manufactured by: Hewlett Packard. One Year or 5000 Pages (Whichever is earlier) on Site Replacement Warranty.</p>	01	No.			
Total Amount (Rs.) inclusive of all Applicable Taxes						

Signature of Contractor with Stamp

Bid Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

1. The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
3. Supporting literature (where available / required) of the quoted model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.
4. Only authorized manufacturer/dealer/distributor can participate. The required letter must be attached alongwith bid.
5. Letter from manufacturer/distributor should be attached, showing that product has the warranty coverage from its manufacturer.
6. 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.

Special Terms and conditions;

1. Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
2. 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.
3. The product with its Serial No and its Warranty Period should be verifiable / online / email from manufacturer for Sr. # 1 & 2.
4. Manufacturing date should not be earlier than July 2019 for Sr. # 2.
5. Faulty/ Dead Toner / Cartridge will be replaced (not repaired) during the warranty period for Sr. # 2.
6. Sample Sr. # 2 (Toner) will be required before final delivery to check quality, originality and compatibility.
7. Multiple rates of an item may also lead to the rejection of bid / item.
8. **Purchase order shall be awarded to successful bidder (s) on Grand Total / Turnkey basis as mentioned in BoQs.**

Signature & Stamp of the Bidder

GENERAL TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

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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 **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. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
6. Purchase order (s) will be awarded to the evaluated lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
7. The quotation should be submitted in a sealed envelope.
8. The envelope shall also bear the word "**CONFIDENTIAL**" and the title of procurement of "**Laserjet Printer with Additional Toner for HR Section, CUI-Lahore Campus**"

Secretary Purchase Committee

COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

9. 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.
10. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days**.
11. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
12. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with warning letter, if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
13. The bid should be submitted in a sealed and stamped envelope up to **December 23, 2020 before 1400 Hrs** and will be opened on the same date at **1430 Hrs** in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.

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14. 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.
15. 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