



COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-21-1508

Case #3413

Single Stage One Envelope Procedure

Title of Tender: Stationery, Printing and General Items for Semester Fall-2021

A. GENERAL TERMS AND CONDITIONS

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI-Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR (GST & Income Tax), are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender document fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. **The exact completion / delivery time from the date of the purchase / work order will be 10 days for Stationery and General items and 20 days for Printing items. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. 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.
11. Purchase order (s) will be awarded to the lowest evaluated or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
12. The bid should be submitted in a sealed envelope up to **September 22, 2021** on or before **1400hrs** and will be opened on the same date **at 1430hrs** 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 Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.

13. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Stationery, Printing and General Items for Semester Fall-2021”**
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
16. **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;**
- 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.
 - A penalty upto 10% of the invoice value may be charged.
 - Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
17. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
19. 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 / installation, and COMSATS acceptance / inspection thereof.
20. All prices should be quoted on F.O.R (Pak Rupees).
21. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in tenders / works.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

- 25. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder's earnest money.
- 26. The prices / cost will be considered as inclusive of all applicable taxes.
- 27. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
- 28. The bidder is required to furnish in form of Bank deposit/ CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of "COMSATS University Islamabad, Lahore Campus". Which shall be released after the completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 29. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bidif;
 - i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- 30. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender otherwise the tender will not be considered under any circumstances.
- 31. 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:**
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

B. BoQs of Stationery, Printing and General Items for Semester Fall-2021 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:

- The bid may be rejected on the reason of ambiguity (OR)**
- 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-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).

Rates to be quoted inclusive of all (applicable) taxes

Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
	Stationery Items (Item Wise Basis)				
1	File Separator (A4 size) Plastic (Separator 1-10) (10 pieces per packet) as per sample	HUA JIE HJ-10 China /or equivalent	packet s	300	
2	Stock Register (5 No) (Page 386 leave 193) (size H-12.5, W8) 70gm (English writing)	Koh-e-Noor (5 No)/or equivalent	Nos.	6	
3	Receiving Register (5 No) (Page 386 leave 193) (size H-12.5, W8) 70gm (English writing)	Koh-e-Noor (5 No)/or equivalent	Nos.	6	
4	Dispatch register (5 No) (Page 386 leave 193) (size H-12.5, W8) 70gm (English writing)	Koh-e-Noor (5 No)/or equivalent	Nos.	6	
5	Attendance Register (02 No) 160 Page leaves 80 (size H-13,W-8)(75 GM) (English writing)	Koh-e-Noor (2 No)/or equivalent	Nos.	12	
6	Log Book (03 Nos)Page 236 leaves 118(size H-8, W-6.4) 70gm (English writing)	Koh-e-Noor (3 No)/or equivalent	Nos.	12	
7	Ballpoint (Blue , Black,)size L-13.7cm, with rubber Grip (10 nos per packet)	Piano Point Tip 0.8mm/or equivalent	packet s	150	
8	Gel Pen , (Blue, Black) (with cap size L-14.2cm)(with out cap size 13.7cm) with rubber grip (12 nos per packet) (Black, blue,)	Uni Ball Signo 0.7mm/or equivalent	packet s	15	
9	Gel pen (Made in Japan) (water proof/Fade proof) (Black ,Blue)size L-13.9cm, dia 0.9cm (12 nos per packet) (Black, blue,)	(uni ball Eye) Micro UB-150 /or equivalent	packet s	15	
10	Pointer (Black ,Blue)(10 pieces per packet) (10 nos per packet) (Black, blue,)	Dollar Soft-liner 0.3/or equivalent	packet s	10	
11	Lead Pencil with Rubber Tipped (12 nos per packet)	(Dollar Mytm pencil PH456)/or equivalent	packet s	200	

12	Steel Scale 12 inch size	(MC China)/or equivalent	Nos.	50			
13	Sharpener	(Dux)/or equivalent	Nos.	200			
14	Eraser	Dux Art # D2001/or equivalent	Nos.	200			
15	Scotch Tape 1" 50 yard as per sample	Deer/or equivalent	Nos.	500			
16	Scotch Tape 2" 50 yard as per sample	Deer/or equivalent	Nos.	500			
17	Paper Tape 1" as per sample	China/or equivalent	Nos.	30			
18	stamp pad Endorsing ink 30 gms (Black,blue,)	crystal /or equivalent	Nos.	24			
19	Stamp Pad (Size 7 *11)(Black,blue,)	(Lancer)/or equivalent	Nos.	36			
20	Stapler Original , (with staples Remover), (size L-11.5cm, with 4.8cm)	Deli No.0326/or equivalent	Nos.	100			
21	stapler Big heavy Duty (23/6 to 23/17)	Opel HD 1217/or equivalent	Nos.	5			
22	Staples Pin 24/6 (1000 pins)	Dollar Art # ST 246/or equivalent	packet s	400			
23	Stapler Pin (Heavy Duty 23/10 H-13) (10mm) (1000 staples)	Whashin/or equivalent	packet s	80			
24	Paper Puncher (2 Hole)	sensa SN-OP444/or equivalent	Nos.	24			
25	Paper Puncher Heavy Duty	Kw-trio 09670/or equivalent	Nos.	6			
26	Bench Tape Dispenser for 2" Tape Made in Taiwan (Sharp Knife with blade cover) (Hold Large up to 5"(127mm)diameter) with tape supporter in mid (Size L-22.7 ,W-8cm)	(Excel ET-227) /or equivalent	Nos.	10			
27	Box File Plastic (as per sample)(Size L-34.4cm, W-28.7cm) Blue Color	(Alfalah 1220)/or equivalent	Nos.	60			
28	Box File) original (as per sample)(Size L-34.4cm, W-28.7cm)	(ABS art # No.480/or equivalent	Nos.	250			
29	Ring File original (as per sample)	Ghuri NO.703/or equivalent	Nos.	40			
30	Cut boxes as per sample	(Perfect 761)/or equivalent	Nos.	15			

31	Paper Clip 30mm	Grash (China)/or equivalent	packet s	24			
32	Board Pin (100 pieces)	Eony/or equivalent	packet s	24			
33	Note Pad Sticking (size 3" X 3") 100 sheets	Sansa /or equivalent	Nos.	200			
34	Paper Cutter (18mm) (plastic Fine Quality) (18mm)	Haixin HX-6898 /or equivalent	Nos.	80			
35	Paper Cutter Blade (18mm)	SDI 1404C /or equivalent	Nos.	30			
36	Rubber Band (No 152 size 1.6")	Q Band/or equivalent	packet s	12			
37	Calculator original, arc design, 12digits, solar + Battery Cell , 120steps check and Correct	Cannon AS-220RTS/or equivalent	Nos.	20			
38	Calculator Scientific	CANON F-960SG/or equivalent	Nos.	3			
39	Scissor 9.5" as per sample	Sensa/or equivalent	Nos.	20			
40	Dusting cloth 2' x 2' 1/2" as per sample		Nos.	1000			
41	File Ribbon Fine quality as per sample		Nos.	300			
42	Glue Stick	Dux 9gm/or equivalent	Nos.	150			
Printing Items (Turnkey Basis)							
43	CUI Official File Cover (yellow)Art card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing,		Nos.	2000			
44	File Cover (Pink)student file Art card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing,		Nos.	1500			
45	File Folder (blue &white) Art Card 350gm Laminated 9.5 x 12.5 Inch Size, four color Printing, Laminated, Pocket 300 gm Art Card, Pasted both side (inner), as per sample , including designing		Nos.	2000			

46	Envelope window Size 9"x 4"(80gm Imported) four color Printing as per sample, including designing		Nos.	3000			
47	Envelope Size 9"x 4"(80gm Imported) four color Printing as per sample, including designing		Nos.	2500			
48	Envelope Size 14" x 11" (80 gm Imported) four color Printing as per sample , including designing		Nos.	5000			
49	Envelope Size 17.5" x 12" (80 gm Imported) four color Printing as per sample , including designing		Nos.	1000			
50	Drafting Pad (Small) (Size 6.5 x 9.5 Inch) 68 Grams Local Paper, 60 Leaves, (260 Grams Art card paper for Title with four color printing), Art card 260 Grams on Bottom with Ring Binding, as per sample, including designing		Nos.	250			
Sub Total Amount Rs. of Printing Items (Sr. # 43 to 50)							
General Items (Item Wise Basis)							
51	Surf	Exeal/or equivalent	Nos.	50			
52	Dust Bin Small without cover as per sample of CUI-Lahore		Nos.	24			
53	Dust Bin Large with cover as per sample of CUI-Lahore	Feedme/or equivalent		20			
54	Foot Mat Plastic as per sample of CUI-Lahore 34.5" x 23.5"		Nos.	40			
55	Tissue Box 150x2 Ply ,Food Safety Certified, Standard system certified,100% wood Pulp, Pure white paper as per sample of CUI-Lahore	Rose Petal, PoP-UP,/or equivalent	Nos.	150			
56	Tissue Toilet Roll , Pure white paper 2 ply, (24 meter Paper length) as per sample of CUI-Lahore	Rose Petal Maxob Long lasting Roll /or equivalent	Nos.	200			
57	Pad Lock 2 1/2" as per sample of CUI-Lahore	(Tri-Circle original)/or equivalent	Nos.	15			
58	Pad Lock 2" as per sample of CUI-Lahore	(Tri-Circle original)/or equivalent	Nos.	15			
59	Pad Lock 1 1/2" as per sample of CUI-Lahore	(Tri-Circle original)/or equivalent	Nos.	15			
60	Energy Cell (Clocks)AA	Toshiba (Original)/or equivalent	Nos.	250			

61	Energy Cell (AC) AAA	Toshiba (Original)/or equivalent	Nos.	250			
62	Glass & House Hold cleaner 500ml	Gillant /or equivalent	Nos.	200			
63	Water Glass (Original)	Toyo Nasic/or equivalent	Nos.	200			
64	Office Bell wireless 2 pin shoe with 2 extra Cell for controller	(Xelent) /or equivalent		15			
65	Soap Liquid 475ml	(Lemon Max)/or equivalent	Nos.	24			

C. 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 bidding 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 brand/ 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.

D. Special Terms and conditions;

1. ***Paper quality and Printing text / colors for the “Printing Item” will be finalized by the Store Section. The evaluated lowest bidder is required to get the sample approved by Store Section before final printing.***
2. 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.
3. ***Bidders are advised to submit the bid on the prescribed BoQs of COMSATS University Islamabad, Lahore Campus and clearly mention the quoted model / brands as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.***
4. **Multiple rates of an item may also lead to the rejection of bid / item.**
5. **Purchase / Work order (s) shall be awarded to evaluated lowest bidder (s) for Stationery and General Items on *item wise basis and Printing Items on Turnkey Basis / Sub Total Amount Basis.***