



COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-23-1654

Case # 3714

Single Stage One Envelope Procedure

Title of Tender: Stationery Items for Dr. Muhammad Khan, Department of Economics

Part: 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. **Please submit the bid (rates) on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.**
4. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR (GST & Income Tax), are eligible to participate in tender.*
5. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. **Tender Fee & Earnest Money/CDR**
 - a. Documents along with Pay Order / Demand Draft amounting to **Rs.1,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
 - b. 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.
6. **COMSATS University Islamabad, Lahore Campus will retain 5% of the total value of the Invoice as security against items where warranty is required in our BoQs. The retention money will be released after the warranty period for Sr. # 1, 2 & 3 (as mentioned in BoQs) subject to a satisfactory report by the end user. The warranty period will be counted from the date of delivery/supply or installation (as the case may be).**
7. Part / Advance payments is not allowed.
8. **The exact completion/delivery time from the date of the purchase / work order will be 15 Days. The handing over / completion time for this contract is of critical importance.**

9. Your bid proposal should be inclusive of freight and all taxes to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
10. Multiple rates of an item may also lead to the rejection of bid / item.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
12. 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.
13. Purchase order (s) will be awarded to the lowest evaluated or technically recommended bidder (s) on the item wise basis according to the BoQs.
14. The bid should be submitted in a sealed envelope up to **March 29, 2023** on or before **1100hrs** and will be opened on the same date **at 1130hrs** 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.
15. 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
16. The envelope shall also bear the word **"CONFIDENTIAL"** and following identification quotation of **"Stationery Items for Dr. Muhammad Khan, Department of Economics, CUI-Lahore Campus"**.
17. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
18. **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 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.
19. 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.
20. In case, lowest bidder refuses or fails to supply the item(s) within the deadline, the Work Order may be offered to the next lowest bidder and the difference of amount i.e. the exceeding cost of the next lowest bidder shall be deducted from the earnest money of the failing bidder.
21. **Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will not be liable to any payment and the**

complete applicable taxes will be deducted by CUI. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.

- 22. Payment will be made as per PPRA rule 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.
- 23. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all applicable taxes.
- 24. 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.
- 25. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 26. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 27. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 28. The prices / cost will be considered as inclusive of all applicable taxes.
- 29. 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.
- 30. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
 - 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.
- 31. 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.
- 32. 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.

Part: B. BoQs of Stationery Items for Dr. Muhammad Khan, Department of Economics, 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						
<ol style="list-style-type: none"> 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-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 & Specifications	Qty		Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	<u>Wireless mouse</u> Logitech M331 Silent Plus Wireless Mouse or equivalent - Black - 910-004914 or equivalent (Height: 105.4 mm Width: 67.9 mm Depth: 38.4 mm Weight (with batteries): 91 g Number of Buttons: 3 (Left/Right-click, Middle click) Connection Type: 2.4 GHz wireless connection Wireless range: 10 m 3 Wireless range. Warranty three months	3	Nos.			
2	<u>USB(128 GB)</u> SanDisk Extreme PRO® or equivalent USB 3.2 Solid State Flash Drive(Capacity 128GB, Interface USB 3.2 Gen 1 Compatibility, USB 3.1, USB 3.0 & USB 2.0 Dimensions (L x W x H) 0.43" x 0.83" x 2.8" Sequential Read Performance Up to 420MB/s Sequential Write Performance Up to 380MB/s Warranty three months	3	Nos.			
3	<u>Power banks</u> Redmi Power Bank 3 (20,000 mAh) or equivalent 20000mAh high density Li-Po battery, compatible with multiple mainstream phones and other more smart devices. Dual USB-A Output: Charging for two of devices, 9V-2A MAX, 12V-1.5A MAX Dual Input ports: Micro USB + USB-C	3	Nos.			

	<p>9-layer circuit chip protection guarantee charging safety and enhance charging efficiency. Portable use, applied for LED lamp, portable pocket-sized fan and more needs. Battery type: Lithium ion Polymer Battery Battery energy: 74Wh 3.7V 20000mAh Rated Capacity: 12000mAh(5.1V/3.6A) Input Interface: Micro-USB/USB-C Input: Micro/USB-C: 5V 2.1A, 9V 2.1A, 12V 1.5A Output: 9V 2A MAX, 12V 1.5A MAX Output Interface: 2xUSB-A Product Size: 154*73.6*27.3mm Warranty six months</p>					
<p>4</p>	<p>Document carrying bag Samsonite Classic Business 2.0 or equivalent 15.6" Shuttle Overall Dimensions Overall Dimensions Definition 16" × 12" × 2" Internal Dimensions Internal Dimensions Definition 16" × 12" × 2" Linear Dimensions Linear Dimensions Definition 30", Weight 1.4 lbs Material Polyester Material Definition USB Port USB Port Definition No Laptop Size Laptop Size Definition 15.6 in. Smart Sleeve Smart Sleeve Definition Yes</p> 	<p>4</p>	<p>Nos.</p>			
<p>5</p>	<p>Desk organizer 9 x 6 x 6 inches, wooden, multi piece setup with card holder, clip organizer, common pin organizer, clock, letter tray 2 tier etc.</p> 	<p>3</p>	<p>Nos.</p>			
<p>6</p>	<p>Stapler Original, (with staples Remover), (size L-11.5cm, with 4.8cm) Deli No.0326 / or equivalent</p>	<p>3</p>	<p>Nos.</p>			

7	Highlighter 1-4.5 mm size L-14.3cm Broad Point safe for computer and fax paper, Mix Color (Green =10, Pink=5, Orange=10) Dollar / or equivalent	25	Nos.			
8	Correction Pen , 7 ml, German chemical (Metal Tip 0.8mm)(size 13cm) Patent Chemical , new ozone safe formula KITA) Art no. K-777)/ or equivalent	10	Nos.			
9	Paper Ream A4 size 70gm 96 Brightness, 20 lb, Higher brightness paper pure white paper, thick jala (for printing and Copy) HP, Double A. Paper one or equivalent	20	Nos.			
10	Paper Ream A4 80 Gm 500 Sheets, 96 Brightness, 20 lb, Higher brightness paper pure white paper, thick jala (for printing and Copy) HP, Double A. Paper one or equivalent	20	Nos.			
11	Scotch Tape 1" 50 yard Deer of equivalent	30	Nos.			
12	Paper Tape High Quality (size 1") (minimum 25 yard or above) Deer or equivalent	30	Nos.			
13	Packing Tape 2" (yellow) 2 Inch Packing Tape (43mm) 38 Micron 72 Yards Deer or equivalent	5	Nos.			
14	Register Simple (16 No.) Page 200 leaves 100, Size (H-12.5, W-8) (75 GM imported page narrow ruled line Munir or equivalent	15	Nos.			
15	Box File Plastic (Size L-34.4cm, W-28.7cm) Blue Color (10 Nos) & Black Color (10 Nos) No. 556 china or equivalent	20	Nos.			
16	File Separator (A4 size) Plastic (Separator 1-10) (10 pieces per packet) Elite or equivalent	20	Pack			
17	Lead Pencil with Rubber Tipped (12 nos per packet) Dollar My pencil PH456) / or equivalent	20	Pack			
18	Thumb Pins Colorful plastic thumb pins (100 nos in one pack)	5	Pack			

19	Paper Puncher (2 Hole) sensa SN-OP444 / or equivalent	4	Nos.			
20	White Board (small) Size: 2x 4ft Imported white board laminated sheet for erasable board marker with hanging hooks. With covering silver paati on all sides	1	No.			
21	Soft Board sheet 2x 4 ft With covering Green industrial fabric for thumb pin notice board With wall hanging hooks	1	No.			
22	Permanent Marker (with cap size L-14.3cm)(dia 1.7cm) (05=Black ,Blue=05) (12 nos per packet) Dollar or equivalent	2	Pack			
23	Board Marker dry Erase (1=Black ,1=Blue) 12 nos per packet), Snowman / Dollar or equivalent	2	Pack			
24	Gel Pen (0.7) (waterproof/Fade proof) (Black =20, Blue=20) size L-13.9cm, dia 0.9cm Uniball Signo or equivalent	40	Nos.			
25	Note Pad Sticking (size 3" X 3") 100 sheets Sansa or equivalent Yellow (4 Nos), Green (3 Nos), Pink (3 Nos)	10	Nos.			
26	Glue Stick (9gm) UHU or Dux or equivalent	10	Nos.			
27	Scissor Metal Office Scissor – 7" 175mm Black Sesna / Deli E6027 or equivalent	3	Nos.			
28	Paper Clip 30mm (in different colors) (100 pcs in one pack) Grash Art # 07008/ or equivalent	4	Pack			
29	Pin Remover KW-TriO Staple Remover 0508B or equivalent	3	Nos.			
30	Drafting Pad (Small) (Size 6.5 x 9.5 Inch) 68 Grams Local Paper, 60 Leaves, (260 Grams Art card paper for Title, Art card 260 Grams	40	Nos			
31	Ball Pen Blue (5 pack) & Black (5 pack) (Pack of 10) Pelikan Stick Pro Ball Pen or equivalent	10	Pack			

Part 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. Brand name / model must be mentioned against items where required failing which the bid / item (s) may be rejected. Manufacturing origin can only be accepted against items where mentioned specifically in the BoQ form.**
- 2. Supporting literature of the quoted model must be attached (where available/required) for perusal of CUI Lahore to technically assess that the quoted item meet the required specifications and other conditions of our BoQs / tender document.**
- 3. The bids shall be evaluated to strictly ensure that the quoted brand/ model/ item meet all the BoQ/ specification requirements given in the tender document for each item.**
- 4. 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.**
- 5. 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.**