



# COMSATS University Islamabad, Lahore Campus

## Purchase Section

Date: May 29, 2020

Case # 3060

**BoQs of Scanner for Purchase Office, 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-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).		Rate to be quoted Inclusive of all (applicable) Taxes		
	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
01	<p><b>Scanner:</b>  <b>HP SJ Professional 3000 S3 Sheet Feed or equivalent</b>            SCANNER TYPE: Sheetfed            SCAN RESOLUTION, OPTICAL: Up to 600 dpi (color and mono, Sheet-feed)            DUTY CYCLE (DAILY): Recommended for 3,500 pages            BIT DEPTH: 24-bits external 48-bits internal            LEVELS OF GRAYSCALE: 256            MEDIA TYPES: Cut Sheet Paper, Printed Paper (Laser and ink), Pre-Punched Paper, Bank Checks, Business Cards, Freight Bills, Carbonless forms, previously stapled media with staple removed, Plastic cards (up to 1.24mm)            MEDIA WEIGHTS, SUPPORTED ADF: 40 to 413 g/m<sup>2</sup>            SCAN FILE FORMAT: For text &amp; images: PDF, JPEG, PNG, BMP, TIFF, Word, Excel, Text (.txt), Rich Text (rtf) and Searchable PDF            AUTOMATIC DOCUMENT FEEDER CAPACITY: 50 sheets of 75 g/m<sup>2</sup> paper            AUTOMATIC DOCUMENT FEEDER SCAN SPEED: Up to 35 ppm/70 ipm            SCAN SIZE (ADF), MAXIMUM 216 x 3100 mm            Warranty: One Year Warranty</p>	01	No.		

**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.

**Signature of Contractor with Stamp**

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 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.

**Product Qualification Requirements:**

4. 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.
5. Faulty / dead parts will be replaced instead of repairing during warranty period

**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.**
- 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.
- 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.
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.

**Signature of Contractor with Stamp**

6. The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Scanner for Purchase Office, 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 (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.

11. The bid should be submitted in a sealed and stamped envelope up to **June 03, 2020 before 1100 Hrs** and will be opened on the same date at **1130 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**