

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

Date: February 11, 2022

Case # 3517

BoQs of Stationery & Office Supplies for Dr. Asma Tufail Shah, Department of IRCBM, 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.)
IT Items						
1	External memory drive (1TB) SSD, USB 3.1, Read & write speeds >500MB/s & 400MB/s, Warranty > 2 years, includes connecting cables, supports windows and Mac Os.	1	No.			
2	Internal Memory drive (256 gb) SSD, >2 year warranty,	1	No.			
3	RAM memory Stick 4gb, DDR4, single channel, >1 year warranty	1	No.			
4	External DVD Writer USB type 3.0, with storage case, 8x dvd-r and 24x CD read and write speed, compatible with windows and MAC, plug and play technology.	1	No.			
5	Hard drive case (for external HDD) Casing for 1TBHDD drive	1	No.			
6	CDs Rewriteable Certified 2X-12X speed rewrite compatibility (One pack containing 10 pcs)	3	Pack			
7	DVD Rewriteable Supports write speeds up to 16x (One pack containing 10 pcs)	1	Pack			

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Stationery Items						
8	Desk lamp LED, adjustable swing arm, non, glaring, color modes, preferable with timer switch,	1	No.			
9	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.	1	No.			
10	Spiral bound notebook Wire bound with 100+ sheets, clean tear perforations,	10	Nos.			
11	Desktop stapler >25 sheet capacity, with pin remover,	3	Nos.			
12	Highlighter Chisel tip, fluorescent ink, assorted color pack	20	Nos.			
13	Correction pen pack Fine point,	5	Nos.			
14	Paper Ream A4 size 70gm	10	Ream			
15	Paper Ream A4 size 80gm HP or equivalent	10	Ream			
16	Ballpoint (Blue , Black,) size L-13.7cm, with rubber Grip Piano Point Tip 0.8mm/or equivalent	100	Nos.			
17	Scotch Tape 1” 50 yard as per sample Deer/or equivalent	30	Nos.			
18	Paper Tape 1”	30	Nos.			
19	Packing Tape 2”	5	Nos.			
20	Cut Box File (Perfect 761)/or equivalent As per sample in IRCBM	15	Nos.			
21	Register (ordinary) Hard binding. NO. 16	15	Nos.			
22	File folder Ring folder, plastic body	20	Nos.			

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23	File Separator Color (10 Pcs in one pack)	20	Pack			
24	Lead Pencils (12 pcs in one Pack)	10	Pack			
25	Batteries (Cell) Size: AA Toshiba or equivalent	30	Nos.			
26	Batteries (Cell) Size: AAA Toshiba or equivalent	30	Nos.			
27	Thumb Pins Color (100 nos in one pack)	5	Pack			
28	Punch Machine (Medium)	4	Nos.			
29	White Board (small) Size: 2x 4	1	No.			
30	Green soft board (small) Size: 2x 4	1	No			
31	Marker (Permanent) Blue & Black Snowman or equivalent (10 pcs in one pack)	2	Pack			
32	Board Marker (Temporary) Blue/ Black/Red 10 pcs in one pack)	2	Pack			
33	Gel Pen , (Blue, Black) (with cap size L-14.2cm) (without cap size 13.7cm) with rubber grip Uni Ball Signo 0.7mm/or equivalent	10	Nos.			
34	Sticky Notes Strip type and 3"x 3" size	10	Nos.			
35	UHU Gum Medium	5	Nos.			
36	Scissor Medium	3	Nos.			

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37	Paper Clip (colors) Medium (50 nos in one Pack)	4	Pkt			
38	Pin Remover	3	Nos.			
39	Cling Film Medium Size	2	Nos.			
40	Power Extension Lead With 4 points, Length 5 meter	3	Nos.			
41	Calendar 2022 Extended with day planar	2	Nos.			
42	Executive Diaries High quality pages, executive binding,	5	Nos.			

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.

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. **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.**

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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 shall be awarded to evaluated lowest bidder (s) on item wise basis.**

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.]

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 **20 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. The quotation should be submitted in a sealed envelope.
7. The envelope shall also bear the word "**CONFIDENTIAL**" and the title of procurement of "**Stationery & Office Supplies for Dr. Asma Tufail Shah, Department of IRCBM, CUI-Lahore Campus**"
 - Secretary Purchase Committee
 - COMSATS University Islamabad, Lahore Campus
 - Defence Road, Off Raiwind Road, Lahore.
 - Tel: 042-111-001-007, Ext: 875
8. Payment will be made as per PPRA rules 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.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days**.
10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
11. **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.
12. The bid should be submitted in a sealed and stamped envelope up to **February 16, 2022 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

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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.

- 13. 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.
- 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:**