



COMSATS Institute of Information Technology
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

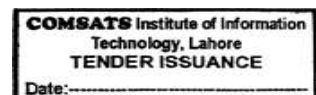
Tender No. CIIT-TN-13-17-899
Case # 2103

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/ BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
5. Part / Advance payments is not allowed.
6. 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.
7. The bid proposal must be inclusive of freight and all other taxes and to be delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the successful bidder as per the evaluation criteria on the basis of item wise / subtotal wise / grand total wise as mentioned in BoQs..
10. The bid should be submitted in a sealed envelope up to **July 21, 2017** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
11. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**:
 - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
 - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
 - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;

Signature & Stamp of Bidder



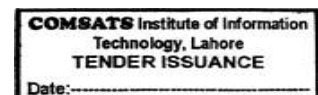
- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
 - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
 - ix. The bid found to be the lowest evaluated bid shall be accepted.
12. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

13. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of “**Printer for CIIT-Lahore**”.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 15. If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
16. 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.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, 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.
19. All prices should be quoted on **F.O.R (Pak Rupees) inclusive of all relevant taxes.**

- 20. All prices should be valid for at least **90 Days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
- 21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 23. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. **05% of the total value of the invoice will be retained as security by COMSATS Institute of Information Technology, Lahore Campus, and will be released after One Year, which will be counted from the date of delivery / completion of work / supply.**
- 25. **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 Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 26. COMSATS Institute of Information Technology, 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. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - vii. The offer is from a firm, which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- 27. 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.
- 28. 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.

Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)

BoQs of Printers for CIIT-Lahore

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).			Quoted Model Brand with meeting the all specifications	
Sr. #	Item Name & Specifications	Qty		
1	<p><u>Printer:</u> Make: HP/ Epson/ Canon or Equivalent Better Black & White Printer. Functions: Printing, Scanning, Coping and mobile/tablet Printing Support Printing Resolution: 1200 * 1200 dpi, Print Speed: 30 ppm (A4 Draft Text), Connectivity: Built-in Fast Ethernet RJ45 Scan Resolution: 1200 * 1200dpi, Scan Format: Jpeg, BMP, PNG, Tiff & PDF., Per Page Printing Cost (Please Specify) Warranty: One Year On-site manufacturer Warranty.</p>	35	Nos.	
* 2	<p><u>Tonner:</u> Original Black Toner/ Cartridge should be compatible with mentioned model quoted in Sr. No.1 Page Yield (black & white) On (A4 Draft Text).</p>	* 01	No.	
3	<p><u>Printer:</u> Make: HP/ Epson/ Canon or Equivalent Better Color Printer. Functions: Printing, Scanning, Coping and mobile/tablet Printing Support Printing Resolution: Up to 2400 dpi Print Speed: 16 ppm (A4 Draft Text). Connectivity: Built-in Fast Ethernet RJ45 Scan Resolution: 1200 dpi Scan Format: Jpeg, BMP, PNG, Tiff & PDF. **Per Page Printing Cost : Warranty: One Year On-site manufacturer Warranty.</p>	05	Nos.	
** 4	<p><u>Color Toner:</u> Original Color Toner/ Cartridge should be compatible with mentioned model in Sr. No.3 Page Yield (Color) (A4 Draft Text). Printing cost will be calculated on given toner price/ page yield.</p>	** 01	No.	
The above mentioned items shall be procured on Grand Total / Turnkey Basis.				

Signature & Stamp of Bidder

Technical Evaluation Marks Details

Sr.#	Category	Requirements	Values	Individual Score
1.	BOQ	<ul style="list-style-type: none"> As per BOQ 	<ul style="list-style-type: none"> Technical Specification 	50
2.	Type of Business	<ul style="list-style-type: none"> Certificate of Authorization 	<ul style="list-style-type: none"> Dealership Experience 	10 05
3.	Demonstration	<ul style="list-style-type: none"> Onsite Demonstration 	<ul style="list-style-type: none"> Onsite demonstration required of quoted product with all accessories. Pages per minute will be calculated. 	35
4.	Total Marks			100

Weightage Criteria:

Technical Evaluation Score: 70 %

Financial Score: 30 %

To qualify in technical bid the bidder must obtain min 35 marks in BOQ.

Note:

*Total Number Tonner/cartridge will be calculated based on Printing of 200000 normal A4 size printing.

**To Calculate Per Page Printing Cost should be mentioned otherwise bid may not be considered in Technical Evaluation. Formula (Printing Cost = Cost of Tonner/Page Yield).

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

BoQs of Printer for CIIT-Lahore

No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's 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	<p>Printer: Make: HP/ Epson/ Canon or Equivalent Better Black & White Printer. Functions: Printing, Scanning, Coping and mobile/tablet Printing Support</p>	35	Nos.			

Signature & Stamp of Bidder

	Printing Resolution: 1200 * 1200 dpi, Print Speed: 30 ppm (A4 Draft Text), Connectivity: Built-in Fast Ethernet RJ45 Scan Resolution: 1200 * 1200dpi, Scan Format: Jpeg, BMP, PNG, Tiff & PDF., Per Page Printing Cost (Please Specify) Warranty: One Year On-site manufacturer Warranty.					
* 2	Toner: Original Black Toner/ Cartridge should be compatible with mentioned model quoted in Sr. No.1 Page Yield (black & white) On (A4 Draft Text).	* 01	No.			
3	Printer: Make: HP/ Epson/ Canon or Equivalent Better Color Printer. Functions: Printing, Scanning, Coping and mobile/tablet Printing Support Printing Resolution: Up to2400 dpi Print Speed: 16 ppm (A4 Draft Text). Connectivity: Built-in Fast Ethernet RJ45 Scan Resolution: 1200 dpi Scan Format: Jpeg, BMP, PNG, Tiff & PDF. **Per Page Printing Cost : Warranty: One Year On-site manufacturer Warranty.	05	Nos.			
** 4	Color Toner: Original Color Toner/ Cartridge should be compatible with mentioned model in Sr. No.3 Page Yield (Color) (A4 Draft Text). Printing cost will be calculated on given toner price/ page yield.	** 01	No.			
Total Amount (Rs)						

Note:

*Total Number Toner/cartridge will be calculated based on Printing of 200000 normal A4 size printing.

**To Calculate Per Page Printing Cost should be mentioned otherwise bid may not be considered in Technical Evaluation. Formula (Printing Cost = Cost of Toner/Page Yield).

Special Terms & Conditions:

1. Only authorized dealer (Type of Business) can participate for item no. 1, 2, 3 and 4. Supply will be verified from Manufacturer. Brand Authorized certificate should be attached.
2. Toner's / Cartridges supply will be in 3 ladders (Every After 2 Months)
3. Purchase / Shipping document are also provided by the vendor before the delivery.
4. Purchase / work order (s) will be awarded on **Grand Total / Turnkey Basis** as mentioned in BoQs.

Signature & Stamp of Bidder

5. In Addition to filling of the attached BoQs, 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 literature model. So the item/bid may be rejected.
6. Kindly attach the **Tender fee with Technical Bid** and **Bid money / CDR with Financial Bid**.
7. Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model brands, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed, stamped) with both bids.
8. Multiple rates of an item may also lead to the rejection of bid / item.