



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1397

Case # 3108

Title of Tender: Printer Toners, Printer Parts, Toner Powders and IT Items for Hardware Lab

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. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all other 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. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. The bid should be submitted in a sealed envelope up to **August 26, 2020** 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.
12. The envelope should be marked as under;

Signature & Stamp of Bidder

Secretary, Purchase Committee
COMSATS University Islamabad, 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 following identification quotation of **“Printer Toners, Printer Parts, Toner Powders and IT Items for Hardware Lab”**
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 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.
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 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.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. 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.
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 CUI-Lahore Campus 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 Invoice of Part-B will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (Three Months) 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 University Islamabad, Lahore Campus”.** Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

26. 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.

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.**

BoQs of Printer Toners, Printer Parts, Toner Powders and IT Items for Hardware Lab, 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-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. #	<u>Item Name & Specification</u>	Qty.		Quoted Brand	Unit Price (Rs.)	Total Amount (Rs.)
	Part-A Turnkey Basis					
1	HP Original Toner (Made 2019-2020) i.e. manufacturing	HP LaserJet P301				
2		HP LaserJet 400 M401dn				

3	before 2019 is not acceptable	HP LaserJet 1536dnf MFP	1	Nos.				
4		HP Plotter(cq893a)	1	Nos.				
5		HP LaserJet P1102w	1	Nos.				
6		HP LaserJet M12A	1	Nos.				
7		HP LaserJet 1536dnf MFP	1	Nos.				
8		HP LaserJet 3050	1	Nos.				
9		HP LaserJet 125a	1	Nos.				
10		Canon LBP2900B (Model: L1121E)	1	Nos.				
11		HP LaserJet MFP M227	1	Nos.				
12		HP LaserJet Enterprise 600 M601	1	Nos.				
13		HP LaserJet Enterprise 600 M606	1	Nos.				
14		LaserJet Pro MFP M177	1	Nos.				
Grand Total Amount (Rs) of Part-A								
Part-B								
Turnkey Basis								
1	HP LaserJet P2015dn (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.				
		Mechanical, Warranty: 03 Months	1	Nos.				
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.				
2	HP LaserJet Pro 2035n (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.				
		Mechanical, Warranty: 03 Months	1	Nos.				
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.				
3	HP LaserJet 1320 (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.				
		Mechanical, Warranty: 03 Months	1	Nos.				
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.				
4	HP LaserJet P3005DN (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.				
		Mechanical, Warranty: 03 Months	1	Nos.				
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.				
5	HP LaserJet 400 M401dn (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.				
		Mechanical, Warranty: 03 Months	1	Nos.				
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.				

6	HP LaserJet P1102w (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.			
		Mechanical, Warranty: 03 Months	1	Nos.			
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
7	HP LaserJet 1536dnf MFP (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.			
		Mechanical, Warranty: 03 Months	1	Nos.			
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
8	HP LaserJet 3050 (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.			
		Mechanical, Warranty: 03 Months	1	Nos.			
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
9	Canon LBP2900B (Model: L1121E) (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.			
		Mechanical, Warranty: 03 Months	1	Nos.			
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
10	HP LaserJet M127FN (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.			
		Mechanical, Warranty: 03 Months	1	Nos.			
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
11	HP LaserJet MFP M227 (Refurbished)	Formatter, Warranty: 03 Months	1	Nos.			
		Mechanical, Warranty: 03 Months	1	Nos.			
		Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
Grand Total Amount (Rs) of Part-B							
Part-C Item Wise Basis							
1	Toner Powder	Transparent Toner Powder Packet 1KG for hp X-90 Toner Cartridge.	15	Nos.			
2	Eco\Green Toner Powder	Eco\Green Toner Powder Packet 1KG for hp X-30 Toner Cartridge.	20	Nos.			
3	SanDisk USB Flash Drive	SanDisk Ultra Dual Drive USB Flash, Type-C 32GB, High-speed USB 3.1	5	Nos.			
4	SanDisk Ultra Flair Flash Drive	SanDisk Ultra Flair 32GB USB 3.1 Flash Drive, 3.1 Mbps Speed up to 15x Faster	10	Nos.			
5	External Hard Drive	Jet@ 25M3 1TB USB 3.0 Portable Hard Drive -TS500GSJ25M3S Iron Gray Slim.	3	Nos.			
6	Wireless Mouse	A4tech Model: G7-600NX Black	2	Nos.			
7	Energizer Max Alkaline 9 Volt,	Energizer Max Alkaline 9 Volt Battery	10	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 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.

Vendor Qualification Criteria for Part-A (Printer Toners)

Vendor Qualification	Document Needed (Please attach the documents with bid)
Authorized Tier I/ Tier II Platinum/Gold/Level Partnership/Authorized service provider	Certificate from Principal/Manufacturer
Authorized Tier II/Dealer/Reseller	Certificate from Principal/Manufacturer/Distributor
Warranty Coverage from Manufacturer/Principal	Letter from Principal/Manufacturer OR Email from Manufacturer
Product Support Period No of 01 Years.	Letter from Principal/Manufacturer OR Email from Manufacturer OR Online from Manufacture Website

SPECIAL TERMS AND CONDITIONS;

1. ***Lowest vendor (s) will be required to provide Sample (s) of all items, strictly as per BoQs / specifications within 02 days of opening of bid.***
2. ***In case, lowest bidder failed to either provide sample within deadline or meet the mentioned quality / specification requirements in the provided sample, may lead to rejection of bid. (With confiscation of CDR).***
3. In such case Sample Order shall be issued to 2nd lowest.
4. 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.

5. Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mention the quoted model / brands (if any) with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
6. Multiple rates of an item may also lead to the rejection of bid / item.
7. Purchase / Work Order shall be awarded on turnkey basis for each Part-A & B whereas Part-C on item wise basis as mentioned in BoQs of each part. Bidders are required to quote all the items where mentioned on turnkey basis.
8. Faulty/ Dead part will be replaced during the warranty period instead of repairing.