



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-20-1406

Case # 3071

Title of Tender: Supply of Printer and Computer Accessories

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. 1000/-** 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 15 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. 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.
11. 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.
12. The bid should be submitted in a sealed envelope up to **September 14, 2020** on or before **1400hrs** and will be opened on the same date **at 1430hrs** 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 Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
13. 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

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Supply of Printer and Computer Accessories”**
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
16. **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.
17. 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.
18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
19. 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.
20. All prices should be quoted on F.O.R (Pak Rupees).
21. All prices should be valid for at least **90 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.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
25. **05% of the total value of the BoQs against Sr. # 38 to 46 & 48 to 52 will be retained as security for one year whereas for Sr. # 53 for six months** by COMSATS University Islamabad (CUI), Lahore Campus and the said retained amount will be released after warranty period, and warranty shall be counted from the date of Installation / Completion of work / Supply.

26. 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.

27. 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.

28. 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.

29. 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 Supply of Printer and Computer Accessories for 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
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Sr. #	<u>Item Name & Specification</u>	Qty.		Quoted Brand	Unit Price (Rs.)	Total Amount (Rs.)
	Part-A (Turnkey Basis)					
1	Fuser Sleeve for HP-2015	HP-2015 (Best Quality) (Demo / sample required)	15	Nos.		
2	Fuser Sleeve for HP-3005	HP-3005 (Best Quality) (Demo / sample required)	12	Nos.		

3	Fuser Sleeve for HP LJ 600 Series	HP Original for Laser jet 600 Series Printer, (Demo / sample required)	6	Nos.			
4	Pressure Ruler for HP LJ 600 Series	HP Original for Laser jet 600 Series Printer, (Demo / sample required)	6	Nos.			
5	Fuser Maintenance Kit for HP LaserJet m603 (HP SKU#CF065A)	Part No: HP SKU#CF065A complete set with 220V fuser and Rollers (transfer, pick-up & feed), (Demo / sample required)	8	Nos.			
6	Fuser Maintenance Kit for HP LaserJet m606 (HP SKU#F2G77A)	Part No: HP SKU#CF065A complete set with 220V fuser and Rollers (transfer, pick-up & feed) (Demo / sample required)	6	Nos.			
7	Toner Drum	90-A, 81-X (Dux or Equivalent) Class-A (Demo / sample required)	27	Nos.			
8	Toner Drum	85-A, 83-A, 78-A, 36-A (Dux or Equivalent) Class-A (Demo / sample required)	27	Nos.			
9	Toner Drum	80-A, 05-A (Dux or Equivalent) Class-A (Demo / sample required)	27	Nos.			
10	Toner Drum	55-A (Dux or Equivalent) Class-A (Demo / sample required)	6	Nos.			
11	Toner Drum	53-A (Dux or Equivalent) Class-A (Demo / sample required)	9	Nos.			
12	Toner Drum	51-A, 11-A (Dux or Equivalent) Class-A (Demo / sample required)	6	Nos.			
13	Toner PCR	90-A, 81-X (Dux or Equivalent) Class-A (Demo / sample required)	27	Nos.			
14	Toner PCR	85-A, 83-A, 78-A, 36-A (Dux or Equivalent) Class-A (Demo / sample required)	12	Nos.			
15	Toner PCR	80-A, 05-A (Dux or Equivalent) Class-A (Demo / sample required)	12	Nos.			
16	Toner PCR	55-A (Dux or Equivalent) Class-A (Demo / sample required)	9	Nos.			
17	Toner PCR	53-A (Dux or Equivalent) Class-A (Demo / sample required)	9	Nos.			
18	Toner PCR	51-A, 11-A (Dux or Equivalent) Class-A (Demo / sample required)	9	Nos.			
19	Toner Chip	90-A (Demo / sample required)	9	Nos.			
20	Toner Chip	81-A (Demo / sample required)	9	Nos.			
21	Toner Chip	85-A (Demo / sample required)	9	Nos.			
22	Toner Chip	83-A (Demo / sample required)	12	Nos.			
23	Toner Chip	80-A, (Demo / sample required)	9	Nos.			
24	Toner Chip	79-A, (Demo / sample required)	9	Nos.			
25	Toner Chip	78-A (Demo / sample required)	9	Nos.			

26	Toner Chip	55-A (Demo / sample required)	9	Nos.			
27	Toner Chip	53-A (Demo / sample required)	9	Nos.			
28	Toner Chip	51-A, (Demo / sample required)	9	Nos.			
29	Toner Chip	11-A, (Demo / sample required)	9	Nos.			
30	Toner Chip	05-A, (Demo / sample required)	12	Nos.			
31	Toner Ink Bag	Transparent or equivalent, weight=1Kg (Demo / sample required)	48	Nos.			
32	Toner Magnet	30-A (Dux or Equivalent) Class-A (Demo / sample required)	48	Nos.			
33	Toner Chip	30-A, (Demo / sample required)	21	Nos.			
34	Toner Ink Bag	30-A (Y2K Green for Life or equivalent), Weight=1Kg (Demo / sample required)	48	Nos.			
35	HP Pinter Toner Kit	HP Printer Tonner Set, Model M177, (Demo / sample required)	5	Nos.			
Grand Total Amount of Part-A (Sr. # 1-35)							
Part-B (Turnkey Basis)							
36	RAM DDR-2 2GB (Refurbished)	A Data, Samsung or equivalent 2GB, Pc-6400 or above, 03 months warranty (Demo / sample required)	36	Nos.			
37	RAM DDR-3 4GB (Refurbished)	A Data, Samsung or equivalent 4GB, PC3-1600 or above, 03 months warranty (Demo / sample required)	90	Nos.			
38	RAM DDR-3 Laptop 4GB	A Data, Samsung or equivalent 4GB, PC3-1600 or above. one-year warranty (Demo / sample required)	18	Nos.			
39	RAM DDR-4 8GB	Kingston, A Data or equivalent, 8GB, DDR4-3200 or above, one-year warranty (Demo / sample required)	18	Nos.			
Grand Total Amount of Part-B (Sr. # 36-39)							
Part-C (Turnkey Basis)							
40	Motherboard 4th Generation (Refurbished)	Gigabit, Intel or Equivalent Intel Q87 Chipset or compatible with Intel Core i3 4130 Processor. From Factor: ATX, Socket: LGA 1150, Support for DDR3/1600, MHZ memory modules, One-year warranty, (Demo / sample required)	75	Nos.			
41	Microprocessor Core i3 4th Generation	Intel Cor i3-8100 Processor or higher (within 4th Generation) Cache 6MB, Base Frequency 3.6GHz, One-year warranty (Demo / sample required)	75	Nos.			

42	Motherboard 8th Generation	Gigabit, Intel or Equivalent Intel 300 Series Chipset. From Factor: ATX, Socket: LGA 1151, Support for DDR4 1333/1600, MHZ memory modules, warranty one Year, (Demo / sample required)	9	Nos.			
43	Microprocessor Core i3 8th Generation	Intel Cor i3-8100 Processor or higher (within 8th Generation) Cache 6MB, Base Frequency 3.6GHz, One-year warranty, (Demo / sample required)	9	Nos.			
Grand Total Amount of Part-C (Sr. # 40-43)							
Part-D (Item Wise Basis)							
44	SSD Drive 256GB	Kingston or equivalent 256GB, SATA Interface, Data transfer rate 6GB/s, One-year warranty (Demo / sample required)	60	Nos.			
45	Hard Disk 512 SSD (for Desktop)	Kingston or equivalent 512 GB, SATA Interface, Data transfer rate 6GB/s, One-year warranty (Demo / sample required)	36	Nos.			
46	Hard Disk 512 SSD (for Laptop)	Kingston or equivalent 512 GB, SATA Interface, Data transfer rate 6GB/s, One-year warranty (Demo / sample required)	9	Nos.			
47	Computer Power Supply (Refurbished)	Dell, HP or equivalent 24-Pin, ATX, Input 220Vac, Power 400W, One-month warranty (Demo / sample required)	90	Nos.			
48	Wireless Card PCI	Wireless Card PCI, Speed rate 300 Mbps, One-year warranty (Demo / sample required)	30	Nos.			
49	Seagate Surveillance 4TB SATA	Seagate Surveillance 4TB SATA 3.5" Hard Drive ST4000VX000 CCTV, One-year warranty (Demo / sample required)	2	Nos.			
50	LAN Card PCI	TP-Link TG-3468 Gigabit PCI Express Network Adapter, One-year warranty (Demo / sample required)	15	Nos.			
51	VGA PCI Express Card	VGA PCI Express Card 512 MB, One-year warranty (Demo / sample required)	20	Nos.			
52	USB 3.1 FLASH DRIVE	SANDISK ULTRA FLAIR USB 3.1 FLASH DRIVE – 64GB, One-year warranty (Demo / sample required)	6	Nos.			
53	Epson Multimedia Lamp	Compatibility: Epson EB-X29, Lamp Type ELPLP 88, Warranty 6 Month, (Demo / sample required)	15	Nos.			
54	CMOS Batteries for Motherboard	CMOS Batteries for Motherboard (Demo / sample required)	105	Nos.			
55	D-Port to VGA Converters	Dell, Belkin or equivalent Display Port (1*20 Pin male) VGA Port (1*15 Pin male) support R3resolution up to 1920*1080, 03 months warranty (Demo / sample required)	18	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.

PRODUCT QUALIFICATION CRITERIA

1. 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. Samples of all item required for technical evolution. Purchase order shall be issued as and when required item within contract period.

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. Faulty/ Dead part will be replaced during the warranty period instead of repairing.
8. Purchase / work order shall be awarded for Part-A, B and C on turnkey basis whereas Part-D on item wise basis as mentioned in BoQs.