



COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-20-1443

Case # 3216

Single Stage One Envelop Procedure

Title of Tender: Printer Toners, Parts & Accessories and Other IT Items

A. 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 documents 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 **January 6, 2021** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus

Signature & Stamp of Bidder

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 **“Printer Toners, Parts & Accessories and Other IT Items”**
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 **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.
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 Warranty Items (Mentioned in BoQs) will be retained as security by COMSATS University Islamabad, Lahore Campus, and will be released after warranty period (as mentioned in BoQs) which will be counted from the date of delivery / 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.**

B. BoQs of Printer Toners, Parts & Accessories and Other IT Items, 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 Model / Brand / Origin	Unit Price (Rs.)	Total Amount (Rs.)
	Toner Cartridges					
1	HP 81X Black Original LaserJet Toner Cartridge for HP LaserJet M606dn Printers. Print Technology: Laser, Pages Yield (black and white): 25000 pages, Manufactured by: Hewlett Packard. One Year or 25000 Pages (Whichever is earlier) on Site Replacement Warranty.	5	Nos.			
2	HP 90A Black Original LaserJet Toner Cartridge for HP LaserJet M603dn Printers. Print Technology: Laser, Pages Yield (black and white): 10000 pages, Manufactured by: Hewlett Packard.	14	Nos.			

	One Year or 10000 Pages (Whichever is earlier) on Site Replacement Warranty.				
3	HP 55A Black Original LaserJet Toner Cartridge for HP LaserJet 3015dn Printers. Print Technology: Laser, Pages Yield (black and white): 6,000 pages, Manufactured by: Hewlett Packard. One Year or 6,000 Pages (Whichever is earlier) on Site Replacement Warranty.	3	Nos.		
4	HP 51A Black Original LaserJet Toner Cartridge for HP LaserJet 3005 Printers. Print Technology: Laser, Pages Yield (black and white): 6,500 pages, Manufactured by: Hewlett Packard. One Year or 6,500 Pages (Whichever is earlier) on Site Replacement Warranty.	3	Nos.		
5	HP 30X Black Original LaserJet Toner Cartridge with Drum for HP LaserJet MFP227fw Printers. Print Technology: Laser, Pages Yield (black and white): 3500 pages, Manufactured by: Hewlett Packard. One Year or 3500 Pages (Whichever is earlier) on Site Replacement Warranty.	14	Nos.		
6	HP 85A Black Original LaserJet Toner Cartridge for HP LaserJet P1102w Printers. Print Technology: Laser, Pages Yield (black and white): 1600 pages, Manufactured by: Hewlett Packard. One Year or 1600 Pages (Whichever is earlier) on Site Replacement Warranty.	1	Nos.		
7	HP 12A Black Original LaserJet Toner Cartridge for HP LaserJet 3050 Printers. Print Technology: Laser, Pages Yield (black and white): 2000 pages, Manufactured by: Hewlett Packard. One Year or 2000 Pages (Whichever is earlier) on Site Replacement Warranty.	1	Nos.		
8	HP 80A Black Original LaserJet Toner Cartridge for HP LaserJet M401 Printers. Print Technology: Laser, Pages Yield (black and white): 2700 pages, Manufactured by: Hewlett Packard. One Year or 2700 Pages (Whichever is earlier) on Site Replacement Warranty.	1	Nos.		
9	HP 130A Black (P=1300) Toner Cartridge with Drum for HP 177 Printers.	2	Nos.		
	HP 130A Blue (P=1000) Toner Cartridge with Drum for HP 177 Printers.	2	Nos.		
	HP 130A Pink (P=1000) Toner Cartridge with Drum for HP 177 Printers.	2	Nos.		
	HP 130A Yellow (P=1000) Toner Cartridge with Drum for HP 177 Printers.	2	Nos.		
	Print Technology: Laser, Pages Yield (black and white): 2700 pages, Manufactured by: Hewlett Packard. One Year or P=1300, P=1000, P=1000, P=1000 Pages (Whichever is earlier) on Site Replacement Warranty.				
10	HP 78A Black Original LaserJet Toner Cartridge for HP 1536 Printer. Print Technology: Laser, Pages Yield (black and white): 2100 pages, Manufactured by: Hewlett Packard. One Year or 2100 Pages (Whichever is earlier) on Site Replacement Warranty.	2	Nos.		
11	HP 79A Black Original LaserJet Toner Cartridge for HP MFP26A Printer. Print Technology: Laser, Pages Yield (black and white): 1000	1	Nos.		

	pages, Manufactured by: Hewlett Packard. One Year or 1000 Pages (Whichever is earlier) on Site Replacement Warranty.				
12	HP 83A Black Original LaserJet Toner Cartridge for HP M125FW Printer. Print Technology: Laser, Pages Yield (black and white): 1500 pages, Manufactured by: Hewlett Packard. One Year or 1500 Pages (Whichever is earlier) on Site Replacement Warranty.	1	Nos.		
13	HP 90X Black Original LaserJet Toner Cartridge for HP M603dn Printers. Print Technology: Laser, Pages Yield (black and white): 24000 pages, Manufactured by: Hewlett Packard. One Year or 24000 Pages (Whichever is earlier) on Site Replacement Warranty.	5	Nos.		
14	Toners\Cartridges Set for HP Plotter(cq893a) 1)HP 711 38-ml Black Design Jet Ink Cartridge. 2) HP 711 29-ml Cyan Design Jet Ink Cartridge. 3)HP 711 29-ml Magenta Design Jet Ink Cartridge. 4) HP 711 29-ml Yellow Design Jet Ink Cartridge	1	Nos.		
15	CF230A HP 30A Black Original LaserJet Toner Cartridge for printer HP LaserJet MFP M227	1	Nos.		
16	HP 81A Black Original LaserJet Toner Cartridge for Printer HP LaserJet Enterprise M606	1	Nos.		
17	Toner Cartridge LBP 2900 for printer Canon LBP2900B	1	Nos.		
	Printer / Toner Parts				
18	Pressure Ruler for Laser jet 600 Series Printer. Warranty: 03 Months	2	Nos.		
19	Fuser Maintenance Kit for HP LaserJet M603. Part No: HP SKU#CF065A, Original (220V) Fuser Maintenance Kit. Warranty: 03 Months	2	Nos.		
20	Fuser Maintenance Kit for HP LaserJet M606. Part No: HP SKU#CF065A, Original (220V) Fuser Maintenance Kit. Warranty: 03 Months	2	Nos.		
21	Toner Chip for 30-X / 30A tonners	21	Nos.		
22	HP LaserJet P2015dn Formatter, Warranty: 03 Months	1	Nos.		
	HP LaserJet P2015dn Mechanical, Warranty: 03 Months	1	Nos.		
	HP LaserJet P2015dn Paper Pad Complete Set. Warranty: 03 Months	1	Nos.		
23	HP LaserJet Pro 2035n Formatter, Warranty: 03 Months	1	Nos.		
	HP LaserJet Pro 2035n Mechanical, Warranty: 03 Months	1	Nos.		
	HP LaserJet Pro 2035n Paper Pad Complete Set. Warranty: 03 Months	1	Nos.		
24	HP LaserJet 1320 Formatter, Warranty: 03 Months	1	Nos.		
	HP LaserJet 1320 Mechanical, Warranty: 03 Months	1	Nos.		
	HP LaserJet 1320 Paper Pad Complete Set. Warranty: 03 Months	1	Nos.		
25	HP LaserJet P3005DN Formatter, Warranty: 03 Months	1	Nos.		
	HP LaserJet P3005DN Mechanical, Warranty: 03 Months	1	Nos.		

	HP LaserJet P3005DN Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
26	HP LaserJet 400 M401dn Formatter, Warranty: 03 Months	1	Nos.			
	HP LaserJet 400 M401dn Mechanical, Warranty: 03 Months	1	Nos.			
	HP LaserJet 400 M401dn Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
27	HP LaserJet P1102w Formatter, Warranty: 03 Months	1	Nos.			
	HP LaserJet P1102w Mechanical, Warranty: 03 Months	1	Nos.			
	HP LaserJet P1102w Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
28	HP LaserJet 1536dnf MFP Formatter, Warranty: 03 Months	1	Nos.			
	HP LaserJet 1536dnf MFP Mechanical, Warranty: 03 Months	1	Nos.			
	HP LaserJet 1536dnf MFP Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
29	HP LaserJet 3050 Formatter, Warranty: 03 Months	1	Nos.			
	HP LaserJet 3050 Mechanical, Warranty: 03 Months	1	Nos.			
	HP LaserJet 3050 Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
30	Canon LBP2900B (Model: L1121E) Formatter, Warranty: 03 Months	1	Nos.			
	Canon LBP2900B (Model: L1121E) Mechanical, Warranty: 03 Months	1	Nos.			
	Canon LBP2900B (Model: L1121E) Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
31	HP LaserJet M127FN Formatter, Warranty: 03 Months	1	Nos.			
	HP LaserJet M127FN Mechanical, Warranty: 03 Months	1	Nos.			
	HP LaserJet M127FN Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
32	HP LaserJet MFP M227 Formatter, Warranty: 03 Months	1	Nos.			
	HP LaserJet MFP M227 Mechanical, Warranty: 03 Months	1	Nos.			
	HP LaserJet MFP M227 Paper Pad Complete Set. Warranty: 03 Months	1	Nos.			
	Toner Powder					
33	Transparent Toner Powder Packet 1KG for hp X-90 Toner Cartridge.	15	Nos.			
34	Eco\Green Toner Powder Packet 1KG for hp X-30 Toner Cartridge.	20	Nos.			
	IT Items					
35	Mother Brand: 4 th Generation (Brand New) Intel, Gigabit or Equivalent Intel H81, Q85, B85, Q87, H87 Chipset or compatible with Intel Core i3 4130 Processor. From Factor: ATX, Socket: LGA 1150, Compatible for DDR3/PC3, One-year warranty.C104	10	Nos.			
36	VGA Express Card 256 MB or equivalent Warranty: 03 Months	3	Nos.			

37	Epson Multimedia Lamp (Brand New) Compatibility: Epson EB-X29, Lamp Type ELPLP 88, Warranty 6 Month.	3	Nos.			
38	D-Port to VGA to Converter; Dell, Belkin or equivalent Display Port (1*20 Pin male) VGA Port (1*15 Pin male) support R3resolution up to 1920*1080, Demo / sample required. Warranty: 03 Months	3	Nos.			
39	New Branded USB Keyboard A4Tech/ Logitech/ Dell/ HP (Original) or equivalent	800	Nos.			
40	New Branded 3 Button USB Optical Mouse A4Tech/ Logitech/ HP (Original) or equivalent Sensor: 1000 DPI Sensitivity, Clickable Scroll Wheel	800	Nos.			
41	New Power Cable 3 Pin (10 BY UK) Best Quality or equivalent	100	Nos.			
42	VGA Cable 3 Meter (AWM 20276, 30V) or equivalent	100	Nos.			
43	NEW 512Gb SSD Hard drives for QNAP 871URP NAS (Compatible), Warranty: One Year Warranty.	2	Nos.			
44	NEW 6TB 3.5" SATA Hard drives for QNAP 871URP NAS (Compatible), Warranty: One Year Warranty.	2	Nos.			
45	Digital Persona U.are.U4500 or equivalent, Connection: USB 2.0, Resolution: 512 dpi, Sensor Type: Optical. Illumination: Blue LEDs. Warranty: One-month warranty.	10	Nos.			
46	UTP Cable Roll: AMP / 3M/ Bay net, or equivalent Original Cat 6 23 Gauge, Length= 1000 feet	6	Nos.			
47	RJ45 Connectors: AMP / 3M/ Bay net, Original CAT 6 or equivalent RJ45 Network Connector	600	Nos.			
48	SanDisk Ultra Dual Drive USB Flash, Type-C 32GB, High-speed USB 3.1 or equivalent	5	Nos.			
49	SanDisk Ultra Flair 32GB USB 3.1 Flash Drive, 3.1 Mbps Speed up to 15x Faster or equivalent	10	Nos.			
50	External Hard Drive Jet® 25M3 1TB USB 3.0 Portable Hard Drive -TS500GSJ25M3S Iron Gray Slim. or equivalent	3	Nos.			
51	Wireless Mouse A4tech Model: G7-600NX Black or equivalent	2	Nos.			
52	Energizer Max Alkaline or equivalent 9 Volt Battery	10	Nos.			

C. 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 / origin 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 (where available / required) 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.

D. Technical Evaluation 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
2. Only authorized manufacturer/dealer/distributor of HP brand can participate in item # 1-16.
3. Letter from manufacturer / distributor should be attached, showing that product has the warranty coverage from its manufacturer for item # 1-16).

E. **Special Term and Condition**

1. For Item # 1-17:
 - a) The product with its serial no and its warranty period should be verifiable/ online/ email from manufacturer
 - b) Manufacturing date should not before than July 2019.
 - c) Faulty/ Dead toner/ cartridge will be replaced (not repaired) during the warranty period.
2. For Item # 1-17 and 34: Equivalent brands are not acceptable, keeping in view of compatibility issues.
3. For Item # 18-52: Sample will be required before final delivery to check quality, originality and compatibility
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 / origin 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 order (s) shall be awarded on **Item Wise Basis.**