



# COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-22-1576

Case # 3527

**Invitation to Bid**  
Rate Contract for Supply of Toners, Cartridges for Printers

COMSATS University Islamabad (CUI), Lahore Campus, a public sector University of Ministry of Science & Technology (MoST) invites sealed bids from the authorized distributors / suppliers registered with Income Tax & GST department and who are also on Active Taxpayers List (ATL) of FBR for "Rate Contract for Supply of Toners, Cartridges for Printers of CUI-Lahore Campus for the Year (2021-2022)"

2) Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc. are available for the interested bidders at "Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off, Raiwind Road, Lahore". Bidding documents can also be downloaded from (<https://lahore.comsats.edu.pk/Offices/Procurement/Tenders.aspx>) free of cost. Bids shall be submitted along with tender document's fee in the form of Pay Order / Demand Draft amounting Rs. 2500/- (non-refundable) for each tender. No bid shall be accepted without tender document fee.

3) The bids prepared in accordance with the instructions in the bidding documents must reach at "Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off Raiwind Road, Lahore" on or before April 06, 2022, at 1100 hrs. Bids will be opened the same day at 1130 hrs. This advertisement is also available on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk). PID(1)6588/21

Deputy Registrar (Procurement)  
COMSATS University Islamabad (CUI), Lahore Campus  
(A public sector University of Ministry of Science & Technology)  
Defense Road, Off, Raiwind Road, Lahore.  
Tel: 042-111-001-007, Ext: 875  
[www.comsats.edu.pk](http://www.comsats.edu.pk)

"SAY NO TO DRUGS"

## Single Stage One Envelope Procedure

**Title of Tender:** Rate Contract for Supply of Toners, Cartridges for Printers of CUI Lahore Campus for the year 2021-2022

### A. 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 Supplier / service provider, who are on Active Taxpayers List (ATL) of FBR (GST, Income Tax and PRA), are eligible to participate in tender.

**Signature & Stamp of Bidder**

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. 2500/-** 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 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 evaluated 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 **April 06, 2022** 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.
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 **"Rate Contract for Supply of Toners, Cartridges for Printers of CUI Lahore Campus for the year 2021-2022"**
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 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/fulfilled, 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 **One Year**. 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. 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.
26. The prices / cost will be considered as inclusive of all applicable taxes.
27. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
28. ***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”, which shall be released after the completion of Contract on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.***
29. 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.

30. 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.

31. 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#:**.....
- **PRA #:**.....**Signature:** .....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

**B. BoQs of Rate Contract for Supply of Toners, Cartridges for Printers of CUI Lahore Campus for the year 2021-2022**

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)

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. #   | Item Name & Specification |  | Qty.   | Quoted Model / Brand                                   | Unit Price (Rs.) | Total Amount (Rs.) |
| 1   | HP Toner Cartridge        | HP 147X Black Original LaserJet Toner Cartridge for HP Laser Jet M612dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 25200 pages, Manufactured by: Hewlett Packard.<br>One Year or 25200 Pages (Whichever is earlier) on Site Replacement Warranty.          | 10 Nos |  |                  |                    |
| 2   | HP Toner Cartridge        | HP 89X Black Original LaserJet Toner Cartridge for HP Laser Jet M507dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 10000 pages, Manufactured by: Hewlett Packard.<br>One Year or 10000 Pages (Whichever is earlier) on Site Replacement Warranty.           | 5 Nos  |  |                  |                    |
| 3   | HP Toner Cartridge        | HP 81X Black Original LaserJet Toner Cartridge for HP Laser Jet M606dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 25000 pages, Manufactured by: Hewlett Packard.<br>One Year or 25000 Pages (Whichever is earlier) on Site Replacement Warranty.           | 6 Nos  |  |                  |                    |
| 4   | HP Toner Cartridge        | HP 90X Black Original LaserJet Toner Cartridge for HP Laser Jet M603dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 24000 pages, Manufactured by: Hewlett Packard.<br>One Year or 25000 Pages (Whichever is earlier) on Site Replacement Warranty.           | 6 Nos  |  |                  |                    |
| 5   | HP Toner Cartridge        | HP 30X Black Original LaserJet Toner Cartridge with Drum for HP Laser Jet MFP227fw Printers.<br>Print Technology: Laser, Pages Yield (black and white): 3500 pages, Manufactured by: Hewlett Packard.<br>One Year or 3500 Pages (Whichever is earlier) on Site Replacement Warranty. | 40     |  |                  |                    |

|    |                    |  |  |  |  |  |
|----|--------------------|--|--|--|--|--|
| 6  | HP Toner Cartridge | <p>HP 147A Black Original LaserJet Toner Cartridge for HP Laser Jet M612dn Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 10500 pages, Manufactured by: Hewlett Packard.<br/> One Year or 10500 Pages (Whichever is earlier) on Site Replacement Warranty.</p>   | 20 Nos   |  |  |  |
| 7  | HP Toner Cartridge | <p>HP 89A Black Original LaserJet Toner Cartridge for HP Laser Jet M507dn Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 5000 pages, Manufactured by: Hewlett Packard.<br/> One Year or 5000 Pages (Whichever is earlier) on Site Replacement Warranty.</p>  | 10 Nos   |  |  |  |
| 8  | HP Toner Cartridge | <p>HP 81A Black Original LaserJet Toner Cartridge for HP Laser Jet M606dn Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 10500 pages, Manufactured by: Hewlett Packard.<br/> One Year or 10500 Pages (Whichever is earlier) on Site Replacement Warranty.</p>  | 10 No  |  |  |  |
| 9  | HP Toner Cartridge | <p>HP 90A Black Original LaserJet Toner Cartridge for HP Laser Jet M603dn Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 10000 pages, Manufactured by: Hewlett Packard.<br/> One Year or 10000 Pages (Whichever is earlier) on Site Replacement Warranty.</p>  | 10   |  |  |  |
| 10 | HP Toner Cartridge | <p>HP 51A Black Original LaserJet Toner Cartridge for HP Laser Jet 3005 Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 6500 pages, Manufactured by: Hewlett Packard.<br/> One Year or 6500 Pages (Whichever is earlier) on Site Replacement Warranty.</p>  | 4  |  |  |  |
| 11 | HP Toner Cartridge | <p>HP 130A Black (P=1300)<br/> HP 130A Blue (P=1000)<br/> HP 130A Pink (P=1000)<br/> HP 130A Yellow (P=1000)<br/> Original LaserJet Toner Cartridge with Drum for HP Laser Jet 177 Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 2700 pages, Manufactured by: Hewlett Packard.<br/> One Year or P=1300, P=1000, P=1000, P=1000 Pages (Whichever is earlier) on Site Replacement Warranty.</p> | <p>Black = 12<br/> Blue= 6<br/> Pink = 6<br/> Yellow=6</p> |  |  |  |
| 12 | HP Toner Cartridge | <p>HP 55A Black Original LaserJet Toner Cartridge for HP Laser Jet 3015dn Printers.<br/> Print Technology: Laser, Pages Yield (black and white): 6000 pages, Manufactured by: Hewlett Packard.<br/> One Year or 6000 Pages (Whichever is earlier) on Site Replacement Warranty.</p>  | 4  |  |  |  |

|    |                    |  |        |  |  |  |
|----|--------------------|--|--------|--|--|--|
| 13 | HP Toner Cartridge | HP 05A Black Original LaserJet Toner Cartridge for HP Laser Jet P2055dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 2300 pages, Manufactured by: Hewlett Packard.<br>One Year or 2300 Pages (Whichever is earlier) on Site Replacement Warranty.        | 2 Nos  |  |  |  |
| 14 | HP Toner Cartridge | HP 53A Black Original LaserJet Toner Cartridge for HP Laser Jet P2015n Printers.<br>Print Technology: Laser, Pages Yield (black and white): 3000 pages, Manufactured by: Hewlett Packard.<br>One Year or 3000 Pages (Whichever is earlier) on Site Replacement Warranty.         | 7 Nos  |  |  |  |
| 15 | HP Toner Cartridge | HP 83A Black Original LaserJet Toner Cartridge for HP LaserJet M125FW Printer.<br>Print Technology: Laser, Pages Yield (black and white): 1500 pages, Manufactured by: Hewlett Packard.<br>One Year or 1500 Pages (Whichever is earlier) on Site Replacement Warranty.           | 4 Nos  |  |  |  |
| 16 | HP Toner Cartridge | HP 85A Black Original LaserJet Toner Cartridge for HP Laser Jet P1102w/ P1132w Printers.<br>Print Technology: Laser, Pages Yield (black and white): 1600 pages, Manufactured by: Hewlett Packard.<br>One Year or 1600 Pages (Whichever is earlier) on Site Replacement Warranty. | 11 Nos |  |  |  |
| 17 | HP Toner Cartridge | HP 12A Black Original LaserJet Toner Cartridge for HP Laser Jet 3050 Printers.<br>Print Technology: Laser, Pages Yield (black and white): 2000 pages, Manufactured by: Hewlett Packard.<br>One Year or 2000 Pages (Whichever is earlier) on Site Replacement Warranty.           | 4 Nos  |  |  |  |
| 18 | HP Toner Cartridge | HP 80A Black Original LaserJet Toner Cartridge for HP Laser Jet M401n Printers.<br>Print Technology: Laser, Pages Yield (black and white): 2500 pages, Manufactured by: Hewlett Packard.<br>One Year or 2500 Pages (Whichever is earlier) on Site Replacement Warranty.          | 2 Nos  |  |  |  |
| 19 | HP Toner Cartridge | HP 26A Black Original LaserJet Toner Cartridge for HP Laser Jet M402dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 3100 pages, Manufactured by: Hewlett Packard.<br>One Year or 3100 Pages (Whichever is earlier) on Site Replacement Warranty.         | 2 Nos  |  |  |  |
| 20 | HP Toner Cartridge | HP 59A Black Original LaserJet Toner Cartridge for HP Laser Jet M404dn Printers.<br>Print Technology: Laser, Pages Yield (black and white): 3000 pages, Manufactured by: Hewlett Packard.<br>One Year or 3000 Pages (Whichever is earlier) on Site Replacement Warranty.         | 2 Nos  |  |  |  |

|                                 |                    |   |   |  |  |  |
|---------------------------------|--------------------|---|---|--|--|--|
| 21                              | HP Toner Cartridge | HP 78A Black Original LaserJet Toner Cartridge for HP Laser Jet 1536 Printer.<br>Print Technology: Laser, Pages Yield (black and white): 2100 pages, Manufactured by: Hewlett Packard.<br>One Year or 2100 Pages (Whichever is earlier) on Site Replacement Warranty.                               | 4 Nos   |  |  |  |
| 22                              | HP Toner Cartridge | HP 79A Black Original LaserJet Toner Cartridge for HP LaserJet MFP26A Printer.<br>Print Technology: Laser, Pages Yield (black and white): 1000 pages, Manufactured by: Hewlett Packard.<br>One Year or 1000 Pages (Whichever is earlier) on Site Replacement Warranty.                              | 2 Nos   |  |  |  |
| 23                              | HP Toner Cartridge | HP 711A Black 80ml<br>HP 711A Blue 29ml<br>HP 711A Pink 29ml<br>HP 711A Yellow 29ml<br>Original LaserJet Toner Cartridge with Drum for HP Plotter CQ893A.<br>Print Technology: Laser, Pages Yield (black and white): 2700 pages, Manufactured by: Hewlett Packard.<br>on Site Replacement Warranty. | Black = 2<br>Blue = 2<br>Pink = 2<br>Yellow = 2 |  |  |  |
| <b>Grand Total Amount (Rs.)</b> |                    |   |   |  |  |  |

### **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 /item 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.
4. 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.
5. **Only authorized manufacturer/dealer/distributor of HP brand can participate.**
6. **Letter from manufacturer should be attached, showing that product has the warranty coverage from its manufacturer.**



## **D. SPECIAL TERMS AND CONDITIONS**

1. Initial contract will be valid for One Year starting from the date of approval. Vendor will be responsible to arrange the stamp paper of **Rs. 1,000/-** for signing the contract with COMSATS University Islamabad, Lahore Campus.
2. The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
3. *The product with its serial no and its warranty period should be verifiable/ online/ email from manufacturer.*
4. *Equivalent brands are not acceptable, keeping in view of compatibility / warranty issues.*
5. *Manufacturing date should not be more than two years and the two years shall be counted from the date of tender opening.*
6. *Faulty/ Dead toner/ cartridge will be replaced during the warranty period.*
7. *Toner's delivery will be in two parts in one year (may be After every 6 months).*
8. *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.*
9. Bidders are requested to quote genuine / quality products / services without compromising on quality. The supplied products / services shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
10. Bidders are advised to submit the bid on the prescribed BoQs (bidding documents) of COMSATS University Islamabad, Lahore Campus and clearly mention the quoted model / brands / services as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.
11. Multiple rates of an item / job may also lead to the rejection of bid / item.
12. Contract shall be executed with evaluated lowest bidder (s) meeting the specification requirements **on turnkey / grand total amount basis.**