



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI,LC-TN-13-18-1070

Case # 2374

Title of Tender: **Printer Parts for Centralized Heavy Duty Printer**

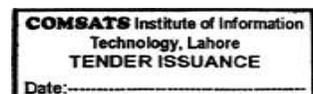
TERMS AND CONDITIONS

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 COMSATS University Islamabad, 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, 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 Institute of Information Technology, Lahore 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. The bid proposal must be inclusive of freight and all other taxes to be delivered at COMSATS University Islamabad, Lahore Campus 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 **June 06, 2018** on or before **1100hrs** and will be opened on the same date **at 1130hrs** in the presence of available bidders.
12. 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

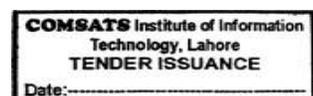
13. The envelope shall also bear the word "**CONFIDENTIAL**" and the Title of procurement of "**Printer Parts for Centralized Heavy Duty Printer**".

Signature & Stamp of Bidder



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 CUI-Lahore Campus in time then the penalty will be charged as under:-**
- 1% per day of the invoice price for 5 working days.
 - 2% per day of the invoice price for further 5 working days.
 - 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 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) and inclusive of all taxes.
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 COMSATS University Islamabad, Lahore Campus to forfeit the earnest money in favor of the COMSATS University Islamabad, Lahore Campus 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 COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 24. The bidder is required to furnish in form of Bank deposit/ CDR 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.**
25. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous
 - The offer is conditional
 - The offer is from a firm, which is black listed by any Govt. Office.
 - The offer is received by telephone/telex/fax/telegram.
 - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
26. 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.

Signature & Stamp of Bidder



27. 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 Parts for Centralized Heavy Duty Printer for Hardware Lab, COMSATS University Islamabad, Lahore Campus

| Sr .# | No change in the BoQs (Specs & Qty.) of CUI-LC, 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-LC’s BoQ may lead to rejection of bid (fully or partially). Item Name & Specification | Qty. | | Quote d Model / Brand | Rate to be quoted Inclusive of all (applicable) Taxes | |
|---------------------------------|---|------|-----|-----------------------|---|-------------------|
| | | | | | Unit Price (Rs.) | Total Price (Rs.) |
| 1 | <u>Fuser Kit</u> Fuser Maintenance Kit for HP LaserJet m606 HP SKU#F2G77A | 02 | Nos | | | |
| 2 | <u>Fuser Kit</u> Fuser Maintenance Kit for HP LaserJet m603 HP SKU#CF065A | 02 | Nos | | | |
| 3 | <u>Fuser Sleeve</u> For HP LaserJet 600 series Printer | 05 | Nos | | | |
| 4 | <u>Pressure Roller</u> For HP LaserJet 600 series Printer | 05 | Nos | | | |
| Grand Total Amount (Rs.) | | | | | | |

Qualifying Criteria:

1. Authorized Tier 1 / Platinum /Gold / Level Partnership /Authorized service provider are eligible to participate in tender also attach the Certificate from Principal / Manufacturer for Sr. # 1 to 4.

Special Terms and conditions:

- Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mention the quoted model / brand with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.
- Purchase order shall be awarded on Turnkey / Grand total amount basis.
- Multiple rates of an item may lead to the rejection of bid / item.

Signature & Stamp of Bidder

