



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-18-1108

Case # 2434

Single Stage One Envelop Procedure

Title of Tender: **Stationery, Printing and General Items for Semester Fall 2018, CUI-Lahore**

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, 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 15days. 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 and to be delivered at CUI, Lahore Campus's premises.
9. After opening of bids, CUI, 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 08, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** 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 following identification quotation of **“Stationery, Printing and General Items for Semester Fall 2018, CUI-Lahore”**.
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:-**
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. 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) 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 CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in CUI 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. 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.**
25. 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.

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.
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 Stationery, Printing and General Items for Semester Fall 2018, CUI-Lahore

Sr .#	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).				Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
	Item Name & Specification		Qty.			Unit Price (Rs.)	Total Price (Rs.)
	A. Stationery Items (Items Wise Basis)						
1	Paper Ream A4 80 Gm Imported (HP) 500 Sheets,96 Brightness, 20 lb, Higher brightness paper pure white paper, thick jala (for printing & photocopy)	Imported (HP)/or equivalent	Ream	600			
2	Color paper A4 size 100 sheets 80Gm Imported		packet s	15			
3	File Separator (A4 size) (Separator 1-10) (10 pieces per packet)	Colourline /or equivalent	packet s	500			
4	Board Marker (Black =150,Blue=150,) Toluene Free made in Japan (with cap size L-14.6cm)(with out cap size 14.0cm) ,dia 1.5cm (12 nos per packet) or equivalent	(Snowman) (SB-12) /or equivalent	packet s	300			

5	Permanent Marker (Blue =10 , Black=10) (with cap size L-14.3cm)(dia 1.7cm) Made in Japan (Black ,Blue) (12 nos per packet) or equivalent	(Snowman)(Giant Marker) (model-CG) /or equivalent	packet s	20			
6	Ballpoint (Blue=200 ,Black=100, Red=200,)size L-13.7cm, with rubber Grip (10 nos per packet)	Piano Point Tip 0.8mm, /or equivalent	packet s	500			
7	Gel Pen Gel Liquid 0.7mm (10 Nos per Packet) (Blue=150. Black=100)	Piano Gelflo /or equivalent	packet s	250			
8	Gel Pen , (Blue=20,Black=30) (with cap size L-14.2cm) (with out cap size 13.7cm) with rubber grip (12 nos per packet) (Black, blue,)	Uni Ball Signo 0.7mm /or equivalent	packet s	50			
9	Pointer (Black =25,Blue=25)(10 pieces per packet) (10 nos per packet) (Black, blue,)	Dollar Soft-liner 0.3 /or equivalent	packet s	50			
10	Correction Pen 7 ml , German chemical (Metal Tip 0.8mm)(size 13cm) Patent Chemical 3 year guarantee, new ozone safe formula, (12 nos per packet) Or equivalent	(KITA) Art no. K-777 /or equivalent	packet s	30			
11	Highlighter 1-4.5 mm size L-14.3cm made in pakistan Broad Point safe for computer and fax paper, Mix Color (Green ,Pink, Orange) (12 nos per packet) or equivalent	(Dollar 1-4.5mm /or equivalent	packet s	30			
12	Scotch Tape 1" as per sample available at CUI-Lahore	Deer Brand /or equivalent	Nos.	600			
13	Scotch Tape 2" as per sample available at CUI-Lahore	Deer Brand /or equivalent	Nos.	600			
14	Paper Tape 1" as per sample available at CUI-Lahore	china /or equivalent	Nos.	12			
15	Stock Register (Page 380 leaves 190) (size H-12.5, W8) 75gm	(8 No) Koh-e-Noor /or equivalent	Nos.	5			
16	Stock Register (Page 380 leave 190) (size H-12.5, W8) 70gm	(5 No) Koh-e-Noor /or equivalent	Nos.	30			
17	Register Simple (as per sample) Page 200 leaves 100, Siz (H-12.5, W-8)(75 GM imported page narrow ruled line	Munir (16 No) /or equivalent	Nos.	100			

18	Attendance Register 160 Page leaves 80 (size H-13,W-8)(75 GM)	Koh-e-Noor (02 Nos) /or equivalent	Nos.	20			
19	Stamp Pad (Size 7 *11)(Black, blue,)	(Lancer) /or equivalent	Nos.	30			
20	Stamp pad Endorsing ink 30 gms (Black, blue,)	Dollar /or equivalent	Nos.	24			
21	Stapler Big heavy Duty	Opel HD 1217 (23/6 to 23/17) /or equivalent	Nos.	10			
22	Staples Pin 24/6(1000 pins)	Dollar art #ST 246 /or equivalent	packet s	250			
23	Stapler Pin (Heavy Duty 23/10 H-13) (10mm) (1000 staples)	Whashin/or equivalent	packet s	40			
24	Stapler pin Remover	(0508B Kw-triO)or equivalent	Nos.	30			
25	Paper Puncher Heavy Duty	Kw-trio 09670 /or equivalent	Nos.	10			
26	Box File (Size L-34.4cm, W-28.7cm) as per sample available at CUI-Lahore	Ghuri NO.545 original /or equivalent	Nos.	700			
27	Cut boxes as per sample available at CUI-Lahore	(Perfect 761) original /or equivalent	Nos.	30			
28	Paper Cutter (18mm) (plastic Fine Quality)(18mm)	Haixin HX-6898 (18mm) /or equivalent	Nos.	150			
29	Paper Cutter Blade (18mm)	(SDI) /or equivalent	Nos.	50			
30	Steel Scale 12 inch size	CMC China /or equivalent	Nos.	100			
31	Sharpener	Dux /or equivalent	Nos.	500			
32	Eraser	Pentel Hi Polymer ZEH 05 or equivalent	Nos.	500			
33	White Board Duster as per sample available at CUI-Lahore		Nos.	300			
34	Dusting cloth 2' x 2' 1/2" as per sample available at CUI-Lahore		Nos.	400			

35	Note Pad Sticking Sansa (size 3" X 3") 100 sheets Or equivalent	Sansa /or equivalent	Nos.	200			
36	Note Pad Non-Sticking 3.5" X 5.5" 80 g imported paper 100 leave 200page		Nos.	200			
37	File Ribbon Fine quality as per sample available at CUI-Lahore		Nos.	200			
38	Glue Stick Made in Korea Or equivalent	(sensa 8gm) /or equivalent	Nos.	350			
B. Printing Items (Turnkey Basis)							
39	<u>CUI Official File Cover (yellow)</u> Art card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing, as per sample available at CUI-Lahore		Nos.	2500			
40	<u>File Cover (Pink)student file</u> Art card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing, as per sample available at CUI-Lahore		Nos.	1500			
41	<u>File Cover (Blue)Personal file</u> Art card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing as per sample available at CUI-Lahore		Nos.	3000			
42	<u>File Cover (Green) Purchase</u> Art card 400 Grams Size (9.5" x 13") Matt Laminated, 02 Color printing + both side ground printing, Dye Cutting, 7 Inch Fine Quality Patri , tape on corner side, 3.5" wide size Binding scotch Tape in side, including designing as per sample available at CUI-Lahore		Nos.	300			
43	<u>File Folder (blue & white)</u> Laminated 9.1" X 12.5" Inch Size, Art Card 350 Grams, 2 color Printing, Single Pocket Pasted Inside, including designing as per sample available at CUI-Lahore		Nos.	2000			

44	<u>Envelope Small</u> white paper Size 9"x 5"(80gm Imported) Landscape View ,Top Opening 2 color Printed, including designing as per sample available at CUI-Lahore	Nos.	3000			
45	<u>Envelope Small window</u> white paper Size 9"x 5"(80gm Imported) Landscape View ,Top Opening 2 color Printed, including designing as per sample available at CUI-Lahore	Nos.	2000			
46	<u>Envelope Size Medium</u> (Envelope Size 10" x 12" (80 gm Imported) 1 color Printed Landscape View, Top Opening 2 color Printed including designing as per sample available at CUI-Lahore	Nos.	4000			
47	<u>Envelope Size Large</u> Envelope Size 11" x 14" (80 gm Imported) 1 color Printed Landscape View, Top Opening 2 color Printed, including designing as per sample available at CUI-Lahore	Nos.	2000			
48	<u>Drafting Pad (Small)</u> Size: 6" x 7.6", 68 Grams Local Paper, 60 Leaves, 113 Grams Art paper for Title with 02 color printing, Hard Ghatta on Bottom including designing as per sample available at CUI-Lahore	Nos.	400			
49	<u>Drafting Pad (Large)</u> Size: 7.5" x 11.8" 68 Grams Local Paper, 60 Leaves, 113 Grams Art paper for Title with 02 color printing, Hard Ghatta on Bottom including designing as per sample available at CUI-Lahore	Nos.	100			
50	<u>CUI Official Letter Head</u> 100 gm Offset Paper (white color) as per sample Size A4 02 color printing 100 leaves per Pad including designing as per sample available at CUI-Lahore	Nos.	2000			
Sub Total Amount (Sr. # 39 to 50) Rs.						
C. General Items (Item Wise Basis)						
51	Air freshener 300ml ,Made in EU, minimum 25 years manufacturing size: L-23.4, Dia 5.3cm , with removable cap Or equivalent	Cobra /or equivalent	Nos.	200		
52	AIR FRESHENER 300 ML ,Made in Paris , size: L-23.4, Dia 5.3cm , with removable cap or equivalent	PARIS LOTION ADMIRE /or equivalent	Nos.	200		

53	Soap (Made in Pakistan) 115Gm Or equivalent	Dettol /or equivalent	Nos.	60			
54	Surf 90gm	Aril /or equivalent	Nos.	100			
55	Towel Size (26"x 53") fine quality as per sample available at CUI- Lahore	oxford Gold /or equivalent	Nos.	60			
56	Dust Bin Small without cover Height 9.5" as per sample available at CUI- Lahore		Nos.	120			
57	Dust Bin Large with cover size Height 15.5" as per sample available at CUI- Lahore	Feedme or equivalent	Nos.	70			
58	Foot Mat Plastic Size:34.5" x 23.5" as per sample available at CUI- Lahore		Nos.	70			
59	Tissue Box Rose Petal, PoP-UP, 150x2 Ply ,Food Safety Certified, Standard system certified,100% wood Pulp, Pure white paper or equivalent	Rose Petal, PoP-UP /or equivalent	Nos.	500			
60	Tissue Toilet Roll , Pure white paper 2 ply,	Rose Petal Maxob or equivalent	Nos.	500			
61	Tea Cup with Saucer (06 piece per set) as per sample available at CUI- Lahore		Nos.	5			
62	Toilet water pot Plastic (Lotay) as per sample available at CUI- Lahore		Nos.	60			
63	Scissor as per sample available at CUI- Lahore	Sensa 9.5" or equivalent	Nos.	50			
64	Bond elfy (original)	GMSA or equivalent	Nos.	24			
65	Door Lock 2 1/2" (as per sample)	(Tri-Circle original) or equivalent	Nos.	60			
66	Door Lock 2" (Tri-Circle original or equivalent) as per sample available at CUI-Lahore	(Tri-Circle original) or equivalent	Nos.	60			
67	Door Lock 1 1/2"(Tri-Circle original or equivalent) as per sample available at CUI- Lahore)	(Tri-Circle original) or equivalent	Nos.	60			

68	Energy Cell (Clocks) AA or equivalent	Toshiba (Original) or equivalent	Nos.	200			
69	Energy Cell (AC) AAA Toshiba (Original) or equivalent	Toshiba (Original) or equivalent	Nos.	200			
70	Furniture Polish	(Kiwi Revive-All) 250ml or equivalent	Nos.	250			
71	Glass & House Hold cleaner 500ml	Gillant or equivalent	Nos.	250			
72	Water Glass (Original)	Toyo Nasic or equivalent	Nos.	300			
73	Door Bell wireless without shoe with 2 extra Cell for controller	(Xelent) or equivalent	Nos.	6			
74	Mosquito Spray 400ml	Mortein or equivalent	Nos.	24			
75	Soap Liquid 475ml	(Lemon Max) or equivalent	Nos.	30			
76	Polythin Bags Blue Color 5 KG & 10 KG Size		KG	10			

Special Terms and conditions;

1. Vendors are strongly advised to visit CUI-Lahore Campus and inspect sample of all items from Store Section of CUI-Lahore before quoting any item / brand / model to avoid quality, specification and compatibility issues which may lead to rejection of bid.
2. Vendors are advised to please quote all the items of relevant portion as all the heads / portions are on Sub Total /Turnkey Basis, therefore skipping of any item may lead to rejection from the said head / portion.
3. Paper quality and Printing text for the **“Printing Items” will be finalized by the Store Section.** The successful bidder is required to get the sample approved by Store Section before final printing.
4. Please submit the bid on CUI-Lahore prescribed BoQs with clearly mention the quoted model/brand name along with complete terms and conditions signed & stamped otherwise your bid (s) may be rejected.
5. Purchase / Work order (s) will be awarded on **Stationery (A) and General Items (C) on Item Wise Basis and Printing items (B) on Turnkey basis as mentioned in BoQs.**
6. **Multiple rates of an item may lead to the rejection of bid / item.**