

**COMSATS University Islamabad, Lahore Campus****Purchase Section**

Date: October 27, 2020

Case # 3180

**BoQs of LaserJet Printer for Art and Design Department, 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-Lahore Campus 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-Lahore Campus 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.)	
01	<b>Model of Printer</b>	01 Nos.				
						<b>HP LaserJet Pro M404N or Equivalent</b>
	Connectivity, standard					USB 2.0; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(EEE)
	Media sizes supported					Tray 1, Tray 2: A4; A5; A6;
	Print technology					Laser
	Paper trays, standard					2
	Paper handling input, standard					100-sheet multipurpose Tray 1, 250-sheet input Tray 2, Total = 350
	Duty cycle (monthly, A4)					Up to 80,000 pages
	Recommended monthly page volume					750 to 4000
	Duplex printing					Manual (driver support provided)
	Display					2-line backlit LCD graphic display
	Processor speed					1200 MHz
	Memory					256 MB
	Print speed black (normal, A4)					Up to 38 ppm (default) ; Up to 40 ppm (HP High Speed)
	Print quality black (best)					Fine Lines (1200 x 1200 dpi)
	Toner Model					76A
Page yield (black and white)	3,000 pages					
Warranty	One Year Onsite Warranty with Original Warranty Card					

**Signature of Contractor with Stamp**

## **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.

### **Special Terms and conditions;**

1. **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.**
2. **Please submit the bid on COMSATS University Islamabad, Lahore Campus's prescribed BoQs and clearly mention the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.**
3. **Multiple rates of an item may also lead to the rejection of bid / item.**
4. **Purchase order shall be awarded to successful bidder (s) on item wise basis.**

**Signature & Stamp of the Bidder**

### **GENERAL TERMS AND CONDITIONS**

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.**
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **07 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. 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.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall also bear the word **"CONFIDENTIAL"** and the title of procurement of **"LaserJet Printer for Art and Design Department"**

Secretary Purchase Committee  
COMSATS University Islamabad, Lahore Campus  
Defence Road, Off Raiwind Road, Lahore.

**Signature of Contractor with Stamp**

Tel: 042-111-001-007, Ext: 875

- 8. 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 and installation, and COMSATS Lahore acceptance / inspection thereof.
- 9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 60 days**.
- 10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
- 11. **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.
- 12. The bid should be submitted in a sealed and stamped envelope up to **October 28, 2020 before 1400 Hrs** and will be opened on the same date at **1430 Hrs** 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 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.
- 14. 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:** .....

**Signature of Contractor with Stamp**