



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

Tender No. CUI-LHR-TN-13-18-1136

Case # 2438

Title of Tender: **Rate Contract for the Supply of Toners / Cartridges for Printers**

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 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. 1000/- 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 quantities of toners mentioned in BoQs are estimated on yearly demand. However, Purchase Order shall be issued as and when required, most probably on quarterly basis.**
8. **The exact completion/delivery time of the items will be 10 days from issuance of Purchase Order.**
9. **The payment will be released within 30 days on successful completion of each supply.**
10. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
12. 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.
13. *The bid should be submitted in a sealed envelope up to **September 05, 2018** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.*
14. 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

15. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Rate Contract for the Supply of Toners / Cartridges for Printers**”.
16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. **If the vendor fails to deliver the goods / services to COMSATS University Islamabad, 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.
18. 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.
19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
20. 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.
21. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes.
22. *All prices should be valid for at least **one year**.*
 - A. ***Rate contract will be valid for One Year from the date of Issuance of Work Order. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad, Lahore Campus.***
 - B. ***The Contract can be extended for further period of one year on mutual consent of both parties and subject to satisfactory performance.***
23. 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 and / or put a ban on such vendor participation in tenders / works.
24. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
25. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
26. The CUI-Lahore reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

27. *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”. The same shall be retained by CUI-Lahore Campus as retention money till the expiry of the contract or till the warranty period of supplied items, whichever comes later.*

28. 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.

29. 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.

30. 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 Rate Contract for the Supply of Toners / Cartridges for Printers

1. *Please submit the bid on COMSATS University Islamabad, Lahore Campus prescribed BoQs and clearly mentions the quoted model / brands with complete terms and conditions signed, stamped, otherwise your bid (s) may be rejected.*

2. *Purchase Order (s) will be awarded on Turnkey / Sub Total Amount basis.*

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.)
Turnkey Basis (Sr. # 1-17)						
1	HP Toner Cartridge	HP 81X Black Original LaserJet Toner Cartridge for HP Laser Jet M606dn Printers. Print Technology: Laser, Pages Yield (black and white): 25000 pages, Manufactured by: Hewlett	9 Nos.			

		Packard. One Year or 25000 Pages (Whichever is earlier) on Site Replacement Warranty.				
2	HP Toner Cartridge	HP 90A Black Original LaserJet Toner Cartridge for HP Laser Jet M603dn Printers. Print Technology: Laser, Pages Yield (black and white): 10000 pages, Manufactured by: Hewlett Packard. One Year or 10000 Pages (Whichever is earlier) on Site Replacement Warranty.	57 Nos.			
3	HP Toner Cartridge	HP 55A Black Original LaserJet Toner Cartridge for HP Laser Jet 3015dn Printers. Print Technology: Laser, Pages Yield (black and white): 12500 pages, Manufactured by: Hewlett Packard. One Year or 12500 Pages (Whichever is earlier) on Site Replacement Warranty.	5 Nos.			
4	HP Toner Cartridge	HP 51A Black Original LaserJet Toner Cartridge for HP Laser Jet 3005 Printers. Print Technology: Laser, Pages Yield (black and white): 13000 pages, Manufactured by: Hewlett Packard. One Year or 13000 Pages (Whichever is earlier) on Site Replacement Warranty.	4 Nos.			
5	HP Toner Cartridge	HP 05A Black Original LaserJet Toner Cartridge for HP Laser Jet P2055dn Printers. Print Technology: Laser, Pages Yield (black and white): 6500 pages, Manufactured by: Hewlett Packard. One Year or 6500 Pages (Whichever is earlier) on Site Replacement Warranty.	10 Nos.			
6	HP Toner Cartridge	HP 53A Black Original LaserJet Toner Cartridge for HP Laser Jet P2015n Printers. Print Technology: Laser, Pages Yield (black and white): 7000 pages, Manufactured by: Hewlett Packard. One Year or 7000 Pages (Whichever is earlier) on Site Replacement Warranty.	12 Nos.			
7	HP Toner Cartridge	HP 11X Black Original LaserJet Toner Cartridge for HP Laser Jet P2420n Printers. Print Technology: Laser, Pages Yield (black and white): 12000 pages, Manufactured by: Hewlett Packard. One Year or 12000 Pages (Whichever is earlier) on Site Replacement Warranty.	2 Nos.			
8	HP Toner Cartridge	HP 30X Black Original LaserJet Toner Cartridge for HP Laser Jet 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.	71 Nos.			

09	HP Toner Cartridge	HP 85A Black Original LaserJet Toner Cartridge for HP Laser Jet 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.	12 Nos.			
10	HP Toner Cartridge	HP 12A Black Original LaserJet Toner Cartridge for HP Laser Jet 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.	4 Nos.			
11	HP Toner Cartridge	HP 80A Black Original LaserJet Toner Cartridge for HP Laser Jet 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.	9 Nos.			
12	HP Toner Cartridge	HP 130A Black (P=1300) HP 130A Blue (P=1000) HP 130A Pink (P=1000) HP 130A Yellow (P=1000) Original LaserJet Toner Cartridge for HP Laser Jet M401 Printers. 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.	Black 15 Nos.			
			Blue 5 Nos.			
			Pink 5 Nos.			
			Yellow 5 Nos.			
13	HP Toner Cartridge	HP 36A Black Original LaserJet Toner Cartridge for HP Laser Jet 1505 Printer. 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.			
14	HP Toner Cartridge	HP 78A Black Original LaserJet Toner Cartridge for HP Laser Jet 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.			
15	HP Toner Cartridge	HP 79A Black Original LaserJet Toner Cartridge for HP LaserJet MFP26A Printer. Print Technology: Laser, Pages Yield (black and white): 1000 pages, Manufactured by: Hewlett Packard. One Year or 1000 Pages (Whichever is earlier) on Site Replacement Warranty.	4 Nos.			

16	HP Toner Cartridge	HP 83A Black Original LaserJet Toner Cartridge for HP LaserJet 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.	7 Nos.			
17	HP Toner Cartridge	HP 90X Black Original LaserJet Toner Cartridge for HP Laser Jet 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.	6 Nos.			
<u>Sub Total Amount (Rs.) of Sr. # 1-17</u>						
Turnkey Basis (Sr. # 18-19)						
18	Samsung Toner	Samsung D205L Black Original LaserJet Toner Cartridge for Samsung ML-3310 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.	9 Nos.			
19	Samsung Toner	Samsung 101X Black Original LaserJet Toner Cartridge for Samsung ML-2165 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.	4 Nos.			
<u>Sub Total Amount (Rs.) of Sr. # 18-19</u>						

C. Special Terms & Conditions

1. Equivalent brands are not acceptable keeping in view Compatibility / Warranty issues.
2. **Only authorized manufacturer/dealer/distributor of HP brand & Samsung brand can participate.**
3. Letter from manufacturer/distributor should be attached, showing that product has the warranty coverage from its manufacturer.
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.
5. Manufacturing date of the supply items should not be earlier than January 2018.
6. The product with its serial no and its warranty period should be verifiable/ online/ email from manufacturer.
7. Faulty/ Dead toner/ cartridge will be replaced during the warranty period.