

## Invitation to Bid

(No. CUI-PS/19(05)/1319)

### **Provision of Stationery Items, Toners & Miscellaneous Items**

COMSATS University Islamabad (CUI), invites sealed bids on “**Single-Stage One-Envelop**” method from GST and Income Tax Registered firms for “**Provision of Stationery Items & Toners**” at COMSATS University Islamabad, Park Road, Islamabad.

2. The firm/company should be on the Active Tax Payer List (ATL) of FBR to be eligible to participate.
3. The complete bidding document is placed herewith **free of cost**. The same can be downloaded from PPRA and COMSATS website and also requested through email to [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
4. The Bids must be accompanied with the **earnest money of Rs.10,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (NTN: 9013701-9).
5. The bids and samples (**mandatory where specifically mentioned**), prepared in accordance with instructions in the bidding document, must reach at “Treasurer Department, 3<sup>rd</sup> Floor, Faculty Block-II, CUI Park Road, Islamabad “latest by **18<sup>th</sup> June, 2019 by 1100 hours (Sharp)**.
6. **NO BID OR SAMPLES WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Bids will be opened on the same day half hour after the closing time at **Room No. G-6/8, Ground Floor, Faculty Block-I, Park Road Islamabad**. This advertisement and complete document is also available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CUI’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



**Muhammad Qasim**

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Treasurer Department

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**COMSATS University Islamabad**

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**E-mail:** [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)

## **Terms & Conditions**

### 1. The Terms & Conditions are as under:

No tender will be considered if:-

- a) Received without required documentation or found incomplete;
- b) Received later than the date and time fixed for Tender submission;
- c) The Tender is unsigned/ unstamped;
- d) The Tender is signed/stamped by the unauthorized agent of the Firm/company;
- e) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- f) The Tender is received by telephone/telex/fax/telegram;
- g) Tenders received without earnest money;
- h) In contradiction with the specification given by the CUI;

2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
3. Bidders will have to produce the proof of being a Tax Filer with FBR.
4. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
5. The payment will be made on successful completion of all items and job within 30 days for the item accepted by CUI.
6. Earnest money of successful bidder will remain in custody of this office until the complete supply of the material; and released with a written request on firm/company letterhead.
7. The rates must be quoted as per pattern given below. If tax is not mention in the bid, the prices will be considered inclusive of all applicable taxes.
8. Prices should be valid for One Year.
9. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid;
10. CUI reserves the right to accept or reject any or all tenders at any time as per PPRA Rules.
11. No advance payment will be permissible
12. All firms/companies are strongly advised that before submitting their bid, please make the market surveys, analyze their capability and capacity to make all the required deliverables and within the timeline. Any excuses or explanation, whatsoever, will not be considered once the work Order is made. Any excuses for delay of supplies or non-availability of supplies will not be considered and the earnest money will be confiscated, a ban will be imposed for further business.

## Special Conditions:

13. Quotation should be strictly as per the BoQ. No changes should be made in the pattern (No Deletion or Addition of column/rows).
14. The Supply of Stationery items, Toners as well as miscellaneous items shall be provided to CUI on requirement basis **(as and when required)**. CUI will issue work order for the required items and the delivery **MUST** be made **within 14 days' time of the Work Order.** Payment will be made as per actual quantity provided & accepted.
15. The earnest money will be released after one year or completion of all deliveries as required by CUI in the given year.
16. The Work Order will be given on item-wise basis to lowest evaluated bidder whose samples are approved/matches CUI samples/standards.
17. Those bidders who had delayed supplies in the past year and had poor performance and CUI has sufficient proof of the delay and communicated it to the bidder in writing through letter/email will not be considered for this bid.
18. In case the successful bidder fails to supply the items within given time, a penalty of 1.0% of the total will be imposed per day up to 10% (Total extra 10 days). If the bidder still fails to supply the delivery beyond the extended days; purchase order would stand cancelled; earnest money will be confiscated AND/OR CUI may impose penalty and/or ban on the firm and CUI may place the order to the next lowest evaluated bidder.
19. Any defective/sub-standard item(s) will be replaced by the bidder, free of cost, within one-week time. In case of failure to supply the specific item, CUI will request other supplier to provide the item and the cost of that item will be deducted from the bidder's earnest money i.e., the firm will be responsible to compensate for CUI losses AND Purchase order would stand cancelled AND/OR earnest money will be confiscated AND/OR CUI may impose penalty and/or ban on the firm.
20. Samples are mandatory where specifically demanded and bid without samples will be considered non-responsive. Quotation for other than the demanded item(s) will not be considered.
21. The sample provided by the bidder will be compared to CUI approved samples. The samples can be seen in the office of the undersigned.
22. Bill of Lading must be signed & stamped from FBR for claim of non-deduction of Tax.
23. **Softcopy (In MS-Excel OR MS-Word) of the BoQ will be submitted by the bidder after opening of the bids on the same date.**

# Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I/We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty ANR/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI.

<b>Tender No.</b>	CUI-PS/19(05)/1319
<b>Name of Firm/ Company</b>	
<b>Name of Owner/Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Telephone No.</b>	
<b>E-mail</b>	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

**Check List** (To be filled by Applicants)

***This page must be placed on Top of the complete bidding document***

*Prepare & Submit the Bid in this Order*

<b>Detail</b>	<b>Yes ✓</b>	<b>No ✗</b>
<b>ALL Pages are signed and Stamped</b>		
Draft of Earnest Money (Rs.10,000)		
This Check-List on Top		
Bid /Quotation/BoQ		
Declaration Form		
Proof of Registration – GST		
Proof of Registration – Income Tax		
Latest Print out of FBR ATL (GST)		
Latest Print out of FBR ATL (Income Tax)		

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

### Provision of Stationery

SN	Specification of Items	Sample	Qty	Unit	Unit Price	GST	Total Cost
1.	Ball point - Blue (Normal) - <b>Picasso Oria</b>	x	700	Pcs			
2.	Ball point - Black (Normal) - <b>Picasso Oria</b>	x	80	Pcs			
3.	Binder Clip (Size 3/4" - 19mm) - <b>Diamond</b>	x	12	Small Box			
4.	Board Duster	X	05	Pcs			
5.	Colored Flags - <b>Pronoti</b>	x	100	Pcs			
6.	Diary Register	X	03	Pcs			
7.	Gel Pen (Blue) - <b>M&amp;G Office G [AGP13275 (0.7)]</b>	Required	250	Pcs			
8.	Gel Pen (Black) - <b>M&amp;G Office G [AGP13275 (0.7)]</b>	Required	100	Pcs			
9.	Gum Stick 8.2g - <b>AMOS</b>	X	50	Pcs			
10.	Permanent Marker (Black + Red) - <b>Dollar</b>	X	36	Pcs			
11.	Packing Tape - 2" Width, 3" Diameter - <b>Bull</b>	Required	50	Pcs			
12.	Paper Clip (36mm) - <b>Three Flower</b>	X	20	Small Box			
13.	Paper Cutter (Small Size) - <b>Deli-2051</b>	X	15	Pcs			
14.	Paper Ream (Pink) - 100 Sheets/Ream - <b>Spectra</b>	X	80	Ream			
15.	Paper Ream (Green) - 100 Sheets/Ream - <b>Spectra</b>	X	25	Ream			

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16.	Paper Ream (Yellow) - 100 Sheets/Ream - <b>Spectra</b>	X	30	Ream			
17.	Paper Ream (Orange) - 100 Sheets/Ream - <b>Spectra</b>	X	80	Ream			
18.	Plastic File Slide Bar	<b>Required</b>	50	Pcs			
19.	Plastic Folder L Shape A4 (2 Sides Open)	<b>Required</b>	150	Pcs			
20.	Plastic Sheet for Binding (Above 200 Micron)	<b>Required</b>	150	Pcs			
21.	Post it Pad 2x3 - <b>Pronoti</b>	x	50	Pcs			
22.	Separators Set - <b>Cosmo</b>	x	500	Sets			
23.	Stapler Machine (Large) - <b>Deli No.0395</b>	x	1	Pcs			
24.	Transparent Tape - 1" Width, 3" Diameter - <b>Olympia</b>	x	450	Pcs			
25.	Calculator - <b>CASIO China (JS-20LR)</b>	<b>Required</b>	10	Pcs			
26.	Box File - (GREEN COLOR ONLY)	<b>Required</b>	400	Pcs			
27.	Cut Box (4" Width) - <b>Alfalah No.1126</b>	X	300	Pcs			
28.	Cut Box (6" Width)	<b>Required</b>	30	Pcs			
29.	Paper Ream (A-4) – 70g 500 Sheets/Ream - <b>Paper One</b>	X	800	Ream			
30.	Tissue Box - Double Ply 150 Tissues - <b>Rose Petal Pop-up</b>	X	700	Pcs			

<b>Total (PKR)</b>							
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[Letterhead of the Firm]

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## **Provision of Toners**

### **Locally Assembled Toners**

#### **Category-1 (Monochrome Printers)**

<b>SN</b>	<b>Specification of Toner</b>	<b>Qty</b>	<b>Unit Price</b>	<b>GST</b>	<b>Total Cost</b>
1.	12A	15			
2.	30A	05			
3.	32A Drum	05			
4.	35A	15			
5.	36A	15			
6.	49A	03			
7.	53A	15			
8.	78A	03			
9.	80A	20			
10.	83A	15			
11.	85A	200			
12.	05A	60			
13.	17A	30			
14.	Drum Unit 19A	15			
15.	Refilling (All Type Black)	300			

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## Category-2 (Color Toners)

SN	Specification of Toner	Qty	Brand	Unit Price of one Set	GST	Total Cost
16.	HP 4700	1 complete Set (CYMK)				
17.	HP 1525	3 complete Set (CYMK)				
18.	HP 1215	2 complete Set (CYMK)				
19.	Xerox Phaser 7500	1 complete Set (CYMK)				
20.	HP MFP M177w	3 complete Set (CYMK)				
21.	Konica Minolta 454c	1 complete Set (CYMK)				

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
22.	Konica Minolta 454c	3 (Only Black Toner)				

## Category-3 (Photocopiers & Fax)

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
23.	MP 2000	10				
24.	KX-FL-422 Fax Machine	6				
25.	Gestetner 2501	15				
26.	Ricoh Aficio 2027	03				

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## Category-4 (China A-1 Quality Monochrome Toners)

Complete import documentations for China Toners is mandatory. In case of claim of payment of advance Tax at the time of import; the bill of lading must be signed & stamped from FBR otherwise claim will not be acceptable and taxes will be deducted at source.

SN	Specification of Toner	Total Qty	Unit Price	GST	Total Cost
27.	12A	40			
28.	30A				
29.	32A Drum				
30.	35A				
31.	36A				
32.	49A				
33.	53A				
34.	78A				
35.	80A				
36.	83A				
37.	85A				
38.	05A				
39.	17A				
40.	Drum Unit 19A				

**Stamp & Signature**

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

### Provision of Miscellaneous Items

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
1.	Dish Wash Soap (3 bars of 95g)	100	Lemon Max/VIM			
2.	Sponge (Multi Pack 3 in 1)	100	Scotch Brite			
3.	Cells AAA	100	Sony / Kodak			
4.	Cells AA	100	Sony / Kodak			
5.	CPU Cell – CR2032	15	-			
6.	Insect Killer (Coopex Powder)	20	Mortein			
7.	Insect Killer (Spray 400 ML)	05	Mortein			
8.	Mouse	20	Dell			
9.	Key Board	05	Dell			
10.	CD-R (Pack of 10 with Individual Box)	20	Maxell			
11.	CD-R (Spool of 50)	01	Maxell			
12.	DVD–R (Spool of 50)	01	Maxell			
13.	Polythene bags – As per CUI Sample	30 kg	Size 21x14			
14.	Power Cable	15				
15.	VGA Cable	15				
16.	Display Cable	08				
17.	Dustbin – Size No.2 (As per CUI sample)	12				
18.	UPS	25	12V/7A - Crown / Xpert			
19.	UPS Batteries	25	Lino/Long			
20.	Telephone Sets	12	Panasonic KX-TSC906CID			
21.	Notice Board (4x3) – Green/Blue	05				

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