

Invitation to Bid

(No. CIIT-PS/17(06)/721)

Provision of Stationery Items & Toners

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids “**Single-Stage One-Envelop**” method from GST and Income Tax Registered firms for “**Provision of Stationery Items & Toners**” at COMSATS Institute of Information Technology, Principal Seat, Park Road, Islamabad.

2. The firm/company should be on the Active Tax Payer List (ATL) of FBR.
3. The complete bidding document is placed hereunder **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 1%** of the total value of the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS Institute of Information Technology, Principal Seat, Islamabad.
5. The bids and samples (mandatory), prepared in accordance with instructions in the bidding document, must reach at “Treasurer Department, 3rd Floor, Faculty Block-II, CIIT Park Road, Islamabad “latest by **6th July, 2017 by 1030 hours (Sharp)**.
6. **NO BID OR SAMPLES (Mandatory) WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Bids will be opened on the same day at **1115 hours** at **Room No. G-6, Ground Floor, Faculty Block-I, Park**. This advertisement is also available on PPRA’s website at www.ppra.org.pk as well as CIIT’s website at www.comsats.edu.pk



Muhammad Qasim

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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 CIIT;

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 CIIT.
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 tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS Institute of Information Technology (CIIT), Principal Seat.
8. The rates must be quoted **inclusive of all applicable taxes**; if tax is not mention in the bid, the prices will be considered inclusive of all applicable taxes.
9. Prices should be valid for One Year.
10. 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;
11. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
12. No advance payment will be permissible;

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 as well as Toners shall be provided to CIIT on **Quarterly basis (maximum 4 supplies with 1st Supply in July 2017) and others as required by CIIT**. CIIT will issue work order for the required stock and the delivery **MUST** be made **within 10 days' time of the Work Order**. Payment will be made as per actual quantity provided/purchase/demanded/supplied.
15. The earnest money will be released after all the required items are delivered. It is suggested that 4 separate drafts are made for each quarter.
16. The Work will be given on item-wise basis to lowest evaluated bidder whose samples are approved/matches CIIT samples.
17. 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%. If the bidder fails to supply the delivery after the said days; purchase order would stand cancelled; earnest money will be confiscated and CIIT may place the order to the next lowest evaluated bidder;
18. Any defective/sub-standard item(s) will be replaced by the bidder, free of cost, within one-week time. In case of failure, the actual amount will be deducted from the earnest money.
19. Samples are mandatory where demanded and bid without samples will be considered non-responsive. Quotation for other than the demanded item(s) will not be considered.
20. The sample provided by the bidder will be compared to CIIT approved samples. The samples can be seen in the office of the undersigned.
21. Toners will be evaluated/tested and will be selected by the committee on the result of the toner.

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 CIIT.

Tender No.	CIIT-PS/17(06)/721
Name of Firm/ Company	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Telephone No.	
E-mail	
Signature & Stamp (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

Detail	Yes ✓	No ✗
ALL Pages are signed and Stamped		
Draft of Earnest Money		
This Check-List on Top		
Form-I - Bid /Quotation		
Form II - 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)		
Samples of items quoted (Where demanded)		

For queries and further clarification, you may

- ✓ write to us on m.qasim@comsats.edu.pk
- ✓ Visit us at 3rd Floor, Faculty Block-II, CIIT, Islamabad
- ✓ Call us at 051-9049-5060 (Mr. Qasim) / 051-9049-5538 (Mr. Shoaib)

**Stationery Requirement FY-2017-18
Principal Seat**

Item	Total Required (Yearly)	Unit Price	Total Cost
Air Freshener - Lotion Cobra 300 ml (Fragrance: Geneva ONLY)	300 Pcs		
Ball point - Blue (Normal) – Picasso Oria	1900 Pcs		
Ball point - Black (Normal) - Picasso Oria	600 Pcs		
Binder Clip (Size 1/2" - 15mm) – Diamond	100 Dozen		
Binder Clip (Size 3/4" - 19mm) – Diamond	150 Dozen		
Binder Clip (Size 1" - 25mm) – Diamond	70 Dozen		
Binder Clip (Size 2" - 51mm) – Diamond	70 Dozen		
Box File - Al-falah 1220 (Blue)	900 Pcs		
Calculator - CASIO JS-20LA (As per Sample)	35 Pcs		
Cut Box -Al falah No.1126	600 Pcs		
Dusting Cloth (Yellow 2x2ft) - (As per Sample)	800 Pcs		
Colored Flags - Pronoti	350 Pcs/Pad		
File Flapper (As per Sample)	150 Pcs		
Gel Pen (Blue) – (Uni-ball Signo/Pilot G-1 Grip)	1100 Pcs		
Gel Pen (Black) - (Uni-ball Signo/Pilot G-1 Grip)	500 Pcs		
Gum Stick (8.2 g AMOS)	500 Pcs		
Hi Lighter (Yellow) – Mercury	200 Pcs		
Hi Lighter (Pink) – Mercury	100 Pcs		
Marker (Board) – Dollar	50 Pcs		
Marker (Permeant) – Dollar	50 Pcs		
Note Pad (A-5 Size Side Binding) – Al-falah 1241	300 Pcs		
Paper Clip (36mm) - Three Flower	80 Box		
Paper Cutter (Small Size) – As per sample	200 Pcs		
Paper Ream (A-4) - 70 gram 500 Sheets/Ream	1500 Ream		
Paper Ream (Pink) - 100 Sheets/Ream	100 Ream		
Punch Machine (Normal) - KW-Trio 912	50 Pcs		
Punch Machine (Large) - KW-Trio 50SB	5 Pcs		
Separators Set (Universal)	1000 Pcs		
Stamp Pad (Diamond)	50 Pcs		
Stapler Machine (Large) – Deli No.0395	5 Pcs		
Stapler Machine with Opener (Normal) – Deli 0326	90 Pcs		
Sticker Sheets	500 Pcs		
Tape (Packing) – Olympia	60 Pcs		
Transparent Tape (Olympia) - 1" Width, 3" Diameter	750 Pcs		
Tape Holder/Dispenser – KW-Trio 03311	30 Pcs		
Tissue Box (Rose Petal) - Pop up Double Ply	1700 Pcs		
Ring File (1 ½" Width A-4) – COMET AW-111	100 Pcs		

**Toners Requirement FY-2017-18
Principal Seat**

Toner Detail	Total Required (Yearly)	Genuine Toner		China A1 Quality (Imported packed)		Assembled locally	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
Toner 12A	12						
Toner 35A	8						
Toner 36A	4						
Toner 49A	4						
Toner 53A	10						
Toner 80A	8						
Toner 83A	4						
Toner 85A	160						
Toner 05A	45						
Toner for HP 102A Printer (17A)	40						
Drum Unit for HP 102A Printer (19A)	20						
Refilling of Printer Toners 12A/35A/36A/49A/53A/80A/83A/85A/05A/17A	100						
MP2000 Photocopier	10						
Canon iR1024	4						
Xerox 5745	2						
Gestetner 2501	8						

Color Toners (Quote Prices for Single Toner as well as complete Set)					
Printer/Photocopier	Yearly Qty	Genuine Toner		China A1 Quality (Imported packed)	
		Unit Price			
		Single Toner (Any Color)	Complete Set (4 Toners)	Single Toner (Any Color)	Complete Set (4 Toners)
HP 1525 Color Printer	3 Sets				
HP 1215 Color Printer	2 Sets				
HP 4700 Color Printer	2 Sets				
Konica Minolta 454c (Colored)	1 Set				

In case of any clarification, please visit the office of Senior Program Officer (Procurement) in office hours or call 051 9049 5060 / 051 9049 5538.