

## **Invitation to Bid**

(No. CUI-PS/18(05)/982)

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

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
4. The Bids must be accompanied with the **earnest money @ 2%** of the total value of the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (**NTN: 9013701-9**)
5. The bids and samples (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 **11<sup>th</sup> June, 2018** 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**  
Senior Program Officer  
Treasurer Department  
3<sup>rd</sup> Floor, Faculty Block-II,  
**COMSATS University Islamabad**  
Tel: 051-9049-(5060/5538),  
E-mail: 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 and **inclusive of all applicable taxes**; 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. *Quotation for all items (in a single category) is must. Prices not quoted for item(s) within a category may be disqualified and considered non-responsive.*
15. *The Supply of Stationery items as well as Toners 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.*
16. *The earnest money will be released after one year or completion of all deliveries as required by CUI in the given year.*
17. *The Work Order will be given on item-wise basis/Category-wise basis; whichever CUI considered best; to lowest evaluated bidder whose samples are approved/matches CUI samples.*
18. *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.*
19. *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.*
20. *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.*

21. *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.*
22. *The sample provided by the bidder will be compared to CUI approved samples. The samples can be seen in the office of the undersigned.*

**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/18(05)/982
<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		
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 (Mandatory)**

Gel Pen (Black/Blue)		
Packing Tape - 2" Width, 3" Diameter		
Plastic File Slide Bar		
Plastic Folder L Shape (2 Sides Open) China		
Plastic Sheet for Binding		
Separators Set		
Sticker Sheets		
Thumb Pin Colored		
Calculator - CASIO China		
Box File - (YELLOW Color ONLY)		
Cut Box		
Dusting Cloth (Yellow 2x2ft)		
Local Assembled Toner 83-A & 85-A		
China Assembled Toner 83-A & 85-A (A-1 Quality)		

**Category-A**

Note: Quotation of Prices for **ALL ITEMS** in **Category-A** is MANDATORY. In case price is not quoted for even a single item, the bid for this category will be considered non-responsive.

SN	Cat.	Specification of Items	Sample	Qty	Unit	Unit Price	GST	Total Cost
1	A	Ball point - Black (Normal) - Picasso Oriá	x	1200	Pcs			
2	A	Binder Clip (Size 1" - 25mm) - Diamond	x	60	Small Box			
3	A	Colored Flags – Pronoti	x	200	Pcs			
4	A	Gel Pen (Black/Blue)	<b>Req.</b>	250	Pcs			
5	A	Gum Stick (8.2 g AMOS)	x	350	Pcs			
6	A	Hi Lighter (Pink) – Mercury	x	200	Pcs			
7	A	Marker (Permeant) – Dollar	x	30	Pcs			
8	A	Note Pad (A-5 Size Side Binding) - Al-falah 1241	x	150	Pcs			
9	A	Packing Tape - 2" Width, 3" Diameter	<b>Req.</b>	30	Pcs			
10	A	Paper Clip (36mm) - Three Flower	x	120	Small Box			
11	A	Paper Cutter (Small Size) - Deli-2051	x	30	Pcs			
12	A	Paper Ream (Pink) - 100 Sheets/Ream	x	50	Ream			
13	A	Plastic File Slide Bar	<b>Req.</b>	30	Pcs			
14	A	Plastic Folder L Shape (2 Sides Open) China	<b>Req.</b>	100	Pcs			
15	A	Plastic Sheet for Binding	<b>Req.</b>	100	Pcs			
16	A	Post it Pad Pronoti 2x3	x	120	Pcs			
17	A	Post it Pad Pronoti 3x3	x	120	Pcs			
18	A	Punch Machine (Large) KW-9670	x	4	Pcs			
19	A	Separators Set	<b>Req.</b>	300	Sets			
20	A	Staple Remover KW-5080	x	30	Pcs			
21	A	Stapler Machine (Large) - Deli No.0395	x	2	Pcs			
22	A	Stapler Machine with Opener - Deli 0326	x	25	Pcs			
23	A	Sticker Sheets	<b>Req.</b>	2000	Pcs			
24	A	Tape Holder/Dispenser - KW-Trio 03311	x	24	Pcs			
25	A	Thumb Pin Colored	<b>Req.</b>	5	Small Box			
26	A	Transparent Tape (Olympia) - 1" Width, 3" Diameter	x	250	Pcs			

**Category B-H**

Bidders who have quoted prices for all items will be considered and given priority

SN	Cat.	Specification of Items	Sample	Qty	Unit	Unit Price	GST	Total Cost
27	<b>B</b>	Calculator - CASIO China	Req.	25	Pcs			
28	<b>C</b>	Box File - (YELLOW Color ONLY)	Req.	600	Pcs			
29	<b>D</b>	Air Freshener - Lotion Cobra 300 ml (Fragrance: Geneva ONLY)	x	100	Pcs			
30	<b>E</b>	Cut Box	Req.	450	Pcs			
31	<b>F</b>	Dusting Cloth (Yellow 2x2ft)	Req.	450	Pcs			
32	<b>G</b>	Paper Ream (A-4) - 70 gram 500 Sheets/Ream (Paper One)	x	1300	Ream			
33	<b>G</b>	Paper Ream (A-4) - 80 gram 500 Sheets/Ream (Paper One)	x	1300	Ream			
34	<b>G</b>	Paper Ream (Legal Size: 14 x 8.5) - 70 gram 500 Sheets/Ream	x	50	Ream			
35	<b>G</b>	Paper Ream (Legal Size: 14 x 8.5) - 80 gram 500 Sheets/Ream	X	50	Ream			
36	<b>H</b>	Tissue Box (Rose Petal) - Pop up Double Ply	X	1100	Pcs			
37	<b>H</b>	Tissue Box (Rose Petal) - Pop up Double Ply with <b>COMSATS Printed Box</b>	X	1100	Pcs			



## Provision of Toners

### Local Assembled Toners required for Monochrome Printers

Bidders who have quoted prices for all items in a single category will be considered for that category only. Specification of Brand is Mandatory for Toners other than local assembled. Complete import documentations for China Toners is mandatory.

#### Category-1 (Monochrome Printers)

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
1.	12A	12				
2.	30A	7				
3.	35A	15				
4.	36A	15				
5.	49A	5				
6.	53A	12				
7.	80A	15				
8.	83A	12				
9.	85A	200				
10.	05A	50				
11.	17A	30				
12.	Drum Unit 19A	15				
13.	Refilling	100				

#### Category-2 (Color Printers)

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
14.	HP 4700	4				
15.	HP 1525	12				
16.	HP 1215	4				
17.	Xerox Phaser 7500	4				

### Category-3 (Photocopiers & Fax)

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
18.	Xerox 5745	2				
19.	MP2000	10				
20.	Konica Minolta 454c	4				
21.	KX-FL-422	6				
22.	Gestetner 2501	15				

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

SN	Specification of Toner	Qty	Brand	Unit Price	GST	Total Cost
23.	85 A	25				
24.	Any Other Models as mentioned in <b>category A</b>	35				

Complete import documentations for China Toners is mandatory.