

## **Invitation to Bid**

(No. CIIT-PS/16(08)/481)

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

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids “**Single-Stage One-Envelop**” method from well reputed 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 at a cost of Rs. 1,000 (Demand Draft/Pay Order), which may be submitted at any time **before closing time** of the tender. No bid will be accepted without submission of the tender document price.
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 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 “3<sup>rd</sup> Floor, Faculty Block-II, CIIT Park Road, Islamabad “latest by **22th September, 2016 by 1100 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 **1200 hours** at **Room No. G-6, Ground Floor, Faculty Block-II, Park**. This advertisement is also available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CIIT’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



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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, are eligible to apply. If any registered supplier is not in ATL, his payment will be stopped till the firm/company files mandatory tax returns and appears on ATL of FBR.
3. Bidders will have to produce the proof of being a Tax Filer with FBR.
4. The tender must accompany earnest money 2% 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.
5. The rates must be quoted **inclusive of all taxes**; if tax is not mention in the bid, the prices will be considered inclusive of all taxes. Unit price should be quoted.
6. Prices should be valid for One Year.
7. Income tax as applicable and announced by the Government of Pakistan will be deducted at source;
8. 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;
9. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
10. No advance payment will be permissible;

**Special Conditions:**

11. *The Supply of Stationery items as well as Toners will be provided to CIIT in Two stages/installment as per CIIT's requirement. 1st stock will be delivered/provided within 15 days' time of the 1st Work Order (Sep' 2016) and the 2nd delivery will be delivered/provided within 15 days' time of the 2nd Work Order in March/April 2017. Payment will be made as per actual quantity provided/purchase/demanded/supplied.*
12. *The Work will be given on item-wise basis to lowest evaluated bidder.*
13. *In case the successful bidder fails to supply the items within 15 days, a penalty of 2% of the total will automatically be charged per day up to 10% (Total 5 extra days). The bidder will be given 3 more days to supply the complete delivery with a penalty of 4% of the total work order per day. The bidder will be given additional 5 more days to supply the complete delivery but with the condition that the earnest money will be confiscated. If the bidder still fails to supply the delivery after these days; purchase order issued in this regard would stand cancelled; and the order will be placed to the next lowest evaluated bidder;*
14. *Any defective, substandard item 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.*
15. *Defective Toners will be replaced free of cost.*
16. *The sample provided by the bidder will be compared to CIIT approved samples. The samples can be seen in the office of the undersigned.*

**Tender Acceptance Form  
(Mandatory)**

**(This form is to be provided with the Technical Bid. Non-provision of this form will disqualify the bidder from the bidding process)**

All the above mentioned terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that all information provided by our firm is correct. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

|                                       |  |
|---------------------------------------|--|
| <b>Name of Firm/ Company</b>          |  |
| <b>Name of Owner/Authorized agent</b> |  |
| <b>Office Address</b>                 |  |
| <b>Work Address</b>                   |  |
| <b>GST No.</b>                        |  |
| <b>NTN.</b>                           |  |
| <b>Telephone No.</b>                  |  |
| <b>E-mail</b>                         |  |
| <b>Fax No.</b>                        |  |
| <b>Signature &amp; Stamp</b>          |  |

**DETAILED SPECIFICATIONS OF THE ITEMS**

**Stationery Items**

| <b>Sr.</b> | <b>Items Specification</b>                                    | <b>Unit</b> | <b>Required Quantity</b> |
|------------|---|-------------|--------------------------|
| 1          | Air Freshener - Cobra 300 ml OR equivalent                    | Pcs         | 200                      |
| 2          | Air Freshener - Elena 300 ml OR equivalent                    | Pcs         | 200                      |
| 3          | Ball point - Blue (Picasso) OR equivalent                     | Pcs         | 1300                     |
| 4          | Binding Tape 2"   | Pcs         | 30                       |
| 5          | Calculator - CASIO MJ-120T - China OR equivalent              | Pcs         | 15                       |
| 6          | Cut Box -Al Falah No.1126 OR equivalent                       | Pcs         | 400                      |
| 7          | Dusting Cloth (Yellow)  | Pcs         | 250                      |
| 8          | Eraser Dux D-2002 OR equivalent                               | Pcs         | 200                      |
| 9          | File Flapper (Rexene)   | Pcs         | 150                      |
| 10         | Lead Pencil - Dollar (My pencil) OR equivalent                | Pcs         | 1100                     |
| 11         | Note Pad A-5 Size (Side Binding)                              | Pcs         | 200                      |
| 12         | Packing Tape  | Pcs         | 60                       |
| 13         | Paper Clip -(Small Boxes) (36mm) - Three Flower OR equivalent | Boxes       | 30                       |
| 14         | Paper Cutter Blades for SDI No. 426 Cutter OR equivalent      | Pcs         | 30                       |
| 15         | Paper Ream A-4 70 Gms (500 Sheets) - HP OR equivalent         | Ream        | 1400                     |
| 16         | Paper Ream Colored BLUE (100 Sheets)                          | Ream        | 14                       |
| 17         | Paper Ream Colored GREEN (100 Sheets)                         | Ream        | 30                       |
| 18         | Paper Ream Colored PINK (100 Sheets)                          | Ream        | 30                       |
| 19         | Paper Ream Legal size (500 Sheets) - HP OR equivalent         | Ream        | 5                        |
| 20         | Pilot Gel Pen ( Black) OR equivalent                          | Pcs         | 250                      |
| 21         | Pilot Gel Pen (Blue) OR equivalent                            | Pcs         | 600                      |
| 22         | Uni-Ball Deluxe UB-157 (Black) OR equivalent                  | Pcs         | 250                      |
| 23         | Uni-Ball Deluxe UB-157 (Blue) OR equivalent                   | Pcs         | 600                      |
| 24         | Punch Machine KW-Trio 912 OR equivalent                       | Pcs         | 30                       |
| 25         | Punch Machine Large Size (KW-Trio 50SB) OR equivalent         | Pcs         | 5                        |

|    |   |        |     |
|----|---|--------|-----|
| 26 | Ring File ( 1 ½” A-4 – Transparent) – Sigma with Pocket OR equivalent   | Pcs    | 150 |
| 27 | Ring Spiral (Different Sizes) – (Quote Dozen Rate of each)              | Dozen  | 10  |
| 28 | Scissor   | Pcs    | 50  |
| 29 | Scotch Tape Holder  | Pcs    | 30  |
| 30 | Separators Sets 1   | Sets   | 500 |
| 31 | Stamp Pad   | Pads   | 30  |
| 32 | Stapler machine Large Size 0395 OR equivalent                           | Pcs    | 5   |
| 33 | Stapler Pin (Normal) Size 24/6 (Dollar) - Small Box OR equivalent       | Boxes  | 960 |
| 34 | Steel Scale   | Pcs    | 20  |
| 35 | Sticker Sheets  | Sheets | 300 |
| 36 | Thumb Clips (Colored) Small   | Boxes  | 12  |
| 37 | Tissue Box (Rose Petal Double Ply) - 150 x 2 Ply (POP UP) OR equivalent | Boxes  | 900 |
| 38 | Transparent Files with Clip – Sigma OR equivalent                       | Dozen  | 20  |
| 39 | Transparent Files (Slide Bar File) – Sigma OR equivalent                | Dozen  | 20  |
| 40 | Transparent Sheet for Binding   | Dozen  | 20  |
| 41 | Transparent Tape (1" Width, 3" Diameter)                                | Pcs    | 400 |
| 42 | UHU Gum Stick - Large (40 g) OR equivalent                              | Pcs    | 50  |
| 43 | UHU Gum Stick - Small - (8.2 g) OR equivalent                           | Pcs    | 200 |

## Toners

| Sr. | Toners (China)  | Qty                 | Unit Price | Complete Set |
|-----|---|---------------------|------------|--------------|
| 1.  | Toner 53A   | 5                   |            | x            |
| 2.  | Toner 85A   | 120                 |            | x            |
| 3.  | Toner 83A   | 5                   |            | x            |
| 4.  | Toner for MP2000 Photocopier  | 10                  |            | x            |
| 5.  | Toner for Xerox 5745  | 2                   |            | x            |
| 6.  | Toner for Canon iR1024  | 2                   |            | x            |
| 7.  | Toner Konica Minolta 420  | 3                   |            | x            |
| 8.  | Toner Konica Minolta 350/360  | 6                   |            | x            |
| 9.  | Toner for Gestetner MP4002  | 02                  |            | x            |
| 10. | Toner for MPC4501   | 01 Set              |            |              |
| 11. | Toner for MPC6501/7501  | 1 Set               |            |              |
| 12. | HP 1525 Color Printer   | 3 Sets              |            |              |
| 13. | HP 1215 Color Printer   | 2 Sets              |            |              |
| 14. | HP 4700 Color Printer   | 2 Sets              |            |              |
| 15. | <b>Refilling</b> of HP 1215 / 1525 Color Printer                                | -                   |            |              |
| 16. | <b>Refilling</b> of HP 4700 Color Printer                                       | -                   |            |              |
| 17. | <b>Refilling</b> of HP Black Toner<br>(53A / 83A / 85A / 35A / 15A / 80A / 05A) | <b>Up to<br/>70</b> |            | x            |

1. Quote Prices for Single Toner as well as complete Set (where mentioned).
2. In case of any clarification, please visit the office of Senior Program Officer (Procurement) in office hours or call 051 90495060.