



COMSATS University Islamabad, Wah Campus

Purchase Section

Date: 14-June-2022

Case # 58

BoQs for Supply of Toner for Kyocera Photocopier Machine, CUI-Wah Campus

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:							
1. The bid may be rejected on the reason of ambiguity (OR)							
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly							
No change in the BoQs (Specs & Qty.) of CUI-Wah Campus 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-Wah Campus BoQ may lead to rejection of bid (fully or partially).						Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Item Name	Specification	Qty	A/U	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
1	Toner for Kyocera Photocopier Machine	Kyocera TASKAFA-50031	2	Nos			
Grand Total Amount (Rs.)							

Bid Evaluation Criteria All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

1. The bids shall be evaluated to strictly ensure that the quoted brand / model meet all the BoQ/ specification requirements given in the bidding document for each item.
2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this Quotation document.
3. Supporting literature (where available / required) of the quoted brand / model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.

Product Qualification Criteria (All Items)

Signature of Contractor with Stamp

1. If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway along with its and no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.
2. **Vendor will be responsible for installation, integration of all quoted items.**
3. **Only mentioned Models / Specified item required equivalent item are not acceptable due to compatibility issues.**
4. **Warranty of all items one month.**

Special Terms and Conditions:

1. Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
2. Bidders are advised to submit the bid on the prescribed BoQs of COMSATS University Islamabad, Wah Campus and clearly mention the quoted model / brands as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.
3. Multiple rates of an item may also lead to the rejection of bid / item.
4. Purchase / work order shall be awarded to successful bidder (s) on Grand Total Amount / turnkey basis.

GENERAL TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of COMSATS University Islamabad, Wah Campus by any vendor will not be acceptable and may lead to rejection of the bid.
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be 10 days. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS University Islamabad, Wah Campus's premises.
5. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
6. The should be submitted in a sealed envelope.
7. The envelope shall also bear the word "CONFIDENTIAL" and the title of procurement of "BoQ for Supply of Toner for Kyocera Photocopier Machine , CUI-Wah Campus"

I C Purchase Section
COMSATS University Islamabad, Wah Campus
G T Road Wah Cantt
Tel: 051-4534200-2 , Ext: 222

8. Payment will be made on submission of Invoice in the name of "COMSATS University Islamabad, Wah Campus" with a copy of delivery challan (s) after the complete order has been supplied, inspected

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and accepted which includes delivery and installation, and COMSATS Wah acceptance / inspection thereof.

9. All prices should be quoted on F.O.R (Pak Rupees) and valid for at least 60 days.
10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
11. If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Wah Campus within the given deadline, any of the following can be opted by CUI Wah campus on the recommendation of the end user and approval of the authority;
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty upto 10% of the invoice value may be charged.
 - c. Purchase order may be cancelled along with warning letter, if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
12. The bid should be submitted in a sealed and stamped envelope up to **17-June, 2022** before 1300 Hrs and will be opened on the same date at 1330 Hrs in the presence of available bidders. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the Quotation from being opened on the date announced (Force Majure Situation), the Quotations will be opened on the very next working day. Timing will remain as mentioned in the Quotation notice.
13. The COMSATS University Islamabad, Wah Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
14. 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 / Vend Name:.....
- Postal Address:.....
- Tel. /Mobile:..... Email:.....
- NTN# :..... GST#:.....
- Signature:

Signature of Contractor with Stamp