



COMSATS University Islamabad
Wah Campus, G. T. Road, Wah Cantt

Single Stage One Envelop Procedure

Subject: *“Printing of Examination Sheets, Envelope, Result Cards & Printing Material”.*

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 CUI-Wah Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Wah Campus.
4. Documents along with Pay Order / Demand Draft amounting to Rs. 2000/- as a tender documents fee (Nonrefundable) shall be submitted in favor of COMSATS University Islamabad, Wah Campus to the address given below. No bid will be accepted without tender documents' fee.
5. Part / Advance payments is not allowed.
6. The exact completion/delivery time from the date of the purchase / work order will be 3 to 4 weeks. The handing over / completion time for this contract is of critical importance.
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Wah Campus's premises.
8. After opening of bids, COMSATS University Islamabad, Wah Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
10. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. ***The bid should be submitted in a sealed envelope, latest by 11:00 am on 05 September 2022 and it will be open on the date at 11: 30 am in the presence of available bidders.***

12. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
13. If the vendor fails to deliver the goods / services to **CUI-Wah Campus** in time then the penalty will be charged as under:-
- 1% of the invoice price for 1st week
 - 2% of the invoice price for further 2 weeks.
 - If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled and earnest money may also be forfeited.
14. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
15. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
16. 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 and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
17. All prices should be quoted on F.O.R (Pak Rupees).
18. All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle **CUI-Wah Campus** to forfeit the earnest money in favor of the **CUI-Wah Campus** and / or put a ban on such vendor participation in **CUI-Wah Campus** tenders / works.
19. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
21. In case of any dispute, decision of the Director, **CUI-Wah Campus** will be final and binding upon the parties.
20. The **CUI-Wah Campus** reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
22. The bidder is required to furnish in form of Bank deposit / CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “**COMSATS University Islamabad (CUI), Wah Campus**”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
23. COMSATS University Islamabad, Wah Campus reserves the rights to accept or reject the bid if;
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous
 - The offer is conditional
 - Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
 - The offer is from a firm, which is black listed by any Govt. Office.
 - The offer is received by telephone/telex/fax/telegram.
 - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

24. The envelope shall also bear the word “CONFIDENTIAL” and identification as “**Printing of Examination Sheets, Envelope and Result Cards & Printing Material**”.

25. The envelope should be marked as under;

**Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt.
Ph# 051-4534200-2, Ext: 219, Fax# 051-4546850**

26. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Wah may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s earnest money

27. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

Certificate

I / We

•Company/Vendor Name:.....

• Postal Address:.....

•Tel./Mobile:.....Email:.....

• NTN#:.....GST#:.....

Certify that the Terms and Conditions as contained in Tender Document of COMSATS University Islamabad, Wah are accepted. As per BoQ.

Signature with stamp

BOQs**Printing of Examination Sheets, Envelope & Result Cards**

S. No.	Items	Description	Serial No.		Qty	Unit Price with Tax	Total Price with Tax
			From	To			
1	Envelop "Khaki" Legal size for question paper	As Per Sample	8,801	11,800	3,000		
2	Envelop "Khaki" with cloth lining Large size for Answer book	As Per Sample	10,101	15,100	5,000		
3	Students Result Cards	As Per Sample	22,001	27,000	5,000		
4	Answer Books 10 Leaves Mid/Terminal	As Per Sample	362,544	452,543	90,000		
5	Additional Sheets	As Per Sample	256,094	264,093	8,000		
6	Result Card, Folders	As Per Sample	-	-	10,000		
7	Degree & Transcript Folders	As Per Sample	-	-	10,000		
8	Merit Scholarship Certificate	As Per Sample	-	-	1,000		
9	Sheet Protectors Legal Size	As Per Sample	-	-	500		
10	Master Ink Riso-graph (SF5130)		-	-	20		
11	Master Roll Riso-graph (SF5130)		-	-	20		
12	Toner HP LaserJet 37A		-	-	6		
13	Toner HP LaserJet P3015-55A		-	-	6		

Note:**Special Terms and conditions:**

- Purchase / work order (s) will be awarded on grand total wise basis.
- Please quote the rates on our BoQs; otherwise your bid may be rejected.
- Multiple prices of an item may lead to the rejection of item/bid.
- Approved samples are available at Purchase Section CUI, Wah Campus and can be seen during working hrs (9: 30 am to 3: 00 pm) .