

TENDER DOCUMENT



**Supply of Supply Stationery, Toner , Printing & Janitorial
Items for Fall Semester 2022-23**

(Single stage - Single Envelopes basis)

**COMSATS University Islamabad Wah Campus
G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

Invitation to Bid

1. COMSATS University Islamabad (CUI), Wah Campus invites sealed bids from the original manufactures or their authorized distributors registered with income Tax and Sales Tax Departments for **Supply of Supply Stationery, Toner , Printing & Janitorial Items for Fall Semester 2022-23**
2. Only registered manufacture who are on active taxpayers list (ATL) of FBR are eligible to supply goods/services to Government departments.
3. Bidding documents, which are containing detailed terms and conditions method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at “Procurement Office Admin Block, CUI Wah Campus”, at price of **Rs. 1000/.** This amount shall be paid in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without tender documents’ fee. Tender document may be down loaded from PPRA Website and document price money (DD / Pay order) may be attached with documents once deposit
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **16-08-2022 at 11:00 am.**(The Tender document will not be received after 11:00 am). Bids will be opened the same day at 11:30 am.



Incharge Purchase Section
COMSATS University Islamabad
Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2, Fax: 051-4546850



COMSATS University Islamabad, Wah Campus **Single Stage Single Envelop Procedure**

Title : Supply of Supply Stationery, Toner , Printing & Janitorial Items for Fall Semester 2022-23

TERMS AND CONDITIONS

1. Only registered firms, on Active Taxpayers List of FBR, are eligible to participate in tender.
2. Offer of a supplier/firm may not be considered for tender competition if:-
 - a. The bid is not prepared and submitted as per instructions given in the tender document.
 - b. The bid is incomplete
 - c. Received without Earnest Money and/or found with less amount of earnest money than required financial extent.
 - d. Received later than the date and time fixed for tender submission
 - e. Bid not submitted at specified venue.
 - f. The offer is ambiguous, with cutting & erasing/over writing. (the mistake /cutting corrected clearly and signed may be accepted subject to approval by the convener of purchase committee
 - g. The tender is submitted with wrong pattern/method of bidding
 - h. The tender is not properly covered and sealed
 - i. The offer is conditional
 - j. The offer is from a firm which is black listed, by any Govt. Office.
 - k. The offer is received by telephone/telex/fax/telegram.
3. Documents along with Pay Order / Demand Draft as Tender Documents Fee as amounting to **Rs. 1000/-** (Nonrefundable) & Earnest Money Equivalent to 2% of the total cost of quoted items shall be prepared in favor of COMSATS University Islamabad, Wah Campus and submitted at the address given at **S.No** 22 below. No bid will be accepted without tender documents' fee.
4. Tender Document can either be collected from Purchase Section CUI- Wah Campus or be downloaded from PPRA Website.
5. The exact completion/delivery date of the consignment from the date of issue of the Purchase / Work Order, will be as shown in Purchase Order / Work Order .
6. All prices should be quoted in Pak Rupees and on F.O.R basis and the bid proposal should be inclusive of freight charges and all other applicable Govt taxes and the items will be delivered at COMSATS University Islamabad, Wah Campus. Deduction of Income Tax and any other applicable taxes will be deducted according to Government prevailing rules.
7. The Bid Form (BoQ) must be filled , stamped and signed by the authorized representative of the bidder. Bid/Quotations on firm's pad may not be accepted.
8. Payment will be made on submission of Invoice, Sale Tax Invoice and Delivery Challan in the name of COMSATS University Islamabad, Wah Campus and after the complete order has been supplied, inspected / accepted which includes installation /Training, where applicable.
9. Quoted prices should be valid for 90 days. Withdrawal or any modification of the original offer within the validity period shall not be allowed and if so will entitle **CUI-Wah Campus** to forfeit the Earnest Money and / or impose appropriate punitive action on such vendor (s).

10. The contractor will be legally bound and obligated towards Terms & Conditions specified in Tender Document/ Purchase , Work Order / Contract Agreement in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of “**Force Majure**”.
11. Payment will not be made in advance or parts, rather 100% payment will be made on completion of the consignment including commissioning, installation / training by the firms, where necessary.
12. The Earnest Money will be returned to the firm (s) on completion of Consignment.
13. The potential bidders needing any clarification regarding BoQ, bidding procedure / Terms & Conditions of the tender, may raise their query (in writing) and seek guidance prior to tenders closing date.
14. The **CUI-Wah Campus** reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
15. If the vendor fails to deliver the goods / services to **CUI-Wah Campus** in time then the penalty will be charged as under:-
 - a. 1% of the invoice price for first 2 weeks
 - b. 2% of the invoice price for further 2 weeks.
 - c. 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.
16. 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 replace the same as per specifications mentioned in BoQ, otherwise the purchase / work order will be cancelled after due / extended date with confiscation of earnest money.
17. Purchase order (s) will be awarded to the lowest / technically accepted bidder (s) in the light of specification shown in BoQ or as recommended by the user / Purchase Committee, on the basis of **Item Wise , Sub Total Wise** or **Grand Total Wise** as convenient to CUIW.
18. The bidding procedure is subject to compliance with PPRA rules/CUI policy and decisions of the competent authorities of CUI, Wah Campus and be implemented. It will be the sole responsibility of the supplier / manufacturer to comply with the applicable national/international laws. In case of any dispute, decision of the Director, **CUI-Wah Campus** will be final and binding upon the parties.
19. Warranty / Guarantee where required will be provided by the vendor (s)
20. 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
21. **The bid should be submitted in a sealed envelope up to 11:00 am on 16-08-2022 and will be opened by Purchase Committee on the same date at 11:30am in the presence of available bidders or their representatives.**
22. **The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e) CUIW/PS/TEN/21-22/04 Supply of Supply Stationery, Toner , Printing & Janitorial Items for Fall Semester 2022-23, and should be dispatched on following address**
Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt. Ph# 051-4534200-2, Ext: 219 Fax# 051-4546850

Undertaking

We have carefully read the Terms and Conditions mentioned in Tender Document.
We accept all these Terms & Conditions unconditionally.

Name of Bidder Firm/Company: _____

Name & Designation of Authorized Official: _____

Signature: _____

Date: _____

Company Stamp: _____

Tel/ Cell Nos. _____

E-mail Address: _____

BILL OF QUANTITY (BoQ)**Supply of Stationery, Toners & Janitorial Items for Fall Semester -2021**

S#	Item Name	Description	A/U	Qty	Unit Price with Taxes	Total Price with Taxes
Stationery Items						
1	Lead Pencil (Packet of 12)	Dux or Doller	Pkt	15		
2	Paper ream A-4 size 70g	AA 70g	Ream	800		
3	Paper Ream Legal Size	AA 70g	Ream	10		
4	Board Marker Black (Box of 12)	Dollar	Box	35		
5	Board Marker Blue (Box of 12)	Dollar	Box	35		
6	Board Marker Red (Box of 12)	Dollar	Box	4		
7	Eraser	Dux or Dollar	Nos	50		
8	Sharpener	Dux	Nos	36		
9	Separators A-4 size (set of 10)	ORION / Universal	Set	250		
10	File Separator Legal size (set of 10)	ORION / Eqv	Set	100		
11	Gum Stick	Amos 35gm (Made in Korea)	Nos	48		
12	Hi Lighter (Box of 12)	Red Dollar	Box	2		
13		Green Dollar	Box	2		
14		Yallow Dollar	Box	2		
15		Orange Dollar	Box	2		
16	Staple Machine Light duty	ORO Viktor / Maped E-3543	Nos	48		
17	Staplers Pins	Dollar 24/6 Box of 20 Pkts	Pkt	100		
18	Thumb Pins (Box of 10 pkt)	Deli brand / Eqv	Box	1		
19	Post it Note (Box of 12)	Pronoti Size 3"x3"	Box	6		
20	Paper clip 26mm (Box of 10 Pkt)	Three Flower	Box	2		
21	Scotch Tape (50 yard)	Deer Brand / Eqv	Nos	120		
22	Ring Folder, A-4 Size	Nokyo No 074 (Grey, Light Blue & Navy Blue)	Nos	250		
23	Drafting Pad (S)	Lucky Brand / Eqv	Nos	35		
24	Drafting Pad, A-4 size	Lucky Brand / Eqv	Nos	24		
25	Ball point Blue (Packet of 10)	Dollar Note / PILOT EasyTouch	Pkt	60		

26	Ball Point Red (Packet of 10)	Dollar Note / PILOT EasyTouch	Pkt	30		
27	Ball Point Black (Packet of 10)	Dollar Note / PILOT EasyTouch	Pkt	25		
28	Box File Uni (L) (4 different colors)	Jinnah / Excel / Eqv	Nos	150		
29	Colour Paper A-4 size 80gm	Delite (Pink, Green, Yellow, Blue)	Nos	400		
30	Duster for Board cleaning (Single Side)	ELORA / Eqv	Nos	100		
31	File Holder (Cut Box)	PILON / Eqv	Nos	150		
32	Marker (permanent)	Dollar / Eqv	Pkt	3		
33	Packing Tape	As per sample	Nos	12		
34	Pen Holding Jar (Black color)	(Metal Mesh Round) good quality	Nos	24		
35	Scale Steel	SENSA / Eqv	Nos	24		
36	Punch Machine Hvy Duty	KW-Trio 9670 / X Deli (E0150)	Nos	1		
37	Staple Pin Remover	DELI / Sensa	Nos	12		
38	Tape Dispenser	DELI / Scotch	Nos	5		
Printing Items						
1	File Cover CUI, Blue	As per sample	Nos	500		
2	Pink File Cover	As per sample	Nos	500		
3	Letter head Pad 80gm	As per sample	Nos	50		
4	Envelope without window (Printed) 80gm	As per sample	Nos	500		
5	Envelope White, Printed, A-4 size 80gm	As per sample	Nos	1000		
Tonnners						
1	Toner HP LaserJet 26A	26A (Original China)	Nos	3		
2	Toner HP LaserJet 17A	17A(Original China)	Nos	2		
3	Toner HP LaserJet 79A	79A (Original China)	Nos	2		
4	Toner HP LaserJet M125 MFP 83A	83A (Original China)	Nos	7		
5	Toner HP LaserJet 80A	80A (Original China)	Nos	20		
6	Toner HP LaserJet 30A	30A (Original China)	Nos	3		
7	Toner HP LaserJet 2035 05A	05A (Original China)	Nos	2		
8	Toner HP LaserJet 1010-12A	12A (Original China)	Nos	6		
9	Toner HP LaserJet 1102 85A	85A (Original China)	Nos	6		
10	Toner HP LaserJet 2420 11A	11A (Original China)	Nos	1		

11	Toner HP LaserJet P3015-55A	55A (Original China)	Nos	8		
12	Toner HP LaserJet 601 90A	90A (Original China)	Nos	6		
13	Toner HP 650 Color (Set of 4)	(Set of 4)	Set	1		
14	Toner DP 3530 For Panasonic Photocopier	DP 3530	Nos	4		
15	Fargo HDP Color Ribbon	(Pt No 084051)	Nos	6		
16	Fargo HDP Retransfer Film (HID)	(Pt No 084053)	Nos	2		
17	Tonner Hp Laser Jet 107A	107A (Original China)	Nos	2		
18	Toner TK-6110	Kyocera	Nos	3		
19	Toner TK-6329	Kyocera	Nos	2		
20	Toner HP LaserJet 59A	59 A (Original China)	Nos	3		
Janitorial Items						
1	Broom	1kg as per sample	Nos	100		
2	Soap	108g Lux as per sample	Nos	200		
3	Surf	170g Excel	Nos	150		
4	Floor Wiper	As per sample	Nos	20		
5	Mop Cotton with handle	as per sample	Nos	20		
6	Mop Cotton Rope	As per sample	Nos	12		
7	Mop Cotton with Revolving Steel Frame	As per sample	Nos	10		
8	Phenyl bottle (1-Lit)	Finis	Nos	36		
9	Sweep (for toilet cleaning)	Washo Bath cleaner	Nos	50		
10	Toilet Brush (Round type)	As per sample	Nos	20		
11	Towel 20"x40"	As per sample	Nos	10		
12	Vim Powder	Power of Lemon (400 gram pack)	Nos	60		
13	Dusting Cloth Yellow	As per sample	Nos	300		
14	Liquid Soap (500ml Bottle)	Lux Velvet Touch Jasmine Flower or equilent	Nos	6		
General Items						
1	Paper Cutter (Knife)	Deli brand / Eqv	Nos	12		
2	Water Glass	Toyo/Omroc/Toyonic	Nos	24		
3	Wall Clock Cell (Battery AA)	Power plus (Pack of 24)	Box	7		
4	Remote Cell (Battery AAA)	Power plus (Pack of 24)	Box	8		
5	Student Ultra ID Card (PVC)	Card R-79/R-80 (HID)	Nos	1000		
6	Pouch Student ID Card	As per sample	Nos	1000		
7	Student ID Card Strip	As per sample	Nos	1500		

8	Calculator	CITIZEN CT-990	Nos	3		
9	Scissor 5"	SENSA	Nos	12		
10	Tissue box	Rose Petal POP-UP Ultra soft	Nos	144		
11	Tissue Roll	Rose Patel, 2 Ply, Ultra Absorbent As per Sample	Nos	50		
12	Pad Lock (Large) 2.5"	Tri Circle / Eqv	Nos	4		
Total Amount						

Note :- Sample (available in Store) may be seeing before quoting the rate