

COMSATS Institute of Information Technology,
Sahiwal Campus

TENDER DOCUMENTS

For

Procurement of Office Stationery and Printer Toner Items
For Semester Fall 2017

Submission and Opening Date for Tender:

August 22, 2017 (Tuesday)

Submission Time: 1100 hours

Opening Time: 1130 hours

August 2017



Procurement Department

COMSATS Road, Off G.T.Road, Sahiwal
Tel: 040-4305001 Web: www.ciitsahiwal.edu.pk

Signature & Stamp of Bidder

Invitation to Bid
(No. CIIT-SWL/Procurement-17/34)

Procurement of Office Stationery and Printer Toner Items for Semester Fall 2017

1. COMSATS Institute of Information Technology (CIIT), Sahiwal Campus, a public sector HEI of Ministry of Science and Technology invites sealed bids from the *original manufacturers / authorized distributors / suppliers* registered with income tax and sales tax departments and who are on active taxpayers list (ATL) of FBR for supply of office stationery and printer toner items for semester fall 2017 of CIIT Sahiwal Campus.
2. 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 department, COMSATS Road, Off G.T.Road, Sahiwal”. Non-refundable fee of bidding document is Rs. Rs. 1500 (One Thousand and Five Hundred) in shape of pay order/Demand Draft in favour of CIIT, Sahiwal.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Procurement department, COMSATS Road, Off G.T.Road, Sahiwal on or before 1100 hours on August 22, 2017 (Tuesday). Bids will be opened at 1130 hours on the same day, in the presence of bidder’s representatives who choose to attend at the same address. This advertisement is also available on PPRA website at www.ppra.org.pk.

Muhammad Nadeem
Manager Purchases
CIIT Sahiwal

Signature & Stamp of Bidder

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 CIIT 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 Institute of Information Technology, Sahiwal Campus.
4. Documents along with Pay Order / Demand Draft amounting to **Rs. 1500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Sahiwal 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 **30 days**. 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 Institute of Information Technology, Sahiwal Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Sahiwal 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. COMSATS Institute of Information Technology, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CIIT Sahiwal will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.
12. The bid should be submitted in a sealed envelope in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **August 22, 2017** on or before **1100 hours** and will be opened on the same date **at 1130 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
13. The envelope should be marked as under;

Signature & Stamp of Bidder

Secretary, Purchase Committee
COMSATS Institute of Information Technology, Sahiwal Campus
COMSATS Road, Off G.T Road, Sahiwal.
Tel: 040-4305001-05, Ext: 128

The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of
“Procurement of Office Stationery and Printer Toner Items for Semester Fall 2017”.

14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. **If the vendor fails to deliver the goods / services to CIIT-Sahiwal in time then the penalty will be charged as under:-**
 - a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may 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 supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
18. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Sahiwal 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.
19. All prices should be quoted on F.O.R (Pak Rupees).
20. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
22. In case of any dispute, decision of the Director, CIIT Sahiwal will be final and binding upon the parties.
23. The CIIT reserves the right to modify the quantities of goods / services at any time. However, 15% of the purchase order amount will be considered as the permissible limit to issue variation.

Signature & Stamp of Bidder

24. The bidder is required to furnish in the form of Bank deposit / CDR / Pay order equivalent to 2% of the total bid price as a Bid Security in favor of “COMSATS Institute of Information Technology, Sahiwal Campus”. Any bid not accompanied by an acceptable bid security shall be rejected by the Employer as non-responsive and without any right of appeal.

a. The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or an expiry of validity of Bid Security whichever is earlier.

b. The Bid Security may be forfeited:

i. If a bidder withdraws his bid during the period of bid validity

ii. If a bidder does not accept the correction of his bid price

iii. in case of a successful bidder, if he fails to sign the contract agreement

25. The Tender shall be checked for any arithmetic errors which shall be rectified. The Tender Price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall binding upon the Tenderer.

26. The Employer will inspect all deliverables supplied and provided by the successful vendor at the final destination to verify their conformity to the Specifications.

27. COMSATS Institute of Information Technology, Sahiwal Campus reserves the rights to accept or reject the bid if;

i. Received without earnest money

ii. Received later than the date and time fixed for tender submission

iii. The tender is unsigned/ unstamped

iv. The offer is ambiguous

v. The offer is conditional

vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.

vii. The offer is from a firm, which is black listed by any Govt. Office.

viii. The offer is received by telephone/telex/fax/telegram.

ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

Signature & Stamp of Bidder

28. 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.

29. I / We hereby confirm to have read carefully the terms and conditions of your Tender Enquiry dated for opening on..... for the purchase of

We agree to abide by all these terms and conditions/instructions.

30. Certified that the prices quoted against advertises tender dated..... are not more than the prices charged from any other purchasing agencies in the county in the financial year..... and in case of any discrepancy, We/I hereby undertake to refund the price charged in excess if and when asked to do so.

31. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

Company / Vendor Name:.....

Name of Tenderer:.....

Postal Address:.....

Tel. / Mobile:.....**Email:**.....

NTN#:.....**GST#:**.....

C.N.I.C No:.....

Signature of Tenderer:.....

Date and Stamp:.....

- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

BoQ of Office Stationery and Printer Toner Items for Semester Fall 2017

Sr. #	Item Name & Specification	Required Model / Brand	Unit	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
Stationery Items (Item Wise Basis)-Rate to be quoted Inclusive of all (applicable) Taxes							
1	Box Files with Clips	International Rasheed 999	No	500			
2	Sticking Pad / Chit Pad	SENSA/Kohi Noor self adhesive notes size 3" x 3" 100 sheets/pad or Equivalent	No	300			
3	Draft Pad 70 grams (A4)- Size-As per Sample	High Quality imported paper- with COMSATS Logo and Address in blue color (40 leaves/Pad)	No	150			
4	Gum Stick Large (Dux)	Dux Large Size 25g or equivalent	No	300			
5	Dry Erase able Ink for Board Marker (Blue 96, Black 96, Green, 36, Red 36)	Dollar 15 ml	No	264			
6	Paper Ream(A-4 Size) 80 Gram-500 Sheets	Imported X-Brite/ or equivalent	No	800			
7	Punch Machine	Kangaro DP-500 or equivalent	No	50			
8	Calculators	Casio (JS 20LA-W 500)or equivalent	No	15			
9	Stapler	Fuji HD-30 or equivalent	No	80			
10	Stapler Pin	24/6 Dollar or equivalent	Pkt (x1000)	260 Pkt			

Signature & Stamp of Bidder

11	Scotch Tape Large-1 inch-50 yard	Four Pillars Deer Brand transparent	No	200			
12	Ball Point (Blue 250 Pkt, Black 25 Pkt, Red 25 Pkt)	Piano Point 0.8 mm or equivalent	Pkt (10 units)	300 Pkt			
13	Erasable Board Marker (Blue 34 pkt, Black 33 pkt, Red 8 pkt, Green 8 pkt)	Dollar	Pkt (12 units)	83 Pkt			
14	Correction Pen	Kita Correction Pen art no.K-777 or equivalent	Pkt (12 units)	10 Pkt			
15	Eraser	Pelikan AL30	Pkt (30 units)	15 Pkt			
16	Gel Pencil (Blue 10 Pkt, Black 10 Pkt)	Uniball Signo 0.7	Pkt (12 units)	20 Pkt			
17	High Lighter	Pelikan Text marker 490 or equivalent	Pkt (10 units)	30 Pkt			
18	Binder Clips (Width Small)	Diamond or Equivalent	Pkt (12 units)	10 Pkt			
19	Binder Clips 1.5" (Width Medium)	Diamond or Equivalent	Pkt (12 units)	10 Pkt			
20	Binder Clips 2" (Width Large)	Diamond or Equivalent	Pkt (12 units)	05 Pkt			
21	Drafting Pad (Small) High Quality Imported Paper- 70 gram (As per Sample)-	COMSATS Logo and one color printing (blue) (40 leaves/Pad)	No	300			
22	Dispatch Register (Page no.1-250)-High Quality	Rizwan or Equivalent	No	15			

Signature & Stamp of Bidder

23	Duster Board	Local A Class made	No	215			
24	Envelopes A-4 Size 12x10 inch- 80 gram imported	COMSATS Logo and printing (as per sample)	No	3,000			
25	Envelopes Legal Size 80 gram imported	COMSATS Logo and printing (as per sample)	No	4,000			
26	File Separator (Multiline A-4) Page 1-10 or Equivalent	Imported	Pkt (10 units)	15 Pkt			
27	Pointer Blue 8 Pkt, Black 8 Pkt	Piano or Equivalent	Pkt (10 units)	16 Pkt			
28	Led Pencil	Dux or Equivalent	Pkt (12 units)	50 Pkt			
29	Paper Cutter	SDI Large or Equivalent	Pkt (10 units)	15 Pkt			
30	Holy Punch Machine – Commercial Punching(As per Sample)	Fuji HDP-2150 or Equivalent	No	06			
31	Paper Weight	Imported or Equivalent	No	60			
32	Paper Tape	Vibe take Italy or Equivalent	No	15			
33	Simple Register (Pagers 1-150)	Kohinoor No.6 or Equivalent	No	30			
34	Stock Register (Pagers 1-485)	Kohinoor No.5 or Equivalent	No	20			

Signature & Stamp of Bidder

35	Scale Steel (12 inch)	MC China or Equivalent	No	50			
36	Sharpeners	Dux	No	250			
37	Scissor	High Quality for office use	No	20			
38	Stapler Heavy Duty	Fuji HD-23S20 FL	No	04			
TOTAL (Rs.)							

Printer Toner Items (Grand Total Basis)-Rate to be quoted Inclusive of all (applicable) Taxes

Sr. #	Item Name & Specification	Required Model / Brand	Unit	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	Toner 85 A	HP Original or Equivalent	No	30			
2	Toner 80 A	HP Original or Equivalent	No	20			
3	Toner 81 A	HP Original or Equivalent	No	5			
4	Toner 17 A	HP Original or Equivalent	No	5			
5	Toner 87 A	HP Original or Equivalent	No	5			
Total							

Signature & Stamp of Bidder

Note:

1. **Kindly see the samples of all items from Store Section of CIIT-Sahawal before quoting to avoid quality and specification issues.**
2. **Please quote the rates on our BoQs and clearly mention the quoted model / brands, otherwise your bid / items may be rejected.**
3. **Purchase / work order (s) will be awarded as per following criteria in each category;**
 - **Stationery Items on item wise basis.**
 - **Computer Printer Toner Items on grand total amount basis.**
4. **Multiple prices of an item may lead to rejection of the item / bid.**
 - For all the Brands mentioned in this tender (if any), the term “or equivalent” is hereby added and shall be considered as per PPRA rules.