

**COMSATS Institute of Information Technology,  
Sahiwal Campus**

**TENDER DOCUMENTS**

**For**

**Purchase of Computer Toner Items for Fall 2016 For CIIT Sahiwal**

**Submission and Opening Date for Tender:**

**August 31, 2016 (Wednesday)**

**Submission Time: 11:30 Am**

**Opening Time: 12:00 Am**

**August 2016**



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**Purchase Department**  
COMSATS Road, Off G.T.Road, Sahiwal  
Tel: 040-4305001 Web: [www.ciitsahiwal.edu.pk](http://www.ciitsahiwal.edu.pk)

**Signature & Stamp of Bidder**

**Invitation to Bid**  
**(No. CIIT-SWL/PUR-16/002)**

1. COMSATS Institute of Information Technology Sahiwal, a public sector organization invites sealed bids from the reputed firms/suppliers registered with income tax and sales tax departments for the work **“Purchase of Toners for Computers for CIIT Sahiwal”**.
2. The registered firms/suppliers must be on Active Taxpayers List (ATL) of FBR.
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 **“Purchase department, COMSATS Road, Off G.T.Road, Sahiwal”**. Non-refundable fee of bidding document is Rs. Rs. 1,000 (one thousand) in shape of pay order/Demand Draft in favour of CIIT, Sahiwal.
4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at purchase department, COMSATS Road, Off G.T.Road, Sahiwal on or before 1130 hours on August 31, 2016 (Wednesday). Bids will be opened at 1200 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](http://www.ppra.org.pk).
5. 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.

Muhammad Nadeem  
Manager Purchases  
CIIT Sahiwal

## 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. 1000/-** 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. Bids for computer toner items will be evaluated on the basis of grand total.
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 in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **August 31, 2016** on or before **1130 hours** and will be opened on the same date **at 1200 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
12. The envelope should be marked as under;

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

13. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Purchase of Toners for Computers for CIIT Sahiwal**”.
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 before the award of purchase / work order.
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 Employer may ask the successful bidder for furnishing of Performance Security in the form and amount as per nature of procurement. Failure of the successful bidder to furnishing performance security and Integrity Pact in case of exceeding Rupees ten (10) million shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

26. The Bidder shall sign and stamp the Form of Integrity Pact for all Federal Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non-responsive.

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.

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.**

**BoQs of Computer Toner Items for Semester Fall-2016, CIIT-Sahiwal**

Sr. #	Item Name & Specification	Required Model / Brand	Qty.	Quoted Model / Brand	Rate to be quoted Inclusive of all (applicable) Taxes	
					Unit Price (Rs.)	Total Price (Rs.)

**Computer Toner Items**

1	Toner 05	HP Original or Equivalent	No's	50			
2	Toner 85 A	HP Original or Equivalent	No's	20			
3	Toner 12 A	HP Original or Equivalent	No's	5			
4	Toner 53A	HP Original or Equivalent	No's	10			
5	Toner 49 A	HP Original or Equivalent	No's	4			
6	Toner 80 A	HP Original or Equivalent	No's	50			
7	Toner 83 A	HP Original or Equivalent	No's	10			
8	Toner 81 A	HP Original or Equivalent	No's	3			
	<b>Total in Rs.</b>						
	<b>Total in words</b>						

**Note:** 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.

**Note:**

- 1. Kindly see the samples of all items from Store Section of CIIT-Sahiwal 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;**

- **Computer Toner Items on grand total basis.**
- 4. Multiple prices of an item may lead to rejection of the item / bid.**