

Tender Document

Provision of Photocopier Services



COMSATS University Islamabad

Park Road, Tarlai Kalan, Islamabad

Invitation to Bid

(No. CUI-PS/22(08)/1973)

Provision of Photocopier services

COMSATS University Islamabad (CUI), invites sealed bids on “**Single-Stage One-Envelope**” method from Tax Registered bidders for “**Provision of Photocopier Services**” to COMSATS University Islamabad, **Principal Seat & Islamabad Campus**.

2. The firm should be on the Active Taxpayer List (ATL) of FBR to be eligible to participate.
3. The complete bidding document is placed herewith **free of cost**. The same can be downloaded from PPRA and COMSATS website.
4. The Bids must be accompanied with the **earnest money of Rs.10,000/-** in the form of Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (NTN: 9013701-9).
5. The bids, prepared in accordance with instructions in the bidding document, must reach at “Treasurer Department, 3rd Floor, Faculty Block-II, CUI Park Road, Islamabad “latest by **August 23, 2022 by 1100 hours**.
6. Bids will be opened on the same day **half hour after the closing time** at **Room No. G-6, Ground Floor, Faculty Block-I, Park. Road, Islamabad**

This advertisement and complete document are also available on PPRA's website at www.ppra.org.pk as well as CUI's website at www.comsats.edu.pk



Muhammad Qasim
Senior Program Officer
Treasurer Department
3rd Floor, Faculty Block-II,
COMSATS University Islamabad
Tel: 051-9049-5060, 051-9049-5415
E-mail: m.qasim@comsats.edu.pk

1. Terms & Conditions

1. The Terms & Conditions are as under:

No tender will be considered if: -

- a) Received without required documentation or found incomplete.
- b) Received later than the date and time fixed for Tender submission.
- c) The Tender is unsigned/ unstamped.
- d) The Tender is signed/stamped by the unauthorized agent of the Firm/company.
- e) The Tender is from a firm which is blacklisted or in litigation of some sort with CUI.
- f) The Tender is received by telephone/telex/fax/telegram.
- g) Tenders received without earnest money.
- h) In contradiction with the specification given by the CUI.

2. CUI intends to hire photocopier services for placing photocopiers machine within its department for use of day to day routine photocopying.
3. The Photocopier Machine(s) will be provided to CUI and placed in CUI department(s) on requirement basis. A proper request will be given to the successful bidder for provision of Photocopier machine(s) on as and when required. The successful bidder would have to provide photocopier(s) machine within a period of 15 days.
4. The photocopier machine will be operated by CUI own staff for daily routine operation/photocopies.
5. The photocopier provided for **BLACK or COLORED** copies must be at least 40 PPM speed with duplexing facility, able to print on A6 to A3 size paper, color scanning to USB, ADF, minimum A-4 TWO trays and one bypass tray, capacity of 20,000 duty cycle, automatic backside printing, printing facility from USB & Computer (through network). The photocopier will be connected to the computer by the successful bidder.
6. The routine maintenance, toners charges, Developer Unit, Drum unit and any other consumable repairing will be responsibility of successful vendor and the photocopier machine **MUST** be repaired/operational/functional within 2 working days. In case of photocopier machine is not operational or has recurring operational fault, **an alternate photocopier MUST be provided to the department within 3 working days.**
7. In case the machine is neither repaired nor replaced, CUI will hire photocopier services from alternate sources on emergency basis and the cost would be paid by the vendor/contractor.
8. Any breakage due to negligence will be the responsibility of CUI and the cost will be mutually determined as per market price & depreciation.
9. The provision of paper is the responsibility of CUI. Vendor rates are ONLY for photocopying per page.
10. The payment will be made on monthly basis on the page count. The concerned department will process the bill with previous and current reading for payment to Treasurer department (for P.S) and account office (for Islamabad campus).
11. The rates mentioned above are inclusive of applicable taxes and will be deducted as per govt. rules.
12. The prices should be quoted in PKR.
13. This contract is valid for initially one year and extendable on yearly basis on mutual consent with no changes in the terms and conditions and price.
14. Either party can terminate the contract by serving one-month prior notice to the other party.

15. Bidders, who are on Active Taxpayers List (ATL) of FBR, are eligible to apply.
16. Bidders will have to produce the proof of being a Tax Filer with FBR.
17. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
18. No advance payment will be permissible.
19. Earnest money of successful bidder will remain in custody of CUI as security deposit until the contract period; and released with a written request on firm/company letterhead.
20. In case, the selected/successful bidder(s) impose any conditions at a later stage; the earnest money will be confiscated AND/OR will be bar from further work with CUI for a period of at least one year.
21. In case of any conflict in the price/cost quoted by the bidder; the unit cost quoted by the bidder will be consider.
22. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
23. The work/contract will be awarded to one vendor (complete job). In case more than one bidder have quoted same rates for an item; the bidder securing highest technical score/lowest evaluated bidder will be awarded the contract.
24. Deadlines will strictly be observed, and penalty will be imposed if deadlines are not met.
25. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
26. CUI shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
27. CUI reserves the right to accept or reject any or all tenders at any time as per PPRA Rules.
28. Quotation should be strictly as per the BoQ. No changes should be made in the pattern (No Deletion or Addition of column/rows). The rates must be quoted as per pattern.
29. The prices will remain fixed for a period of contract.

Evaluation Criteria:

Eligibility:

SN	Detail	Criteria
1.	Draft of Earnest Money	Mandatory
2.	Declaration Form	Mandatory
3.	Bid /Quotation (Strictly as per CUI pattern)	Mandatory
4.	Registered with FBR	Mandatory
5.	Active Taxpayer List (ATL) of FBR	Mandatory

Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI AND/OR Bar from business with CUI for a period as deemed appropriate depending on nature of offence.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid Mobile No.	
Valid E-mail (For All Official Correspondence)	
Signature & Stamp (Authorized Representative)	

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Provision of Photocopier Services

SN	Detail	Per Page Cost (Page count)
1.	Per page Photocopy Charges (Black)	
2.	Per page Photocopy charges (Colored)	

Monochrome/Black Photocopier provided will meet specifications given in the tender.

Name of Bidder

Signature