

# **Tender Document**

## **Provision of Colored Photocopier Machine**



**COMSATS University Islamabad**

## Invitation to Bid

No. CUI-PS/23(03)/2101

### **Provision of Colored Photocopier Machine**

COMSATS University Islamabad (CUI), invites sealed bids **“Single-Stage TWO-Envelop”** method from GST and Income Tax Registered firms for **“Supply of Colored Photocopier Machine”** at COMSATS University Islamabad, Park Road, Islamabad.

2. The firm/company should be on the Active Taxpayer List (ATL) of FBR.
3. The complete bidding document is available on PPRA and CUI websites **free of cost**.
4. The Bids must be accompanied with the **earnest money @ Rs.30,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad. (FTN/NTN: 9013701-9).
5. The Sealed bids, prepared in accordance with instructions of tender document must reach at the below given address latest by **March 28, 2023 at 1100 hrs**.
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, Tarlai Kalan, Islamabad**
7. This advertisement is also available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CUI website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



**Muhammad Qasim**

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# General 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 black listed or in litigation of some sort with any Public-Sector Organization;
- 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. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
3. Bidders will have to produce the proof of being a Tax Filer with FBR.
4. The payment will be made after successful completion of all items and job, for the item accepted by CUI.
5. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad.
6. The rates must be quoted **as per pattern**.
7. Prices should be valid for **30 days from the date of opening of bid**.
8. 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.
9. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
10. No advance payment will be permissible.
11. The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to supply the item(s), the earnest money will be forfeited AND a ban from business with CUI for a period of ONE YEAR will be imposed.
12. The delivery of items/equipment must be made maximum within **12 weeks' time**.
13. In case of delay in delivery, 0.5% of the total bid will be deducted upto 10% (additional 20 days for supply). In case of further delay, CUI will have the right to cancel the Work Order without any further information or communication and earnest money will be forfeited AND/OR a ban from business with CUI for a period of ONE YEAR will be imposed.
14. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.
15. In case of defects/non-compatibility/sub-standard at any stage (from supply till validity of warranty period),

CUI will inform the bidder within 07 days-time and the bidder will arrange for replacement of the item(s) within 15 days' time. In case of non-compliance, CUI will arrange the equipment OR part(s) from alternate source(s) and the actual charges/expense incurred on the equipment/part(s) will be deducted from the Invoice/performance Guarantee of the vendor.

16. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
17. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
18. In case of Tie in rates, the bidder securing highest technical score in the criteria will be awarded the contract. In case of tie in technical Score, the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
19. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
20. The currency of the quotation would be in Pakistan Rupees only.
21. In case of calculation error, the unit price will be considered as valid.
22. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
23. Performance guarantee/security deposit of 10% will be withheld from the payment for the period of warranty.
24. Payment will be made as per actual quantity provided/supplied & accepted.
25. CUI is authorized to vary quantities at the time of establishing the contract or as decided latterly according to its requirement and budget as per PPRA rules.
26. Do not submit any other document other than demanded.
27. No request for correction will be entertained after opening of the bid.
28. Complete installation of the supplied item will be responsibility of the firm. Training of officials on the complete function of the supplied item(s) will be provided by the firm without any further cost.

## Eligibility & Qualification:

Detail	Criteria
1. Draft of Earnest Money	<b>Mandatory</b>
2. Bid /Quotation ( <b>Form No.1</b> ) ( <i>Strictly as per pattern</i> )	<b>Mandatory</b>
3. Declaration Form ( <b>Form No.2</b> )	<b>Mandatory</b>
<b>4. Technical Compliance Sheet</b> Provide Technical Compliance Sheet in Tabulated Form specifying the compliance with minimum specification of required items mentioned in Bill of Quantity (BOQ) of this document. <b>Compliance with the specification (Form No. 3)</b>	<b>Mandatory</b>
5. GST and NTN Registered	<b>Mandatory</b>
<b>6. Active Taxpayer List (ATL) of FBR</b> Status as "Active" in I.T and Compliance Level is 100% in GST	<b>Mandatory</b>
<b>7. Authorized Distributor/Dealer/Reseller of the Brand</b> The Firm must be Authorized Distributor/Dealer/Reseller of the brand being offered. Please provide proof.	<b>Mandatory</b>
<b>8. Proof of Non-Blacklisting:</b> Affidavit on legal paper of appropriate value (duly attested from notary public) <b>OR</b> Firm's/company's letterhead that the firm/company is neither blacklisted	<b>Mandatory</b>
9. Product Brochures and Detailed Specification	<b>Preferred</b>
<b>10. Warranty</b> The bidder shall offer ONE-year <b>LOCAL</b> warranty for parts replacement & services	<b>Mandatory</b>

# Financial Bid

[Letterhead of the Firm/Company]

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## Provision of Color Photocopier Machine

Detail of Specifications	QTY	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
<b>Name, Make &amp; Model of the Brand being offered:</b>					
<b>Multi-Functional Laser Colored Copier (Brand New)</b> <ul style="list-style-type: none"> <li>• Copier Speed: Minimum 30 CPM</li> <li>• Color: 4 Color (CMYK)</li> <li>• Automatic Document Feeder (ADF)</li> <li>• Minimum 1200x1200 dpi Print Resolution</li> <li>• 2 Paper input Trays and one bypass Tray</li> <li>• Support Paper Size A3 to A5</li> <li>• support 70-300 gsm Paper/card</li> <li>• Power Source 220-240 V</li> <li>• Scanner Facility to USB</li> <li>• USB port/slot to print images/documents</li> </ul>	<b>01</b>				

**Validity of Bid 30 Days**

**Delivery 12 weeks from the Work Order**

**Warranty of One year for services and replacement of parts**

**Name & Signature with Official Seal**

## 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.

<b>Tender No.</b>	
<b>Name of Firm/ Company</b>	
<b>Year of Establishment</b>	
<b>Name of Owner/Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Telephone No.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail</b> (For Official Correspondence)	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

[Letterhead of the Firm/Company]

### Technical Compliance Sheet

Detail Specification	Brand Offered (Make/Model)	Compliance	Non-Compliance	Higher Specification (If any)
<b>Multi-Functional Laser Colored Copier</b>	<b>Brand Name: Model No.</b>			
Copier Speed: Minimum 30 CPM				
Color: 4 Color (CMYK)				
Automatic Document Feeder (ADF)				
Minimum 1200x1200 dpi Print Resolution				
3 Paper input Trays and one				
Bypass Tray				
Support Paper Size A3 to A5				
support 70-300 gsm Paper/card				
Power Source 220-240 V				
Scanner Facility to USB				
USB port/slot to print images/documents				
One year Warranty for services and replacement of parts				
Delivery within 12 weeks from the Work Order				



## Check List

(To be filled by Applicants)

***This page must be placed on Top of the complete bidding document***

*Prepare & Submit the Bid in this Order*

Detail	Yes ✓	No ✗	Envelope
ALL Pages are signed and stamped			Technical
Draft of Earnest Money			-
Bid /Quotation (Form No.1) <i>(Strictly as per pattern)</i>			Financial
Declaration Form (Form No.2)			Technical
Technical Compliance Sheet (Form No. 3)			
GST and NTN Registered			
Active Taxpayer List (ATL) of FBR			
Authorized Distributor/Dealer/Reseller of the Brand			
Proof of Non-Blacklisting			
Product Brochures and Detailed Specification			
Warranty letter			

**For queries and further clarification, you may**

- ✓ Write to us on [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5060 / 0333 915 4790 (Muhammad Qasim)