

# **Tender for Provision of Heavy-Duty Scanners**



**COMSATS University Islamabad  
Park Road, Islamabad**

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## 1. Tender Notice

### COMSATS University Islamabad

(No. CUI-PS/25(12)/2562)

### Provision of Heavy-duty Scanners

1. COMSATS University Islamabad (CUI), a Public Sector Educational Organization invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on **“Single-Stage Two-Envelope”** method from Income Tax & GST Registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for **Provision of Heavy-duty Scanners**.
2. The Bid Security for the tender is **Rs.100,000/-** in the form of Pay Order/Bank Draft drawn in favor of COMSATS University Islamabad (FTN/NTN: **9013701-9**); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically on the closing time and date of the tender to COMSATS University Islamabad on the below given address
3. The complete Tendering process will be carried out through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk>
4. The tender documents must be submitted **via EPADS** latest by **1<sup>st</sup> January 2026**, by **1100 hours**. The technical bids only will be opened in the presence of the bidders who choose to attend, **half hour after the closing time** in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.



**Muhammad Qasim**

Senior Program Officer

**COMSATS University Islamabad**

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## 2. Key Points

**Table # 1**

S.N	Detail	Specification
1.	Validity of Bid	Till 15 <sup>th</sup> February 2026
2.	Award of Contract	Consolidated Basis
3.	Billing & Invoicing	Invoice shall be submitted to CUI Principal Seat
4.	Mode of Payment	After Delivery & Inspection
5.	Method	Single Stage Two Envelope
6.	Closing Time & Date	<b>As mentioned in Tender Notice</b>
7.	Submission of Bid Security along with hardcopy of Technical & Financial Bids	Treasurer Department, 3 <sup>rd</sup> Floor, Faculty Block-2, CUI, Islamabad
8.	Opening Venue	Committee Room # 6/8, Faculty Block-1, CUI, Park Road, Islamabad
9.	Opening Date & Time	Half Hour after the Closing Time on the same day
10.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	Rs.100,000/- (One Hundred Thousand Pak Rupees)
11.	Performance Guarantee (Under Rule 39 of PPRA Rules 2004)	10% of the payment paid till satisfactory completion of the Warranty.
12.	Warranty Period	One Year from the date of delivery
13.	Delivery Time	<b>Max. 90 Days</b> from the date of issuance of W.O
14.	Delivery Location (Arrangement of Labor included in the cost)	Treasurer Department, 3 <sup>rd</sup> Floor, Faculty Block-2, COMSATS University Islamabad, Park Rd, ISB

### 3. Mandatory Requirements:

**Table # 2:**

	Detail	Criteria
1.	<b>Financial Bid / Quotation</b> (Strictly as per CUI pattern) Any alteration/addition/deletion shall dis-qualify the bidder from the bidding process	<b>Mandatory</b>
2.	<b>Draft of Bid Security</b> (To be Physically Submitted to concerned office on the Tender Closing Time & Date)	<b>Mandatory</b>
3.	Declaration Form	<b>Mandatory</b>
4.	<b>Active Taxpayer List (ATL) of FBR</b> Status as “Active” in I.T and Compliance Level is 100% in GST	<b>Mandatory</b>
5.	<b>Proof of Non-Blacklisting:</b> Affidavit on legal paper of appropriate value (duly attested from notary public) <b>OR</b> letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client	<b>Mandatory</b>
6.	<b>Compliance with CUI requirement/Specification</b> Mentioning Brand Name & Model is mandatory. Blank technical sheet shall be treated as non-compliance and may result in rejection of tender/bid	<b>Mandatory</b>
7.	<b>Authorized Partner/Distributor/Dealer/Re-Seller Certificate:</b> The bidder must provide a valid authorized partner/dealership/ re-seller certificate /letter of the Brand being offered, issued directly by the Brand (Principal) in favor of the firm/company participating in the bid. Any certificate/letter issued by dealer/re-seller other than the Principal (Brand being offered) shall be considered as invalid and technically dis-qualified.	<b>Mandatory</b>
8.	<b>Warranty:</b> One-year Standard local warranty on Letterhead	<b>Mandatory</b>
9.	<b>Brand New Scanners</b> The Scanners should be brand new, serial number of which can be verified by Principal. Re-furnished/gray channels are not acceptable and shall disqualify the bidder from the bidding process.	<b>Mandatory</b>
10.	<b>Professional Experience</b> List of <b>05</b> executed contracts for Desktop/Laptop/Notebooks/ Scanners/Printers <b>ONLY</b> , for 05 different clients of over Rs.1,500,000/- each in the last 03 Years (WOs from Jan 2023-till date shall be considered as valid)	<b>Mandatory</b>

- Failing in any of the mandatory requirements shall disqualify the bidder from further bidding process.
- After evaluation/marketing of bidders in technical evaluation process, financial bids of technically qualified bidders shall be only opened later on prior notice.
- DO NOT attach any information or portfolio which is not requested. Only provide the demanded information.
- Technically qualified bidders offering the lowest price in Financial Bid shall be awarded contract.

#### 4. Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE TECHNICAL BID)

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

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of CUI in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, CUI is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty **and/or** forfeiting of bid security **and/or** blacklisting/barring for future business with CUI under PPRA clause 19.

<b>Tender Title</b>	<b>Provision of Heavy-Duty Scanners</b>
<b>Name of Firm/ Company</b>	
<b>Year of Establishment</b>	
<b>Name of Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail</b> (For all official correspondence)	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

## 5. FINANCIAL PROPOSAL

(On Company's Letterhead)

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

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

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

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

### Provision of Heavy-duty Scanners

Specification	Qty	Unit Price (GST Excl)	GST Amount	Unit Price (GST Incl)	Total Cost (GST Incl)
<b>HP ScanJet Pro N4000 snw1 Sheet feed Scanner or equivalent</b> <b>Scan Speed ADF:</b> Up to 40 ppm / 80 ipm   <b>Scan Type:</b> Sheetfed / CMOS CIS (Contact Image Sensor)   <b>Resolution:</b> Hardware: 600 x 600 dpi; Optical: Up to 600 dpi   <b>Scan Input Mode:</b> 7.1 cm (2.8 inch) Color touch screen on front-panel for HP scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties applications via TWAIN, ISIS and WIA, <b>Scan Size:</b> ADF: 8.5 x 122 in Maximum; 2 x 2 in Minimum   Duplex ADF scanning   ADF Capacity: 50 sheets   Multi feed detection   Output resolution dpi settings 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi   <b>Digital sending standard features:</b> Scan to PC, Scan to USB Drive, Scan to Email, Scan to Network Folder, Scan to SharePoint, Scan to Shortcut, Scan to Cloud <b>Connectivity:</b> Ethernet 10/100 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct   <b>Memory:</b> 512 MB <b>Duty Cycle:</b> 4000 Pages/Day   6FW08A Power cord; Power Adapter; USB Cable <b>Warranty:</b> One-year Local warranty	16				

- The bid is submitted without any conditions.
- It is certified that the Scanners would be brand new and serial numbers would be verifiable by Principal.
- All the terms and conditions provided by COMSATS University Islamabad are acceptable unconditionally, including **BID VALIDITY AND DELIVERY TIME & WARRANTY.**

Name & Signature of authorized Person

Official Company Seal: \_\_\_\_\_

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

## 6. Technical Compliance Performa (Mandatory)

(On Company's Letterhead)

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

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

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

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

### Provision of Heavy-duty Scanners

Specification	Compliance	Higher Specs
<b>Make &amp; Model being offered</b>		
<b>Scan Speed ADF:</b> Up to 40 ppm / 80 ipm		
<b>Scan Type:</b> Sheetfed / CMOS CIS (Contact Image Sensor)		
<b>Resolution:</b> Hardware: 600 x 600 dpi; Optical: Up to 600 dpi		
<b>Scan Input Mode:</b> 7.1 cm (2.8 inch) Color touch screen on front-panel for HP scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties applications via TWAIN, ISIS and WIA		
<b>Scan Size:</b> ADF: 8.5 x 122 in Maximum; 2 x 2 in Minimum		
Duplex ADF scanning		
ADF Capacity: 50 sheets		
Multi feed detection		
Output resolution dpi settings 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi		
<b>Digital sending standard features:</b> Scan to PC, Scan to USB Drive, Scan to Email, Scan to Network Folder, Scan to SharePoint, Scan to Shortcut, Scan to Cloud		
<b>Connectivity:</b> Ethernet 10/100 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct		
<b>Memory:</b> 512 MB		
<b>Duty Cycle:</b> 4000 Pages/Day		
6FW08A Power cord; Power Adapter; USB Cable		
<b>Warranty:</b> One-year Local warranty		

It is certified that , if selected, the above-mentioned Brand and Model shall be provided. In case of non-availability, I undertake that I shall provide a higher specification than the quoted item and shall follow the delivery time.

**Name & Signature of authorized Person**

**Official Company Seal:** \_\_\_\_\_

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



## **7. General Terms & Conditions of the Tender**

No tender/bidder shall be considered if:-

- a) Not uploaded through EPADS.
- b) Received without required documentation or deficiency in required documentation.
- c) Received without bid security.
- d) In contradiction with the specification given by the CUI.
- e) Received with any condition.
- f) The bidder is in litigation with CUI or is blacklisted by any organization or is notified as blacklisted on PPRA website.

## **8. Contact person and Submission of Bids:**

- i. Contact Person for all inquiries and clarification and bids submission shall be the undersigned.

**Muhammad Qasim**

Senior Program Officer,

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## **9. Validity of Bids:**

- i. The Bid shall remain valid as mentioned in **Table 1** of the tender document.
- ii. Any bidder/firm/ company which refuses to accept the work order shall result in forfeiting the bid security, CUI shall also initiate blacklisting procedure.

## **10. Price of the Bid:**

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
- ii. Applicable Income tax and GST shall 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 shall be final authority to accept or reject the exemption certificate. In case of non-acceptance, CUI shall deduct all applicable taxes as per tax rate. CUI shall provide a certificate of tax deduction, and the vendor may claim refunds from Tax Authorities/FBR.

- iii. In case of tie in rates of the lowest bidders, CUI shall ask the bidders (whose rates are tie) to quote a price in sealed envelope to break the tie, and the envelopes shall be opened in presence of the bidders, preferably on the same date, and the bidder offering the lowest cost shall be considered as the lowest bidder.
- iv. Unit price shall be taken up to 1 decimal point. The total cost shall be round-up to zero decimals.
- v. Arithmetical errors shall be rectified on the following basis.
  - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of GST) quoted by the bidder shall be considered as valid and shall prevail, and the total price shall be calculated and corrected accordingly. If the bidder refuses to accept the corrected arithmetic error, the bid would be rejected and bid security would be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- vi. In case of no mention of GST, the price/cost shall be considered as inclusive of prevailing GST.

## **11. Bid Currencies & Bid Security:**

- i. Prices shall be quoted in Pak Rupees.
- ii. The currency of the Bid Security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, bid security as specified in **Table 1** of the tender document. The bid security is required to protect CUI against the risk of Bidder's default which would warrant the security's forfeiture.
- iv. The Bid Security shall be denominated in the local currency, and it shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following forms: **Bank Draft** or **Pay Order**
- v. A scanned copy of bid security is required to be uploaded through EPADS, and hard copy must be submitted physically on the closing date of the tender to COMSATS University Islamabad on the address given in the tender notice. Non-submission of Bid Security shall result in non-responsiveness.

- vi. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.
- vii. The bid security found deficient of the required amount shall not be considered.
- viii. Unsuccessful bidders' bid security shall be released and returned once the successful bidder gives consent to the work order or sign the contract agreement, whichever is applicable.
- ix. The successful Bidder's bid security shall be retained till the delivery of the item(s).
- x. The bid security of the bidder(s) shall be forfeited if the bidder:
  - a. Requests for withdrawal of its bid during evaluation process.
  - b. Does not accept the correction of arithmetic errors in its bid.
- xi. The bid security of the **successful** bidder shall be forfeited if the bidder:
  - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.
  - b. Fails to comply with the requirement of the bid and contract.
  - c. Refuse to supply the brand demanded.

## **12. Clarification of Bidding Document:**

- i. During evaluation of the bid(s), CUI may, at its discretion, ask the Bidder for a clarification of its bid and such information imperative for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond within given deadline, the bidder shall be considered as non-responsive and shall be disqualified from the bidding process.

## **13. Opening of Bids:**

- i. CUI shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

#### **14. Influencing the evaluation process:**

- i. No Bidder shall contact CUI on any matter relating to its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through EPADS.
- ii. Any effort by a Bidder to influence CUI during bid evaluation may result in disqualification of the bid.

#### **15. Qualification & Evaluation of Bids:**

- i. CUI shall determine whether the Bidder is qualified to fulfil the contract satisfactorily, in accordance with the criteria & qualifications listed in the tender document.
- ii. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as demanded by CUI in the tender document.
- iii. CUI shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.
- iv. The bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. The bids shall be evaluated to determine the lowest evaluated bid/most advantageous bid.
- vi. No bidder shall be eligible for any margin of preference in the Proposal Evaluation.
- vii. CUI shall examine the bids as whether:
  - a. They are complete in all respect.
  - b. Any computational errors have been made.
  - c. Required financial sureties have been furnished.
  - d. The documents have been properly signed.
- viii. CUI may waive any minor non-conformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
  - a. *Explanation: A minor informality/ non-conformity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be*

*corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI either shall give the bidder an opportunity to correct any deficiency resulting from a minor informality / non-conformity in a bid or waive the deficiency, whichever is advantageous to CUI.*

- ix. Prior to the detailed evaluation, CUI shall determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- x. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties shall be deemed to be a material deviation. The CUI 's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- xi. If a bid is not substantially responsive, it shall be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

#### **16. Notification of Evaluation Reports:**

- i. The evaluation reports shall be notified through EPADS.

#### **17. Corrupt or Fraudulent Practices & Blacklisting:**

- i. CUI requires that Bidders, Contractors, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
  - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI,
  - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.

- ii. CUI shall have the right to reject a proposal for award if it determines that the bidder has been engaged in corrupt or fraudulent practices in the past with any organization.
- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA shall be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
- i. If it at any time, CUI determines that the firm has engaged in corrupt, fraudulent, or collusive practices in competing for, or in executing the contract, it shall sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules.

**18. Right to Accept or Reject All Bids:**

- i. Under PPRA Rule 33(1), CUI may reject bids or proposals at any time prior to the acceptance of a bid or proposal, without incurring any liability to the bidder(s).

**19. Award of Contract:**

- i. After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS, and the work order/purchase order shall be issued on the basis of most advantageous bid as mentioned in **Table 1** of the tender document.
- ii. CUI may increase/decrease the quantity by 15%.
- iii. CUI may defer/reject specific item(s), if the item is not required.
- iv. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

**20. Notification of Award:**

- i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI shall promptly notify the unsuccessful bidder(s) and shall release its bids security.

## **21. Issuance of Contract/Work Order/Purchase Order:**

After scrutiny of all bidding documents the work order/purchase order shall be issued on the basis of “**most advantageous bid**” via EPADS.

## **22. Delivery Information:**

- i. The delivery shall be made to CUI as mentioned in **Table 1** of the tender document.
- ii. Payment shall be made as per actual quantity provided & accepted.
- iii. In case of delay in delivery:
  - a. the vendor may submit a written request for extension in delivery time, giving valid justification with proof. CUI may extend the delivery time according to the delay with the condition of mandatory penalty, to be deducted from the total bill (1% for up to 10 days delay, 3% for up to 20 days delay and 7% for up to 30 days delay). The decision shall be communicated to the vendor for extension with penalty. In case of non-responsiveness/non-acceptance by the vendor, the work order shall **automatically** be cancelled.
  - b. CUI may reject the request for extension, in which case, the work order shall be cancelled immediately

***In both cases above, the bid security shall be forfeited, and CUI shall initiate blacklisting procedure against the bidder under PPRA Rule 19.***

- iv. The delivery shall be the responsibility of the vendor as per **Table 1**. CUI may be informed one day prior to delivery for proper arrangements and entry. The supplier shall insure that the duly signed delivery challan is received from store officials.
- v. The bills along with delivery challan (duly signed by authorized official of CUI) shall be submitted to Procurement office for processing of Receipt & Inspection and Payment. Any deficiency in documentation shall be removed by the vendor.
- vi. Any defective/sub-standard item(s)/brand other than specified shall be replaced by the bidder, free of cost, within one week. In case of failure to supply the specific item, CUI shall request next lowest bidder/other bidders to provide the item and the cost of that particular item(s) shall be deducted from the bidder's bid security i.e., the bidder shall be responsible to compensate for CUI losses AND Purchase order would stand

cancelled AND/OR bid security shall be forfeited AND/OR CUI may impose penalty and/or ban on the bidder.

- vii. Payment shall be made as per actual quantity delivered & accepted to CUI.

### **23. Legal Document**

- i. The Tender document and Contract agreement/Work Order/Purchase Order altogether shall have legal binding on all bidders.