

Tender Document

Supply of Consumables items for Bio Science Department



COMSATS University Islamabad

Park Road, Tarlai Kalan, Islamabad

051-9049-5122 / 051-9049-5154

Tender Notice

Supply of Consumables items for Bio Science Department

No.CUI/Proc/TN-/2-23/282.

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector University working under the administrative control of Ministry of Science & Technology, invites sealed tenders from reputed Sole Proprietor/ Firms/Companies registered with Income Tax/Sales Tax Departments and are on Active Taxpayer List of FBR (I.T & GST), for **Supply of Consumables items for Bio Science Department**.
2. Tender procedure will base upon **“Single Stage-Two Envelope”** bidding method as prescribed under PPRA rules.
3. The Financial Bids must be accompanied with the **earnest money Rs15,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: 9013701-9).
4. Tender documents are available online for the interested firms/parties on PPRA website as well as CUI website which can be downloaded. Interested firms/bidders are required to submit their bids proposals along with tender fee of **Rs.500/- (non-refundable)** in shape of pay order/DD in favour of CUI Islamabad.
5. Sealed tenders (prepared in accordance with instructions of tender documents) must reach at the given address latest by **February 28,2023, at 1100 hrs**. (Closing Time)
6. **Only Technical** Bids will be opened in public on the same day **half hour after the closing time** in Room No. G-6, Faculty Block-I, COMSATS University Islamabad, park Road, Islamabad.



Incharge (Procurement)

COMSATS University Islamabad

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

Tel: 051-90495122, 90495154

Email: jawad@comsats.edu.pk

Eligibility & Qualification

Detail	Criteria	Envelope
1. Draft of Earnest Money	Mandatory	In Financial Bid
2. Bid /Quotation (Form No.1) (Strictly as per pattern)	Mandatory	
Eligibility & Qualification in Technical bids		
3. Declaration Form (Form No.2)	Mandatory	In Technical Bid
4. GST and NTN Registered	Mandatory	
5. Active Tax Payer List (ATL) of FBR Status as "Active".	Mandatory	
6. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public)/letterhead that the firm/company is neither black listed nor in litigation with any of its public sector client	Mandatory	
7. Authorized Dealer/Re- Seller Certificate The bidder must provide authorized dealership/re-seller certificate of the brand.	Mandatory	
8. Technical Compliance sheet (Form-3)	Mandatory	
9. Brochure Detail of equipment, brands, country of origin with complete specification	Preferred	
10. Professional Experience (Form No. 4) i. List of 3 executed/ similar contracts in public sector/ government offices/Embassies etc from Last 3 Year (List 03 contracts). Each contract = 5 Marks each Total Marks = 15 (Attached proof: 3 Contract/Work Order, W.O of over Rs, 200,000 individually will be considered for marking).	15 Marks	
11. Clientele List List 05 different clients of similar nature contracts. Total Marks = 15 Marks (3 Marks per client) (Attached proof: 5 Contract/Work Order, W.O of over Rs, 200,000 individually will be considered for marking).	15 Marks	

Bids Evaluation Criteria:

- Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, the above criteria shall be taken into consideration of bids.
- To be qualified, securing at least 70% Marks is Mandatory.
- Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process forthwith.
- After evaluation/markings of bidders in technical evaluation process, financial bids of technically qualified bidders will be only opened later on prior notice.

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 Bid 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 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. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
5. The payment will be made after successful completion of all items and job.
6. The tender must accompany earnest money as mentioned in the tender notice, in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad.
7. The rates must be quoted **as per pattern**.
8. Prices should be valid for **60 days**.
9. 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.
10. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
11. No advance payment will be permissible.
12. The Work order will be given to lowest bidder on the basis of most advantages of 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 Six Months will be imposed.
13. The delivery of items must be made maximum within **3 weeks' time**.
14. In case of delay in delivery, 0.5% of the total bid will be deducted upto 10% max (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 Six Months will be imposed.
15. 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.

16. In case of defects/non-compatibility/sub-standard at any stage (from supply till validity of warranty period), CUI will inform the bidder within 15 days-time and the bidder will arrange for work Job within 15 days' time. In case of non-compliance, CUI will arrange the equipment OR part(s) from alternate source(s) and the charges/expense incurred on the equipment/part(s) will be deducted from the earnest money/Invoice/performance Guarantee of the vendor.
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. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
19. The currency of the quotation would be in Pakistan Rupees only.
20. In case of calculation error, the unit price of quotation will be considered as valid.
21. 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.
22. Payment will be made as per actual quantity provided/supplied & accepted.
23. 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.
24. Do not submit any other document other than demanded.
25. No request for correction will be entertained after opening of the bid.
26. Unit price will be taken upto 2 decimal points and total cost will be round-up to zero decimal.

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Supply of Consumables items for Bio Science Department.

S.#	Detail of Specifications	Qty Package	Unit Price (GST Excl)	GST Amount	Unit Price (GST INCL))	Total Cost includi ng all taxes
1	Agarose Packing size: 500g/unit Source: Thermo Scientific: (Or equivalent)	1				
2	RevertAid RT cDNA Kit Packing size: 100 react/unit. Source: Thermo Scientific: (Or equivalent)	2				
3	Ethidium Bromide 10mg/ml Packing size: 10ml/unit Source: Thermo Scientific: (Or equivalent)	1				
4	DNA Gel Loading Dye (6X) Packing size: 5X 1ml Source: Thermo Scientific: (Or equivalent)	1				
5	GenerRuler 100 bp plus DNA Ladder, ready – to -use Packing size: 50µg /unit Source: Thermo Scientific (Or equivalent)	2				
6	Maxima SYBR Green/ROX qPCR Master Mix (2X) Packing size: 200 react/unit. Source: Thermo Scientific (Or equivalent)	2				
7	LMP Agarose Packing size: 25g/unit. Source: Bio Chem (Or equivalent)	1				
8	PBS tablet Packing size: 100pcs/unit Source: USA (Or equivalent)	1				
9	Dream Taq Green PCR Master Mix (2x) Packing size:200 reaction / unit Source: Thermo Scientific: (Or equivalent)	1				

Total Cost including all taxes	
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Bid Valid as per given in the terms & conditions.

Signature: _____

Name: _____

Contact Information: _____

Official Stamp:

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 forfeited of Earnest Money AND/OR Blacklisting for future tendering with CUI.

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

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

**Technical Compliance Performa
Supply of Consumables items for Bio Science Department.**

S.N	Detail of Specifications	Brand Offered If any	Compliance	Non-compliance	Higher Specs If any
1	Agarose Packing size: 500g/unit Source: Thermo Scientific: (Or equivalent)				
2	RevertAid RT cDNA Kit Packing size: 100 react/unit. Source: Thermo Scientific: (Or equivalent)				
3	Ethidium Bromide 10mg/ml Packing size: 10ml/unit Source: Thermo Scientific: (Or equivalent)				
4	DNA Gel Loading Dye (6X) Packing size: 5X 1ml Source: Thermo Scientific: (Or equivalent)				
5	GenerRuler 100 bp plus DNA Ladder, ready – to -use Packing size: 50µg /unit Source: Thermo Scientific (Or equivalent)				
6	Maxima SYBR Green/ROX qPCR Master Mix (2X) Packing size: 200 react/unit. Source: Thermo Scientific (Or equivalent)				
7	LMP Agarose Packing size: 25g/unit. Source: Bio Chem (Or equivalent)				
8	PBS tablet Packing size: 100pcs/unit Source: USA (Or equivalent)				

9	Drean Taq Green PCR Master Mix (2x) Packing size:200 reaction / unit Source: Thermo Scientific: (Or equivalent)				
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Bid Valid as per the terms & conditions, of tender documents.

Signature: _____
Name: _____
Contact Information: _____
Official Stamp: _____

Detail of Work Executed since establishment.

SN	Organization & Address	Duration	Contact Information	Amount/Cost
1.				
2.				
3.				
4.				
5.				

Detail of Clients

SN	Organization & Address	Year of work executed	Contact Information
1.			
2.			
3.			
4.			
5.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Check List (To be filled by Bidder)

Please submit your proposal in the order as below with
proper separators/Proper Binding/Plastic Cover/Staple

Detail	Status	Bid Envelope	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder	Mandatory			
1. Draft of Earnest Money		Financial		
2. Bid (Form 1)				
3. Declaration Form (Form 2)		Technical		
4. GST and NTN Registered				
5. Active Taxpayer List (ATL) of FBR				
6. Proof of Non-Blacklisting:				
7. Authorized Dealer/Re- Seller Certificate				
8. Technical Compliance Sheet (Form-3)				
9. Brochure				
10. Professional Experience (Form No.4)				
11. Clientele list				

For queries and further clarification, you may

- ✓ Write to us on jawad@comsats.edu.pk
- ✓ Visit us at 2nd Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5154/051-9049-5122