

Tender Document

Provision of Bulk SMS Services



COMSATS University Islamabad

Park Road, Tarlai Kalan, Islamabad

051-9049-5122 / 051-9049-5154

Tender Notice

Provision of Bulk SMS Services

No.CUI/Proc/TN-/3-23/285.

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 PTA approved and registered with Income Tax/Sales Tax Departments for **Provision of Bulk SMS Services**.
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 Rs20,000/-** 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 **March 14, 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	
1. PTA Authorization The bidder must provide authorize certificate of the services.	Mandatory	
2. Technical Compliance sheet (Form-3)	Mandatory	
3. Warranty / Guarantee Terms/ QoS As per service structure.	Mandatory	
4. 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/ service Order, W.O of over Rs, 200,000 individually will be considered for marking).	15 Marks	
5. 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/marketing 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 complete delivery of SMS services on monthly basis (postpaid)
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 **90 days**.
9. Quantity may vary as per actual consumption of SMS.
10. Any attempt by a bidder to influence the bid evaluation process may result in the rejection of its bid.
11. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
12. No advance payment will be permissible.
13. 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 services, the earnest money will be forfeited AND a ban from business with CUI for a period specified by CUI will be imposed.
14. In cases lowest bidder refuses or fails to supply the service(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. Services shall be charged on monthly consumption basis.
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. CUI, after verification, will have the right to accept or reject the Exemption Certificate. The vendor may claim tax return from Tax Authorities/FBR.

17. 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 Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
18. In case of Tie in Rates; the bidder securing highest technical score, where applicable, will be awarded the job. In case of tie in technical Score, CUI will award the job to the bidder as it deem fit and suitable for the job.
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. 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. Do not submit any other document other than demanded.
23. No request for correction will be entertained after opening of the bid.
24. 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: _____

Provision of Bulk SMS Services
FINANCIAL BID

S.N	Detail of Specifications	Unit Cost Per SMS	Applicable Taxes	Total Cost including all taxes
1	Bulk SMS Services for Faculty / Staff (16Characters or above) Portal with SMPP Protocol MNP supported services. 24/7 support team available SMS Masking Provision Free API for developer / web portal Detailed logs available PTA approved services. Unlimited package Postpaid package.			
Total Cost of 01 x SMS including all taxes				

(Billing on post paid format, on completion of every month bill shall be generated based on consumption).

Bid Valid as per the terms & conditions, of tender documents.

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
Provision of Bulk SMS Services**

S.N	Detail of Specifications	Compliance	Services Offered	Value Added Services (If any)
1	Bulk SMS Services for Faculty / Staff			
2	(16 Characters or above)			
3	Portal with SMPP Protocol			
4	MNP supported services			
5	24/7 support team available			
6	SMS Masking Provision			
7	Free API for developer / web portal			
8	Detailed logs available			
9	PTA approved services.			
10	Unlimited package			
11	Postpaid package			

(Billing on postpaid format, on completion of every month bill shall be generated based on consumption).

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. PTA Authorization				
8. Warranty / Guarantee Terms /QoS				
9. Technical Compliance Sheet (Form-3)				
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