**Expression of Interest**

**Pre-Qualification of Bidders**

**For Events Management Services**



**COMSATS University Islamabad**

**Park Road, Tarlai Kalan, Islamabad**

**051-9049-5122/ 051-9049-5154**

**EOI Notice**

**Pre-Qualification of Bidders**

**For Events Management Services**

**No. CUI/Proc/TN-(295)6-2023/295**

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector University working under the administrative control of Ministry of Science & Technology invites Expression of Interest (EOI) from bidders registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST) to be **Pre-Qualification of Bidders for Events Management Services** for CUI Islamabad.
2. EOI procedure will on **“Single- Stage One Envelope”** bidding method as prescribed under PPRA rules.
3. 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.
4. Sealed EOIs (prepared in accordance with instructions of EOI documents) must reach at the given address latest by **June 06, 2023, by 1100 hrs**. (Closing Time)
5. Bids will be opened on the same day, **half hour after the closing time** in Room No. G-6, Faculty Block-I, COMSATS University Islamabad, park Road, Islamabad.

**Mailing/Submitting Address**



In-Charge (Procurement)

**COMSATS University Islamabad**

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

Tel: 051-90495242, 90495154, 051-90495122

Email: jawad@comsats.edu.pk

**General Terms & Conditions**

1. The Terms & Conditions are as under:

No proposal will be considered if: ‐

* + 1. Received without required documentation or found incomplete.
    2. Received later than the date and time fixed for submission.
    3. The Proposal is unsigned/unstamped.
    4. The Proposal is signed/stamped by the unauthorized agent of the Firm/company.
    5. The Proposal is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization.
    6. The Proposal is received by telephone/telex/fax/telegram.
    7. In contradiction with the specification given by the CUI;
    8. Without sample of the items, where particularly demanded.

1. The bidder should be on the Active Taxpayer List for GST and Income Tax of FBR.
2. Applicable Income tax and GST will be deducted at source/as per rules.
3. No advance payment will be permissible.
4. Deadlines for completion of work will strictly be observed, and penalty will be imposed if deadlines are not met.
5. Any attempt by a bidder to influence the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of the bid.
6. CUI reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.
7. In case of any clarification in the proposal, please visit the office of the undersigned.
8. No request for correction will be entertained after opening of the bid.
9. 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.
10. 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 Majuro Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
11. Quotation will be requested/invited from the pre-qualified bidders as and when required for different events.
12. In case of Tie in Rates, CUI will be the final authority to award the Work Order to either party, as it deems fit. No negotiation will be made once bids are submitted/opened.
13. In case the Pre-Qualified Bidder is non-responsive for two consecutive quotes, the bidder will be informed in writing through email/courier of the non-responsiveness and will be given an opportunity to submit the reasons for the non-responsiveness (show-cause). CUI may accept or reject the reply on merit and in case of rejection; CUI may remove the firm from Pre-Qualified Bidders List and ban from future activities with CUI for the period of 6 months or as decided by the CUI. The disqualification will be as PPRA rules.
14. CUI, at any time, may consider pre-qualification of other firm(s)/add new bidders to the list of pre-qualified bidders through the same process. Existing pre-qualified bidders will remain as pre-qualified and need not to re-apply.
15. The Request for Proposal (RFP) exceeding Rs.200,000/- will be circulated among all the pre-qualified firms and the sealed envelopes will be submitted, whereas the quotations (RFQs) shall be called on e-mail/courier from all prequalified firms for event management services and any services having limit less than Rs. 200,000/-
16. The Request for Proposal (RFP) exceeding Rs.200,000/- will be circulated among all the pre-qualified firms and the sealed envelopes will be submitted along with bid security depends upon the volume of RFQ as and when required
17. In case, the selected/successful bidder(s) impose any conditions at a later stage; The firm will be bar from further work with CUI for at-least a period of six months or impose any other penalty as decided by CUI.
18. In case of cancellation of Work Order, the decision to award the same job to the next lowest bidder will be as per general economic principles i.e., no loss to CUI.
19. Payment will be made as per actual and only for acceptable item(s)/job done.
20. In case of non-compliance of the Work Order; CUI may dis-qualify the vendor and remove from the Pre-Qualified Bidder List AND/OR bar the vendor from further business with CUI AND/OR impose penalty as decided by CUI
21. A pre and post evaluation of quality of services and food served will be made by an authorized committee of CUI, based on which, payment will be released to the contractor firm. The criteria for pre and post evaluation will be set up by the concerned committee before RFQ and communicated to all participating bidders.
22. Any condition, ***whatsoever***, will disqualify the firm from the process.
23. In case the vendor fails to complete the job within the deadline given, provided that the delay is caused by the vendor, 1% of the total price will be deducted per day for upto a total of 10% (10 Days).
24. If delay is beyond 10 days, CUI, on case-to-case basis, will decide whether to give more time to the vendor or cancel the Work Order. In case of extension of time, the penalty will be 2% of the total price per day (Day 11th onward). The cause of the delay may be established to be associated with the vendor.
25. In case of calculation error in quotation the unit price of the quotation will be considered.
26. Unit price will be taken upto 2 decimal points and total cost will be round-up to zero decimal.

**Scope of Work**

COMSATS University Islamabad undergoes mega and normal events in different intervals of time like.

* Convocation
* Sports festivals/ weeks
* Seminar
* Orientation
* Special events
* Workshop
* Any other event as and when required.

**Eligibility, Selection Criteria & Qualification**

**Mandatory Requirements & Selection Criteria**

|  |  |
| --- | --- |
| 1. Declaration Form **(Form No. I)** | **Mandatory** |
| 1. GST and NTN Registered | **Mandatory** |
| 1. Active Taxpayer List (ATL) of FBR   Status as “Active” and Compliance Level is 100% | **Mandatory** |
| 1. **Proof of Non-Blacklisting:**   Affidavit on legal paper of appropriate value (duly attested from notary public)/ /Letterhead signed & stamped that the firm/company is neither blacklisted nor in litigation with any of its public sector clients. | **Mandatory** |
| 1. **Professional Experience (Form No. 2**)   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. 2,000,000 individually will be considered for marking). | **Marks 15** |
| 1. **Clientele List (Form No 2)**   **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. 2,000,000 individually will be considered for marking). | **Marks 15** |

**To be qualified, Securing Minimum of 70% Marks in every category is Mandatory.**

**Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process.**

**Form I**

**Declaration Form**

**(Mandatory)**

**(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)**

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 annexure.

I / We agree that the decision of committee 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 is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

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| --- | --- | --- |
| **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) |  |  |

**Form-ll**

**Detail of Work Executed since establishment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Organization & Address** | **Duration** | **Contact Information** | **Amount/Cost** |
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**Detail of Clients Form -ll**

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| --- | --- | --- | --- |
| **SN** | **Organization & Address** | **Year of work executed** | **Contact Information** |
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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.

**Form Ill**

**Detail of location and Equipment in hand**

|  |  |
| --- | --- |
| **Address of Business Point/Locations** |  |
| **List of Equipment in hand** | |
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Subject to visit by CUI

**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** | **Yes**  **🗸** | **No**  **🗴** |
| 1. **ALL Pages signed and Stamped by Bidder** | **Mandatory** |  |  |
| 1. Declaration Form (Form No 1) |  |  |
| 1. GST and Income Tax Registration Certificate |  |  |
| 1. Active Tax Payer List (GST and Income Tax) |  |  |
| 1. Proof of non- Blacklisting |  |  |
| 1. Professional Experience (Form No. 2) |  |  |
| 1. Clientele List (Form No. 2) |  |  |

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

* write to us on habib@comsats.edu.pk
* Visit us at Procurement Office, 2nd Floor, Faculty Block-II, CUI, Islamabad
* Call us at 051-9049-5122 / 051-9049-5154