**Tender Document**

**Printing of Files & Envelopes**



**COMSATS University Islamabad**

**Park Road, Tarlai Kalan, Islamabad**

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

 **Invitation to Bid**

No.CUI/Proc/TN-(306)/5-23/306

**Printing of Files & Envelopes**

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector University under the administrative control of Ministry of Science & Technology invites Sealed tenders from reputed firms/companies registered with Income Tax/Sales Tax Departments and are on Active Taxpayer List of FBR (I.T & GST), for **Printing of Files & Envelopes**
2. Tender procedure will base upon **“Single Stage-Single Envelope”** bidding method as prescribed under PPRA rules.
3. The Financial Bid must be accompanied with the **earnest money Rs. 12,000/-** 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 bid proposals along with tender fee of **Rs.500/- (non-refundable)** in shape of pay order/DD in favor of CUI Islamabad.
5. Sealed tenders (prepared in accordance with instructions of tender documents) must reach the address given below latest by **May 04, 2023, at 1100 Hrs** **(Closing time).**
6. Bids will be opened, in presence of the bidder who choose to attend, 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: 051-9049-5154, 9049-5122

Email: Jawad@comsats.edu.pk

## Eligibility & Qualification:

### Eligibility (Mandatory Requirements)

|  |  |
| --- | --- |
| **Detail** | **Criteria** |
| 1. Draft of Earnest Money
 | **Mandatory** |
| 1. Bid /Quotation **(Form No.1) -** *(Strictly as per pattern)*
 | **Mandatory** |
| 1. Declaration Form **(Form No.2)**
 | **Mandatory** |
| 1. GST and NTN Registered
 | **Mandatory** |
| 1. Press Declaration Certificate
 | **Mandatory** |
| 1. Active Taxpayer List (ATL) of FBR

 Status as “Active” in I.T and Compliance Level is 100% in GST | **Mandatory** |
| 1. **Proof of Non-Blacklisting:**

Affidavit on legal paper of appropriate value (duly attested from notary public)/Letterhead that the firm/company is neither blacklisted nor in litigation with any of its public sector client  | **Mandatory** |

 Failing of ANY of the mandatory criteria will disqualify the bidder from the process.

### Qualification

|  |  |
| --- | --- |
| **Detail** | **Total Marks** |
| 1. **Relevant Experience in Printing & Publication in last 5 years**

06 Marks per experience of over Rs.200,000 each(Attached proof: 5 Work Orders/Contracts. W.O of over Rs.200,000 will be considered for marking) | **30 Marks** |
| 1. **Different Clients in the last 5 years**

06 Marks per Client of over Rs.200,000 each(Attach proof: 05 Work Order/Contract. Only Govt./Semi-Govt/Embassies/iNGOs and Private sector organization at par with CUI will be considered for marking) | **30 Marks** |

 80% Marks (48/60) in technical evaluation is mandatory for qualification.

## General Terms & Conditions

The Terms & Conditions are as under:

 No tender will be considered if:‐

* 1. Received without required documentation or found incomplete;
	2. Received later than the date and time fixed for Tender submission;
	3. The Tender is unsigned/ unstamped;
	4. The Tender is singed/stamped by the unauthorized agent of the Firm/company;
	5. The Tender is from a firm which is black listed or in litigation of some sort with CUI;
	6. The Tender is received by telephone/telex/fax/telegram;
	7. Tenders received without earnest money;
	8. In contradiction with the specification given by the CUI;

1. Bidders who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
2. Bidders will have to produce the proof of being a Tax Filer with FBR.
3. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source;
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 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. 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. In case of rejection, CUI will not be liable to any payment and the complete applicable taxes will be deducted by CUI, CUI will provide a certificate of tax deduction and the vendor may claim refund from Tax Authorities/FBR.
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 bidder on the basis of most advantageous 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 specified by CUI will be imposed.
12. 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.
13. 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.
14. 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 Majure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
15. 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, the bidder having the greater value in terms of work of performed (submitted work orders) will be awarded the job.
16. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
17. The currency of the quotation would be in Pakistan Rupees only.
18. 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.
19. In case of any dispute, the matter will be referred to Rector, CUI, whose decision will be binding on both parties.
20. In case the successful bidder fails to supply the required item(s)/material within the due date; 0.5% per day, of the total cost, will be deducted for upto a total of 10% (20 Days). If delay is beyond 20 days, CUI will decide whether to extend the time, in which case the penalty will be 1% of the total cost per day (Day 21 onward) OR CUI may consider Cancellation of Work Order, in which case CUI may impose ban on the bidder for business with CUI for a period of at least 6 months AN/OR Black-list the bidder AND/OR the Earnest Money will be forfeited.
21. Payment will be made as per actual quantity received, which is as per work order and acceptable to CUI.
22. Partial delivery will not be accepted.
23. Unit price will be taken upto 2 decimal points and total cost will be round-up to zero decimal.
24. Any defective/sub-standard item(s) will be replaced by the bidder at its own cost within one-week time. In case of failure to supply the specific item, CUI will request other supplier to provide the item and the cost of that item will be deducted from the bidder’s earnest money i.e., the firm will be responsible to compensate for CUI losses AND Purchase order would stand cancelled AND/OR earnest money will be forfeited AND/OR CUI may impose penalty and/or ban on the firm.
25. All firms/companies are strongly advised that before submitting their bid, please make the market surveys, analyze their capability and capacity to make all the required deliverable within the timeline. Any excuses or explanation, whatsoever, will not be considered once the work Order is made. Any excuses for delay of supplies or non-availability of supplies will not be considered and the earnest money will be forfeited, a ban of ONE YEAR will be imposed for further business
26. In case of any conflict in the price/cost quoted by the bidder, the unit cost (GST Exclusive) quoted by the bidder will be considered. In case of no mention of GST. The prices/cost will be considered as inclusive of GST.
27. In case of calculation error in the submitted bid, the unit price (GST exclusive) will be considered as valid.

## Validity of Bid & Delivery Time

1. The bid validity shall be **30 days.**
2. The Delivery time is **21 days** from the date of finalization and approval/Work Order.
3. **The contract will be awarded on the basis of eligibility, qualification and terms and conditions set forth in this document.**
4. If CUI feels that a particular publication is not upto the specified standards in printing, cutting, binding, color registration, finishing, specification etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by CUI.
5. In case of Re-printing, the printing and delivery must be made within a MAXIMUM of two weeks-time with no extra cost. If the delivery is not made in two weeks, deduction will be made from the bill.
6. **Sample can be seen in office of the undersigned.**
7. **DO NOT SUBMIT ANY OTHER DOCUMENT WHICH IS NOT DEMANDED.**

## FORM 1

*[Letterhead of the Firm]*

|  |  |  |  |
| --- | --- | --- | --- |
| Ref No:  |  | NTN: |  |
| Date: |  | GST: |  |

No.CUI/Proc/TN-(306)/4-23/306

**Printing of office Stationery (Files & Envelopes)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N** | **Detail of Specifications** | **Qty** | **Unit Price (GST Excl)** | **GST Amount** | **Unit Price****(GST INCL)** | **Total Cost****(GST INCL)** |
| 1 | Medium size Envelopes, Size: 10” x 12” with additional 1.5” Flap, 80 gsm Imported White Paper,3 Spot/Special Color Printing | 6,000 |  |  |  |  |
| 2 | Large size EnvelopesSize: 11” x 14” with additional 1.5” Flap, 80 gsm Imported White Paper, 3 Spot/Special Color Printing  | 5,000 |  |  |  |  |
| 3 | Small size Envelopes, Size: 9” x 4.75” 80 gsm Imported White Paper, 3 Spot/Special Color Printing | 3,000 |  |  |  |  |
| 4 | CUI Official Yellow FilesLamination; Fitted Clip, Size 9.5” x 13”, 300gsm Imported Art Card, 3 Spot/Special Color Printing  | 5,000 |  |  |  |  |

**Bid Valid as per given in the terms & conditions.**

**Delivery will be made as per terms & Conditions.**

|  |  |
| --- | --- |
| **Signature:**  |  |
| **Name:**  |  |
| **Contact Information:** |  |
|  |  |
| **Official Stamp:** |  |

**FORM 2:**

**Declaration Form**

**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, forfeited of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

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

# **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****🗴** |
| ALL Pages are signed and Stamped  |  |  |
| Draft of Earnest Money |  |  |
| Bid /Quotation (Form No.1) - *(Strictly as per pattern)* |  |  |
| Declaration Form (Form No.2) |  |  |
| GST and NTN Registered  |  |  |
| Press Declaration Certificate |  |  |
| Active Taxpayer List (ATL) of FBRStatus as “Active” in I.T and Compliance Level is 100% in GST |  |  |
| Proof of Non-Blacklisting: |  |  |
| Work Orders as proof of Experience |  |  |
| Work Orders as proof of Cliental |  |  |

**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 051-9049-5122 / 0336-552-4334 (Mr. Habib)
* 051-9049-5154

## Sample Pictures

**Yellow File**



