**Expression of Interest**

**Pre-Qualification of Bidders**

**For the Supply of Vehicles Spare Parts (LTV &HTV)**

**No.CUI/Proc/TN-(62)/7-22/62**



**COMSATS University Islamabad**

**Park Road, Tarlai Kalan, Islamabad**

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

**Notice**

**Pre-Qualification of Bidders**

**For the Supply of Vehicles Spare Parts (LTV & HTV)**

No.CUI/Proc/TN-(62)/7-22/62

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector Educational Organization 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 the Supply of Vehicles Spare Parts (LTV & HTV)** for CUI Islamabad.
2. The Bids must be accompanied with the earnest money of Rs. 30,000/- in the form of call Deposit/Bank Draft in favor of COMSATS University Islamabad (FTN/NTN: 9013701 – 9). The earnest money will be refundable to unsuccessful bidders whereas for successful bidders that are qualified, the earnest money will be retained as Security amount till the active contract (at least one year).
3. Sealed EOIs (prepared in accordance with instructions of EOI documents) must reach at the given address latest by **July 05, 2022 by 1100 hrs**. (Closing Time)
4. 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.



In-Charge (Procurement)

**COMSATS University Islamabad**

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad, Tel: 051-90495122, 051-90495154, 051-90495039

Email: fawadhashmi@comsats.edu.pk

**General Terms & Conditions**

The Terms & Conditions are as under :

1. No proposal will be considered if: ‐

i. Received without required documentation or found incomplete;

ii. Received later than the date and time fixed for submission;

iii. The Proposal is unsigned/unstamped;

iv. The Proposal is signed/stamped by the unauthorized agent of the

Firm/company;

v. The Proposal is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;

vi. The Proposal is received by telephone/telex/fax/telegram;

vii. The Proposal is received without earnest money;

viii. In contradiction with the specification given by the CUI;

ix. Without sample of the items; where particularly demanded.

2. The bidder should be on the Active Tax Payer List for GST and Income Tax of FBR.

3. Applicable Income tax and GST will be deducted at source/as per rules.

4. No advance payment will be permissible;

*5.* Deadlines for completion of work will strictly be observed, and penalty will be imposed if deadlines are not met.

6. 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 the bid;

7. CUI reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.

8. In case of any clarification in the proposal, please visit the office of the undersigned.

9. No request for correction will be entertained after opening of the bid.

10. 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.

11. 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.

12. Earnest Money of **Rs.30,000/-** is mandatory. The earnest money will remain in

custody of CUI as performance/security deposit till end of pre-qualification.

13. Quotation will be requested/invited from the pre-qualified bidders as and when required for different events.

14. 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.

15. 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.

16. 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.

17. 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 supply of Genset Batteries and any services having limit less than Rs. 200,000/-

18. In case, the selected/successful bidder(s) impose any conditions at a later stage; the complete earnest money will be forfeited AND/OR 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.

19. 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.

20. Payment will be made as per actual and only for acceptable item(s)/job done.

21. 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 forfirted the complete Earnest Money AND/OR bar the vendor from further business with CUI AND/OR impose penalty (not exceeding the security amount).

22. Any condition, ***whatsoever***, will disqualify the firm from the process.

23. In case the vendor fails to complete the job/deliver the items 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.

**Eligibility & Pre- Qualification for the Supply of Vehicles Spare Parts (LTV & HTV)**

|  |  |
| --- | --- |
| **Detail** | **Criteria** |
| 1. Draft of Earnest Money | **Mandatory** |
| 1. Declaration Form **(Form No.2)** | **Mandatory** |
| 1. GST and NTN Registered | **Mandatory** |
| 1. Active Tax Payer List (ATL) of FBR   Status as “Active”. | **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 black listed nor in litigation with any of its public sector client | **Mandatory** |

**Evaluation Criteria:**

* Supplier will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the pre-qualification of supplier, the above criteria shall be taken into consideration
* Failing to fulfill ANY of the Mandatory Requirement will disqualify the Supplier from the process**.**
* After evaluation, qualified supplier will be considered as pre-qualified.
* **Physical inspection will be carried out to determine capability of the vendor.**

**Form 2**

**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.

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

**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**  **🗴** |
| **ALL Pages signed and Stamped by Bidder** | **Mandatory** |  |  |
| 1. Draft of Earnest Money |  |  |
| 1. Declaration Form (Form 2) |  |  |
| 1. GST and NTN Registered |  |  |
| 1. Active Tax Payer List (ATL) of FBR |  |  |
| 1. Proof of Non-Blacklisting |  |  |

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

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