

Tender Document

Supply of Degree Folders



**COMSATS University Islamabad
Park Road, Islamabad**

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1. Tender Notice

COMSATS University Islamabad (CUI) CUI-Proc/(TN-452)/01/2024

Supply of Degree Folders

1. COMSATS University Islamabad (CUI), a Public Sector Educational Organization invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Two-Envelope**” method from Income Tax & GST Registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for for **Supply of Degree Folders**.
2. The Earnest Money for the Bid is **Rs.50,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (**FTN/NTN: 9013701-9**). The Bank Draft MUST be submitted physically to COMSATS University Islamabad on the below given address on the Closing date of the Tender.
3. The complete Tendering process will be carried out through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk>
4. Interested bidders are requested to register themselves on the e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents through the EPADS. No physical submission of Tender document will be accepted.
5. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237
6. The tender documents must be submitted **via EPADS** latest by **January 18, 2024, by 1100 hours**. The technical bids only will be opened in the presence of the bidders who choose to attend, **half hour after the closing time** in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.

Contact Person and Submission



In-Charge (Procurement)

COMSATS University Islamabad

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

Tel: 0336-5524334, 051-90495242, 90495154, 051-90495122

Email: wajidkamran@comsats.edu.pk

2. General Terms & Conditions of the Tender

No tender/bid will be considered if:-

- a) Received without required documentation or deficiency in required documentation.
- b) Received without earnest money.
- c) In contradiction with the specification given by the CUI.
- d) Received with any condition.
- e) The bidder is in litigation with CUI or is blacklisted by any organization or is notified as blacklisted on PPRA website.

3. Contact person and Submission of Bids:

- i. Contact Person for all inquiries, clarifications and bid submission will be:

In-Charge (Procurement)
COMSATS University Islamabad
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
Tel: 051- 90495242, 051-90495122
Email: wajidkamran@comsats.edu.pk

4. Validity of Bids:

- i. The Bid shall remain valid for a period of **30 days**, from the date of closing.
- ii. Any bidder/firm/ company which refuses to accept the work order based on market price escalation will result in forfeiting the earnest money, CUI may also impose a ban from business with it for a minimum 6 months to a maximum duration to be determined by CUI.

5. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.
- ii. 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 non-acceptance, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In the case of Tie in Rates of the bidders, award of contract shall be discretion of CUI.
- iv. Unit price will be taken up to 1 decimal points. The total cost will be round-up to zero decimals.

- v. In case of any conflict in the price/cost quoted by the bidder, the unit cost (Exclusive of GST) quoted by the bidder will be considered for calculation.
- vi. In case of no mention of GST, the prices/cost will be considered as inclusive of GST.

6. Bid Currencies & Bid Security:

- i. Prices shall be quoted in Pak Rupees.
- ii. The currency of the Bid Security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, a bid security as specified in the tender notice. The bid security is required to protect CUI against the risk of Bidder's default which would warrant the security's forfeiture.
- iv. The Bid Security shall be denominated in the local currency, and it shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following form:
 - a. Bank Draft / Pay Order
- v. No personal cheques will be acceptable. Also, any previous bid security will not be considered or carried forward. The Bid found deficient of the amount as bid security compared to total bid price will not be considered. Any bid NOT secured in accordance with the above will be rejected as non-responsive bid.
- vi. Unsuccessful bidders' bid security will be released and returned promptly as the successful bidder gives consent to the work order or sign the contract agreement, whichever is applicable.
- vii. The successful Bidder's bid security will be retained till the **duration of the contract.**
- viii. The bid security shall be forfeited:
 - a. If a bidder withdraws its bid during the evaluation process.
 - b. If the successful bidder fails to accept the work order/sign the contract agreement after announced as successful Bidder.
 - c. If the successful bidder does not accept the correction of arithmetic errors in its bid.
 - d. If the successful Bidder fails to comply with the requirement of the bid and contract.

7. Clarification of Bidding Document:

- i. During evaluation of the bids, CUI may, at its discretion, ask the Bidder for a clarification of its bid and other such information which is important for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond/reply within a given deadline, the bidder will be considered as non-responsive and disqualified from the bidding process.

8. Opening of Bids:

- i. CUI will open all bids in the presence of bidders' representatives who wish to attend, at the time, on the date, and at the place specified. The bidders' representatives who are present shall sign an attendance sheet in evidence of their presence. Not more than one representative of the bidder is allowed to attend the meeting.
- ii. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.
- iii. Bids that are not read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

9. Influencing the evaluation process:

- i. No Bidder shall contact CUI on any matter relating evaluation of its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has grievance to notify, it should do so only in writing through EPADS.
- ii. Any effort by a Bidder to influence CUI during bid evaluation may result in rejection of the Bidder's bid.

10. Notification of Evaluation Reports:

- i. The evaluation report shall be notified to all the participating bidders on EPADS.

11. Qualification & Evaluation of Bids:

- i. CUI will determine whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria & qualification listed in the tender document.
- ii. The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as CUI deem necessary and appropriate.
- iii. CUI will technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.
- iv. The bidder's financial evaluation of a bid will be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. The bids will be evaluated to determine the lowest evaluated bid for bidders.
- vi. No bidder shall be eligible for any margin of preference in the Proposal Evaluation.
- vii. CUI will examine the bids to
 - a) determine whether they are complete.
 - b) whether any computational errors have been made.

- c) whether required sureties have been furnished.
 - d) whether the documents have been properly signed.
 - e) whether the bids are generally in order.
- viii. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of tax) shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, the bid will be rejected, and the bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- ix. CUI may waive any minor informality / nonconformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- a. *Explanation: A minor informality/ non-conformity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality / non-conformity in a bid or waive the deficiency, whichever is advantageous to CUI.*
- x. Prior to the detailed evaluation, CUI will determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- xi. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties will be deemed to be a material deviation. The CUI's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- xii. If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

12. Corrupt or Fraudulent Practices & Blacklisting:

- i. CUI requires that Bidders observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

- b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI,
 - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- ii. CUI will have the right to reject a proposal for award if it determines that the bidder has been engaged in corrupt or fraudulent practices in the past with any organization.
 - iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA will be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
 - iv. CUI will sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules, if it at any time determines that the firm has engaged in corrupt, fraudulent or collusive practices in competing for, or in executing.

13. Right to Accept or Reject All Bids:

- i. CUI reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the bidder(s) or any obligation to inform the bidder(s) of the grounds for the CUI 's action.

14. Notification of Award:

- i. The notification of award will constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI will promptly notify each unsuccessful Bidder and will release its bid security.

15. Award of Contract

After scrutiny of all bidding documents the work order/purchase order will be issued to lowest bidder on "**Consolidated basis**".

- iii. The bidder shall immediately sign contract agreement/give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

16. Delivery Information:

- i. The Supply shall be made to CUI within **25 days** of the **Issuance of Purchase order**.
- ii. Payment will be made as per actual quantity provided & accepted.
- iii. In case of delay in delivery, the vendor may submit a written request for extension in delivery, giving valid justification with proof. The following decision can be made by CUI.
 - a. CUI may extend the delivery time according to the nature and urgency of the procurement with the condition of deductions in percentage (0% to 10%) from the total bill. The decision will be communicated to the vendor for extension along with [percentage of deduction, if any]. In case of non-responsiveness/non-acceptance by the vendor, the work order will automatically be cancelled, the earnest money will be forfeited. CUI may also impose a ban from business with it for a minimum of 6 months to a maximum duration to be determined by CUI.
 - b. CUI may reject the request, in which case, the work order will be cancelled, the earnest money will be forfeited. CUI may also impose a ban from business with CUI for a minimum of 6 months to a maximum duration to be determined by CUI. CUI will be the final authority for decision of acceptance or rejection.
- iv. It shall be the responsibility of vendor to make delivery as per Work Order directly to the **[Store Section entry through Gate 1, behind Main Library Building. The Store (Mr. Waheed 051-9049-6035)]** may be informed one day prior to delivery for proper arrangements and entry. [A proper delivery challan from store is the sole responsibility of the vendor]
- v. The bills along with delivery challan (duly signed by concerned store or P.I) will be submitted to the Procurement Office for processing of Receipt & Inspection and payment. Any deficiency in documentation will be removed by the vendor.
- vi. Any defective/sub-standard item(s) will be replaced by the bidder, free of cost, within one-week is time. In case of failure to supply the specific item, CUI will request next lowest bidder/other bidders to provide the item and the cost of that particular item(s) will be deducted from the bidder's earnest money i.e., the bidder 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 bidder.
- vii. Samples are mandatory where specifically demanded and bid without samples will be considered non-responsive. No samples will be accepted after the closing date. Sample of other than the demanded item(s) will not be considered.
- viii. In case of samples, the sample(s) provided by the bidder will be compared to CUI approved samples.

- ix. After technical evaluation of bids, sample(s) provided by bidders should be picked up from store section within 30 days from the date of technical bid evaluation announcement. In case of no response from the bidder within the deadline, the samples will be discarded, and CUI will have no liability.

17. Legal Document

- i. The Tender document and Contract agreement/Work Order/Purchase Order together are the legal documents and all the terms and conditions, criteria, qualification is a legal binding on parties.

18. 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.

By altering/adding/deleting any point, clause, condition in the documents provided will automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct.

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 forfeiting of earnest money AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period as deemed appropriate depending on nature of offence.

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	

19. Technical Evaluation Criteria:

Table 1: Mandatory Requirements:

Detail	Criteria
1. Draft of Earnest Money (Separate Envelope)	Mandatory
2. Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion will dis-qualify the bidder from the bidding process</i>	Mandatory
3. Declaration Form	Mandatory
4. Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory
5. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) OR letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client	Mandatory
Compliance with CUI requirement/Specification	
6. Mentioning of Brand Name (if any) is mandatory. Blank technical sheet shall be treated as non-compliance and may result rejection of tender / bid	Mandatory
Sample	
7. Sample will be provided by the bidder in finish form and sample will be checked for quality of paper, color, size and text.	Mandatory
Professional Experience	
8. List of 5 executed/ similar contracts of over Rs.200,000/- each for Different Clients in the last 3 Year (10 Marks each)	50 Marks

- Failing in any of the mandatory requirement will disqualify the bidder from the bidding process.
- To be qualified, securing at least 70% Marks in technical evaluation is Mandatory.
- After evaluation/marketing of bidders in technical evaluation process, financial bids of technically qualified bidders will be only opened later on prior notice.
- **DO NOT attach any information or portfolio which is not requested. Only provide the demanded information**

20. FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Supply of Degree Folder

SN	Specification	Qty	Unit Price (GST Excl)	GST Amount (If any)	Unit Price (GST Incl)	Total Cost (GST Incl)
1	<ul style="list-style-type: none">• Rexene Folder• Size: A4• Golden Logo Printing• Inside Velvet cloth• Internal 02 Transparent plastic Jackets• Sample is available in Procurement office	3000				
Total Cost (Inclusive of GST)						

- The bid is submitted without any conditions.
- All the terms and conditions provided by COMSATS University Islamabad are acceptable unconditionally, including **bid validity and delivery time**.

Name of authorized Person: _____

Date: _____

Signature _____

Official Company Seal: _____

21. Technical Compliance Performa

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Supply of Degree Folder

SN	Specification	Compliance	Non-Compliance	Higher if any
01	Rexene Folder			
	Size: A4			
	Golden Logo Printing			
	Inside Velvet cloth			
	Internal 02 Transparent plastic Jackets			
	Sample is available in Procurement office			

- The bid is submitted without any conditions.
- All the terms and conditions provided by COMSATS University Islamabad are acceptable unconditionally, including **bid validity and delivery time**.
- Blank technical sheet shall be treated as non-compliance and may result rejection of tender / bid.

Name of authorized Person: _____

Date: _____

Signature _____

Official Company Seal: _____

Documents to be submitted by the bidders / 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	Page Reference
This Checklist - ON TOP			
ALL Pages are signed and stamped			
Draft of Earnest Money			
Bid /Quotation Proposal No. 1 (As per Pattern)			
Declaration Form			
Latest Print out of FBR ATL (GST)			
Latest Print out of FBR ATL (Income Tax)			
Blacklisting Certificate			
Compliance with CUI requirement			
Professional Experience / Clientele List			
Sample			