

# **Tender Document**

**Printing of Admission Guides & Annual Report**



**COMSATS University Islamabad**  
**Park Road, Tarlai Kalan, Islamabad**

# Invitation to Bid

No. CUI-PS/22(12)/2039

## **Printing of Admission Guides & Annual Report**

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector University 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 Admission Guides & Annual Report**.
2. Tender procedure will base upon “**Single Stage-Two Envelope**” bidding method as prescribed under PPRA rules.
3. The Bid must be accompanied with the **earnest money of Rs.25,000/-** 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 and can be downloaded from PPRA and CUI Website.
5. Sealed tenders (prepared in accordance with instructions of tender documents) must reach the address given below latest by **December 26, 2022 at 1100 Hrs (Closing time)**.
6. 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.



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## Eligibility & Qualification:

### Eligibility (Mandatory Requirements)

Detail	Criteria
1. Draft of Earnest Money	<b>Mandatory</b>
2. Bid /Quotation ( <b>Form No.1</b> ) - ( <i>Strictly as per pattern</i> )	<b>Mandatory</b>
3. Declaration Form ( <b>Form No.2</b> )	<b>Mandatory</b>
4. GST and NTN Registered	<b>Mandatory</b>
5. Press Declaration Certificate	<b>Mandatory</b>
6. Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	<b>Mandatory</b>
7. <b>Proof of Non-Blacklisting:</b> 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	<b>Mandatory</b>

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

Detail	Max. Marks	Min. Marks for Qualification
<b>8. Experience in Publication in the last FIVE Years with Different Clients.</b> 10 Marks per experience with each client of over Rs.400,000 each (Attach proof: 5 Work Orders/Contracts. Work Orders of over Rs.300,000 will be considered for marking) <ul style="list-style-type: none"> <li>W.O of Prospectus/Annual Report/Reports for iNGOs/Audit Report or equivalent Report (In 4 Color Printing) - <b>10 Marks each</b></li> <li>W.O of Textbook or equivalent books (4 color printing) - <b>05 Marks each</b></li> </ul>	<b>50</b>	<b>40</b>

#### List of similar Work executed for different Clients

SN	Detail of Similar Work	Client Name	Total Amount
1.			
2.			
3.			
4.			
5.			

Attach Work Order as proof. Bid without proof will be dis-qualified.

## General Terms & Conditions

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 Tender 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 CUI.
  - 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 successful completion of all items and job, for the item accepted by CUI.
  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. In case the bidder claims for non-deduction of GST/Income Tax due to advance Tax payment or SRO; the documented proof of the same duly verified by the concerned authority must be provided by the bidder.
  9. 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.
  10. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
  11. No advance payment will be permissible.
  12. Quantity may vary as per actual requirements
  13. The Work will be given to lowest evaluated 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.
  14. In case of defects/non-compatibility/sub-standard, CUI will inform the bidder within 2 days-time and the bidder will arrange for replacement of the item(s) within 2 days' time. In case of non-compliance, the bid will be cancelled, and the complete work will be done from another vendor.
  15. 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.
  16. 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.

17. 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 whose work orders (submitted with this bids) are higher in amount.
18. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
19. The currency of the quotation would be in Pakistan Rupees only.
20. 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 way timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
21. In case of any dispute, the matter will be referred to CPC, whose decision will be binding on both parties.
22. In case the successful bidder fails to supply the required item(s)/material within the due date; 1% per day, of the total cost, will be deducted for upto a total of 5% (5 Days). If delay is beyond 5 days, 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 1 year AN/OR blacklist the bidder AND/OR the Earnest Money will be forfeited. The work will be awarded to the next lowest evaluated bidder.
23. Payment will be made as per actual quantity received, which is as per work order and acceptable to CUI.
24. 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.
25. Partial delivery will not be accepted.
26. Unit price will be taken upto 2 decimal points and total cost will be round-up to zero decimal.
27. In case of any conflict in the price/cost quoted by the bidder; the unit cost (without GST) quoted by the bidder will be considered as valid. In case of no mention of GST. The prices/cost will be considered as inclusive of GST.
28. In case of calculation error, the unit price will be considered as valid.

### **Validity of Bid & Delivery Time**

29. The bid validity shall be **30 days**.
30. The Delivery time is **21 days** from the date of finalization and approval of the design.
31. Colored Dummy print of title page and one black copy of publication will be provided for proof reading.
32. If CUI feels that a particular printing/publication is not up to the specified standards in printing, cutting, binding, color, finishing, specification etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by CUI.
33. In case of Re-printing, the printing and delivery must be made within a MAXIMUM of two days-time with no extra cost. If the delivery is not made in two days, deduction will be made from the bill.
34. **Sample can be seen in office of the undersigned.**
35. **DO NOT SUBMIT ANY OTHER DOCUMENT WHICH IS NOT DEMANDED.**

[Letterhead of the Firm]

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

**Financial Bid****Printing of Admission Guides & Annual Report****No.CUI-PS/22(12)/2039**

S.N	Detail of Specifications	Qty	Unit Price (GST Excl)	GST Amount	Unit Price (GST INCL)
1	<b>Admission Guides (Graduate)</b> Size: A-4, Title Cover: 300 gsm Art Card (Imp), Matt finish Text Paper: 128 gsm Art Paper (Imp), Matt finish Printing: 4 colors Total Pages: 24 Creasing and Cutting, Pin Binding	750			
2	<b>Admission Guides (Undergraduate)</b> Size: A-4, Title Cover: 300 gsm Art Card (Imp), Matt finish Text Paper: 128 gsm Art Paper (Imp), Matt finish Printing: 4 colors Total Pages: 24 Creasing and Cutting, Pin Binding	750			
3	<b>Annual Report</b> Size: W=8.25" L=11.75"; Title Cover: 300 gsm Art card (Imp), Matt Finish Text Paper: 150 gsm Art Paper (Imp), Matt Finish Total Pages: 144 Printing: 4 colors	100			

<http://ww2.comsats.edu.pk/ro/Downloads/AnnualReports/Annual-Report-2020-2021.pdf>

**Bid Validity 30 days****Delivery time 21 days after approval of design by Department.**

Name &amp; Signature: \_\_\_\_\_

Official Stamp:

# 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.

<b>Tender No.</b>	
<b>Name of Firm/ Company</b>	
<b>Name of Owner/Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Telephone No.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail</b> (For Official Correspondence)	
<b>Signature &amp; Stamp</b> (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 ✗
<b>ALL Pages are signed and stamped</b>		
Draft of Earnest Money		
Bid /Quotation ( <b>Form No.1</b> ) - ( <i>Strictly as per pattern</i> )		
Declaration Form ( <b>Form No.2</b> )		
GST and NTN Registered		
Press Declaration Certificate		
Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST		
<b>Proof of Non-Blacklisting:</b>		

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

- ✓ Write to us on [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5060 / 03339154790