

Invitation of Proposals

Pre-Qualification of General Order Suppliers

No. CIIT-PS/18(02)/890

COMSATS Institute of Information Technology (CIIT), Islamabad invites sealed proposals from well reputed GST & Income Tax Registered Firms/Companies who are on the Active Tax Payer List (ATL) for General Sales Tax and Income Tax of FBR for **“Pre-Qualification of General Order Suppliers”** at COMSATS Institute of Information Technology, Islamabad.

The Bids must be accompanied with the **earnest money of Rs.10,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS Institute of Information Technology, Islamabad (FTN/NTN: 9013701-9).

2. The proposals prepared in accordance with instructions in the bidding document, must reach at **3rd Floor, Faculty Block-II, CIIT Park Road, Islamabad** latest by **March 08, 2018 by 1100 hours (Sharp)**.
3. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
4. The Proposals will be opened on the same day **at 11:50 AM** at **Room No. G-6/G-8, Ground Floor, Faculty Block-I, CIIT**. The complete document is available on PPRA's website at www.ppra.org.pk as well as CIIT's website at www.comsats.edu.pk.



Muhammad Qasim

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COMSATS Institute of Information Technology

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General Terms & Conditions

1. The Terms & Conditions are as under:

No proposal will be considered if:-

- a) Received without required documentation or found incomplete;
- b) Received later than the date and time fixed for submission;
- c) The Proposal is unsigned/ unstamped;
- d) The Proposal is signed/stamped by the unauthorized agent of the Firm/company;
- e) The Proposal is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- f) The Proposal is received by telephone/telex/fax/telegram;
- g) received without earnest money;
- h) In contradiction with the specification given by the CIIT;
- i) Without sample of the items; if particularly demanded by CIIT.

2. **The Successful Bidder(s) will have to deposit a total of Rs.40,000 as security with COMSATS Institute of Information Technology, which will be held for a period of engagement/contract.**
3. The firm/company should be on the Active Tax Payer List (ATL) for General Sales Tax and Income Tax of FBR.
4. The Pre-Qualification will be initially for one year and may be extended on yearly-basis for two more years (not exceeding a total of three years), to be decided by CIIT on the basis of performance and responsiveness of the firm(s).
5. Income tax and GST as applicable and announced by the Government of Pakistan will be deducted at source/as per rules.
6. No advance payment will be permissible;
7. Any condition will disqualify the bidder from the pre-qualification process. In case, the selected/successful bidder(s) impose any conditions at a later stage, the earnest money will be confiscated AND/OR will be bar from further work with CIIT for at-least a period of six months, as decided by CIIT.
8. Deadlines will strictly be observed and penalty will be imposed if deadlines are not met.
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. CIIT reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.
11. In case of any clarification in the proposal, please visit the office of the undersigned.

12. In case the Pre-Qualified Bidder is non-responsive/does not quote for three consecutive quotes, the firm will be informed in writing through email/courier of its non-responsiveness and will be given opportunity to submit the reasons for its non-responsiveness (show-cause). CIIT may accept or reject the reply on merit and in case of rejection, CIIT may deduct at least 5% of the security AND/OR Remove the firm from Pre-Qualified Bidders List. The disqualification will be as PPRA rules.
13. CIIT, at any time, may consider pre-qualification of other firm(s).

Conditions for General Order Suppliers:

14. In case the successful bidder fails to supply the required delivery, 0.5% of the total price will be deducted per day for upto a total of 5% (10 Days).
15. If delay is beyond 10 days, CIIT, on case to case basis, will decide whether to give more time to the bidder or cancel the Work Order. In case of extension of time, the penalty will be 1% of the total price per day (Day 11 onward). In case, the delay is not accepted, CIIT may cancel the Work Order AND/OR dis-qualify the bidder and removed from the Pre-Qualified Bidder List AND/OR Confiscate the Earnest Money AND/OR impose penalty (not exceeding the security amount).
16. Payment will be made as per actual and only for acceptable items.
17. Delivery must be made with no damage. Any damaged supplies must be replaced within 10 days. If the replacement is not made within 10 days, 1% of the total bill will be deducted as penalty OR payment will be made as per clause 16.
18. The delivery must be to CIIT, Principal Seat Store Room, Islamabad OR any other designated place (as specified by CIIT) without any additional charges. (Destination will be specified to bidders at the time of acquiring Financial Quote).

Payment Method/Mode:

19. Payments will be made on bi-monthly/monthly basis (depending on the volume of work) upon submission of bills/invoice along with all relevant documents. volume

Selection Criteria:

Detail	Max. Marks	Min. Marks for Qualification
<p>1. Experience in General Order Supplies in the last three years. Attach a total of 10 Work Orders for supplies over Rs.40,000</p> <p>W.O of over Rs. 100,000 = 4.0 Marks each W.O of over Rs. 80,000 = 3.0 Marks each W.O of over Rs. 60,000 = 2.0 Mark Each W.O of over Rs. 40,000 = 1.0 Mark each</p>	40	25
<p>2. Clientele List of 10 different Clients, out of which minimum of 5 are in Federal Area/Rawalpindi Region. Work Orders of over cost of Rs.40,000/- will be considered only. (3 Marks/Client in Federal Area/ Rawalpindi Region) (1 Mark/Client in other Areas)</p>	30	24
<p>3. Variation in Supplies Attach a total of 10 Work Orders for different type of supplies. Work Order for Similar supplies will be considered as Single Work Order. E.g., Gifts & Souvenirs, Crockery, Shields, Panaflex, Electrical Items, Electronic gadgets, I.T Accessories, Wearables (Liveries, Ties, Scarf, Shawls, T-Shirts etc), hardware, bags, Printed Material (Pen, Diaries, Bags, Visiting Cards), Woodwork, Silverwork, Carpentry Items, Name Plates, Stamps, Food Supplies, Agriculture related supplies, Toners, Stationery etc etc. (2 Marks/Work Order)</p>	30	20
4. GST and NTN Registered	Mandatory	
5. Active Tax Payer List (ATL) of FBR Status as “ Active ” and Compliance Level is 100%	Mandatory	

Total Marks = 100

To be qualified, Securing Minimum Marks in all categories, as given above, is Mandatory. Minimum Marks of 25 in Criterium-1 AND Minimum Marks of 24 in criterium-2 is Mandatory AND Minimum Marks of 20 in criterium-3 is Mandatory.

Failing the Mandatory Requirement OR failing to obtain minimum marks in ANY category will disqualify the bidder from the process.

For further details, write to us on m.qasim@comsats.edu.pk

Declaration Form

(Mandatory)

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

1. All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:
2. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
3. All the information furnished by me/us here-in is correct.
4. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
5. I / We agree that the decision of committee in selection will be final and binding to me / us.
6. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date, breach of any term and condition; 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 CIIT AND/OR blacklisting through PPRA.

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

Detail of Work Executed in the last 3 years

SN	Organization & Address	Name of The Official	Contact Numbers	Total Cost of Work Executed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Attach Work Order for each of the above in above order as proof.

Signature & Stamp
(Authorized Representative)

List of Clients

SN	Organization & Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Attach Work Order for each of the above in above order as proof.

Variation/Type of Supply/Work

SN	Organization & Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Attach Work Order for each of the above in above order as proof.

Check List (To be filled by Bidder)

Detail	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder		
2. Draft of Earnest Money		
3. This check-List on Top		
4. Declaration Form		
5. Work Executed in Last 3 years with Work Orders		
6. List of Clients with Work Orders		
7. Type of Supplies/Work with Work Orders		
8. Active Tax Payer List (GST and Income Tax)		
9. GST and Income Tax Registration Certificate		

For queries and further clarification, you may

- ✓ write to us on m.qasim@comsats.edu.pk
- ✓ Visit us at 3rd Floor, Faculty Block-II, CIIT, Islamabad
- ✓ Call us at 051-9049-5060

Signature & Stamp
(Authorized Representative)