

Tender

Printing of Prospectus 2019-20

No. CUI-PS/19(10)/1409

1. COMSATS University Islamabad (CUI) invites sealed bids on “**Single-Stage Two-Envelope**” method 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 “**Printing of Prospectus 2019-20**”.
2. The complete tender document is placed herewith free of cost.
3. The **Financial Bid** must be accompanied with the **earnest money @ 2% of the total bid** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9).
4. The Sealed Bids (Technical & Financial sealed separately) must reach at **Treasurer Department, 3rd Floor, Faculty Block-II, CUI Park Road, Islamabad** latest by **Nov 05, 2019 by 1100 hours (Sharp)**.
5. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
6. The Technical Bids will be opened on the same day **Half hour after the closing time in Room No. G-6, Ground Floor, Faculty Block-I, CUI**. The complete document is available on PPRA’s website at www.ppra.org.pk as well as CUI’s website at www.comsats.edu.pk.



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General Terms & Conditions

1. The Terms & Conditions are as under:

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 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. In case of exemption, please mention and attach the proper documentation.

4. Acceptance or Rejection of Exemption Certificate is the discretion of CUI and refund (if any) may be claimed from FBR.

5. No advance payment will be permissible;

6. In case, the selected/successful bidder(s) impose any conditions at any stage; regret to make supply; the earnest money will be confiscated AND will be bar from further work with CUI for at-least a period of one year.

7. Deadlines will strictly be observed and penalty will be imposed if deadlines are not met.

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 the bid;

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

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

11. Only those firms are eligible to apply who have Printing Setup at Islamabad/Rawalpindi; CUI may visit the printing setup, if required.

12. Bids should be valid for 30 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.

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

14. The contract will be awarded on the basis of lowest evaluated Bids.

15. 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 same.

16. In case of Tie in financial bid/Same Rates; the bidder securing highest technical score will be awarded the job. In case of tie in Technical Score, CUI will be the final authority to award the Work Order.
17. CUI will accept a single list by the bidder for list of Publication and Volume of Work for different clients.

Conditions for Printing:

18. At least One Monochrome copy (Complete creased, cut and bind) and one color Copy (Complete Title Page AND 4 Inner Pages) of the publication must be submitted to end user for review. The final dummy must be signed from the end user before starting the printing. The signed copy (Proof) of the Publication must be submitted to the Procurement Office before starting the printing.
19. In case the successful bidder fails to supply the printed copies of ordered publication(s) due to his own fault/negligence, 0.5% per day, of the total price will be deducted for up to a total of 5% (10 Days).
20. If delay is beyond 10 days, CUI will decide whether to extend the time, in which case the penalty will be 1% of the total cost per day (Day 11 onward). CUI may also consider Cancellation of Work Order AND/OR CUI may dis-qualify the bidder, AND/OR Confiscate the Earnest Money AND/OR impose penalty.
21. Payment will be made as per actual publication accepted by CUI.
22. Delivery can be demanded to CUI Islamabad Delivery must be made with no damage. The damaged deliverables will be deducted in the bill. The cost of delivery must be included in the quoted price and no extra charges will be claimed separately.
23. If CUI feels that a particular publication is not up to the specified standards in printing, cutting, binding, color registration, finishing etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by CUI as per CUI requirement.
24. 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, the delivery will be rejected and no excuse will be accepted and deduction will be made from the bill.
25. **Sample can be seen in office of the undersigned.**
26. **Design of the publication is available (Source file) in CDR format and will be provided to the successful bidder.**
27. **DO NOT SUBMIT ANY OTHER DOCUMENT WHICH IS NOT DEMANDED.**

Technical Criteria for Evaluation & Qualification:

Detail	Max. Marks	Min. Marks for Qualification
<p>1. Experience in Publication in the last FIVE Years. Attach a total of 5 Work Orders. Work Orders of 4 Color Printing will be accepted and considered <i>ONLY</i>.</p> <ul style="list-style-type: none"> W.O of Prospectus/ Annual Report/Reports for iNGO/ Audit Report or equivalent Report 10 Marks each <p><i>Submit Work Orders and one sample of each. Samples of Successful bidder will be retained for record whereas the sample of unsuccessful bidders may be returned on request.</i></p>	50	38
<p>2. Volume of Work Executed in last FIVE years for 5 different Clients Attach 05 Work Orders of different Clients. W.O of same clients will not be considered. W.O of over 0.5 Million = 5 Marks each W.O of over 0.4 Million = 3 Marks each W.O of over 0.1 Million = 2 Marks each</p>	25	14
<p>3. Feedback from other Clients Attach a list of 05 Clients with contact Information for feedback. You may submit any letter of appreciation from Client(s). CUI may also seek feedback from other clients for evaluation. Feedback by Client = 3 Marks each</p>	15	12
4. GST and NTN Registered	Mandatory	
5. Active Tax Payer List (ATL) of FBR Status as "Active" and Compliance Level is 100%	Mandatory	
6. Press Declaration Certificate	Mandatory	
7. CUI Declaration Form (Page No. 5 of this tender)	Mandatory	

Total Marks = 75

To be qualified, Securing Minimum Marks in ALL categories, as given above is Mandatory. Minimum Marks of 38 in Criterium-1 AND Minimum Marks of 14 in criterium-2 is Mandatory AND Minimum Marks of 12 in criterium-3 is Mandatory.

Failing the Mandatory Requirement (S.N. 4, 5, 6 & 7) 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)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

1. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
2. All the information furnished by me/us here-in is correct to the best of my knowledge and belief.
3. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
4. I / We agree that the decision of committee in selection will be final and binding to me / us.
5. 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 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 through PPRA.

Name of Firm/ Company	No. CUI-PS/19(10)/1409
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 5 years

SN	Organization & Address	Type of Publication (Prospectus/Annual Report/Newsletter etc.)	Date of Publication	Sample & Work Order Attached (Yes / No)
1.				
2.				
3.				
4.				
5.				

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

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Volume of Work Executed in last FIVE years for 5 different Clients

SN	Client Name	Type of Publication (Prospectus/Annual Report/Newsletter etc.)	Date of Publication	Vol of Work (In PKR)
1.				
2.				
3.				
4.				
5.				

Attach Work Order for each of the above in above order as proof with specification of job done, date of work executed and amount clearly mentioned.

Please mention 5 different Clients. In case a client is mentioned more than once, the work order with highest cost will be considered only. COMSATS University campuses will be considered as different clients.

Bid will be rejected in case of non-provision of proof. No further documents/Work Orders will be requested after opening of the bids.

Filling of all fields are mandatory.

Detail of Clients for Feedback

SN	Organization & Address	Contact Person	Contact Information (Official Landline Number & Cell Number)
1.			
2.			
3.			
4.			
5.			

Attach Appreciation Letter/Letter of Satisfactory Completion as proof.

The Client's Official Landline number as well as Cell Number should be provided.

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Financial Bid
Printing of Student Admission Guides and Prospectuses 2019-20
No. CUI-PS/19(09)/1409

SN	Detail Description of Publication	Qty	Unit Price (GST Excl.)	GST	Unit Price (GST Incl.)	Total Cost
1.	Prospectus (Undergraduate) Size: 8.25" (L) x 7.75" (W) , Pages: 150-160 Title Cover: 300 gm Art Card (imp) with Matt lamination; Text Paper: 135 gm Art Paper (imp), Printing: 4 Colors, Creasing and Cutting, Hot glue Binding (Packed in Sets of 50)	560				
2.	Prospectus (Graduate) Size: 8.25" (L) x 7.75" (W) , Pages: 150-160 Title Cover: 300 gm Art Card (imp) with Matt lamination; Text Paper: 135 gm Art Paper (imp), Printing: 4 Colors, Creasing and Cutting, Hot glue Binding (Packed in Sets of 50)	560				
Total Cost (GST Inclusive)						

Sign & Stamp
Name of Authorized Person

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	Bid Envelope	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder	Mandatory			
2. Draft of Earnest Money	Mandatory	Financial		
3. Bid (Page 9 of the tender document)				
4. CUI Declaration Form (Page 5 of the tender document)	Mandatory	Technical		
5. Work Executed (Publication) in Last 5 years (Page 6 of the tender document)				
6. Volume of Work Executed for different Clients in last 5 years (Page 7 of the tender document)				
7. List of Clients for Feedback (Page 8 of the tender document)				
8. Work Orders				
9. Active Tax Payer List (GST and Income Tax)				
10. GST and Income Tax Registration Certificate				
11. Press Declaration Certificate				

Samples can be seen in office of the undersigned.

For queries and further clarification, you may

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