

Pre-Qualification Notice

No. CUI-PS/19(08)/1613

Air Travel Services

COMSATS University Islamabad (CUI) Islamabad, a Public Sector Educational Organization invites Expression of Interest (Eoi) from renowned and registered air travel agents/providers having valid Income Tax & Sales Tax registration, and are on Active Taxpayer List of FBR (I.T & GST), for **Provision of Travel Services to CUI Principal Seat & Islamabad Campus.**

2. The proposal must be accompanied with the **earnest money @ Rs.100,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (**FTN/NTN: 9013701-9**).
3. Tender documents containing necessary details, criteria, selection etc can be obtained free of cost via email request from **Company's official email address** to m.qasim@comsats.edu.pk.
4. *No bid will be accepted after the closing time.*
5. A **PRE-BID MEETING** will be held on **August 20, 2020 at 12:00 PM** to clarify and answer all queries of the bidders.
6. The sealed proposals must reach office of the undersigned latest by **September 10, 2020** by 1100 hours. Proposals will be opened on the same day half hour after the closing time in CUI, Room No. G-8, Ground Floor, Faculty Block-I, Park Road, Tarlai Kalan, Islamabad.



Muhammad Qasim
Senior Program Officer, Treasurer Department
COMSATS University Islamabad
3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
Tel: 0333-915-4790
Email: m.qasim@comsats.edu.pk

General Terms & Conditions

1. The Terms & Conditions are as under:
No application will be considered if:-
 - a) Received without required or incomplete documentation;
 - b) Received later than the date and time fixed for submission;
 - c) Received unsigned/ unstamped or is signed & stamped by the unauthorized agent of the firm/company;
 - d) Received from a firm/company which is black listed or in litigation of some sort with any Public-Sector Organization;
 - e) Received by telephone/telex/fax/telegram;
 - f) In contradiction with the specification given by the CUI;
 - g) Have imposed conditioned, **what-so-ever**.
2. Any condition in the proposal will disqualify the participant from the process. In case, the selected/successful agent(s) impose condition(s) at a later stage, the name will be struck off from the list of the pre-qualified Agents and security deposit will be confiscated.
3. The pre-qualified firm/company who are non-responsive for consecutive three request to quote their prices OR delay in responding to CUI request WILL be struck off from the list of the pre-qualified Agents AND/OR penalty will be imposed.
4. The payment will be processed once the first travel (departure) is made; No advance payment will be permissible; The pre-qualified agents must be financially sound to be willing to do business on credit basis for at least 60 days.
5. In case of any conflict, the matter will be resolved mutually.
6. The Pre-Qualification will be for a period of one year and may be extended up to a maximum of three years. The Response time, responsiveness, prices, previous services will be considered while extending the contract.
7. Firm/company will have to produce the proof of GST registration;
8. Payment will be made as per actual and utilization.
9. Delivery of ticket, reservation shall be made to the concerned office in time on email/courier/by hand as per the demand of the end user.
10. The pre-qualified agents MUST provide services, in case of need, 24/7 throughout the year. A dedicated person(s) must be nominated for the purpose who can be contacted at all times for reservations.
11. The pre-qualified agents must also provide services for National/International Travels, travel Insurance, Visa issuance, ticketing, hotel reservations, train tickets (foreign countries).

12. In case of any delay, financial damage to CUI, non-responsiveness will result in dis-qualification of the firm/company and will be blacklisted for further contracts/business with CUI AND/OR penalty of the same amount will be recovered from the security deposit.
13. Any attempt by a firm/company to influence in the examination, evaluation, comparison, of the proposals or Contract award decisions may result in the rejection of its qualification;
14. CUI reserves the right to accept or reject any or all Proposals as per PPRA Rules.
15. In case of any clarification, please attend the Pre-Bid Meeting as mentioned in the tender notice.
16. At least 70 Marks must be secured to be pre-qualified. In case of more than 10 firm/companies, CUI will select the top 7 firms/companies amongst the pre-qualified firms/companies.

Technical Evaluation Criteria

Table 1: Mandatory Requirements:

Detail	Status	Annex
1. Draft of Earnest Money	Mandatory	A
2. Declaration Form (Form No.1)	Mandatory	B
3. GST and NTN Registration	Mandatory	C
4. Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory	D
5. The Firm/company should be registered with and Department of Tourism Services (DTS)	Mandatory	E
6. The Firm/company should be registered/ a member of IATA accredited agencies	Mandatory	F

1. Failing in any single mandatory requirement will disqualify the bidder from the whole process.
2. Proof of the above is mandatory. Failing to provide proof will disqualify the bidder.

Table 2: Qualifications:

Detail	Max. Marks
<p>1. Cliental (3 Marks per client fulfilling the below criteria) – 60 Marks Provide a detailed list (On the prescribed FORM 2) of at least 20 clients with the following conditions.</p> <ul style="list-style-type: none"> i. Only Govt. depts / Semi-Govt depts/ iNGOs/ Embassies will be considered for marking. ii. Each client with business volume of at least Rs. 1.0 million per year will be considered for marking. iii. Only current client being served OR served within 3 previous years (July 2017 – June 2017) will be considered for marking. 	60
<p>2. Financial Capabilities (10 Marks per year) – 30 Marks Provide Annual Turnover/Sales of the Past 3 Years (July 2016-June 2019) Exceeding 8.0 Million = 10 Marks per year</p> <p>Less than 8.0 Million = $\frac{\text{Firm's/ Co.'s Annual Turnover}}{8.0 \text{ Million}} \times 10 \text{ Marks}$</p>	30

A minimum of 70/90 Marks in the above is mandatory for qualification.

Verifiable proof of the above is mandatory. CUI may verify the same from the list of client(s) provided.

Please DO NOT attach any unnecessary data or portfolio which is not requested. Only provided specific data, which is demanded AND, in the pattern/format in which it is demanded properly flagged as mentioned above.

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.

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 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 Confiscation 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.

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

Detail of Work Executed in the last 3 years

SN	Organization & Address	Name of The Official	Contact Numbers	Business Volume
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature & Stamp
(Authorized Representative)

Detail of Work Executed in the last 3 years

SN	Organization & Address	Name of The Official	Contact Numbers	Business Volume
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Attach Proof of business Volume

Signature & Stamp
(Authorized Representative)

Check List (To be filled by Applicants)

Detail	Yes ✓	No ✗
ALL Pages are signed and Stamped by Authorized Personnel		
Declaration Form (Form-IV)		
At least 03 years of experience		
Proof of Registration - Department of Tourism Services (DTS)		
Proof of Registration - IATA		
Proof of Registration - Income Tax		
Proof of Registration - GST		
Latest Print out of FBR ATL (GST)		
Latest Print out of FBR ATL (Income Tax)		
Certificate of Incorporation (SECP)		
Form I (2 Pages) - Cliental List		
Form- II (Offices)		
Form-III (Employee List)		
Audited Reports for the past 3 years		
Monthly Sale Reports for the Past Two Years		
Performance Certificate		
24/7 Open Office (Physically)		

Signature & Stamp
(Authorized Representative)

For queries and further clarification, you may

- ✓ Attend the Pre-Bid Meeting as per schedule in the Tender Notice.
- ✓ write to us on m.qasim@comsats.edu.pk