

Invitation to Bid

(No. CUI-PS/19(01)/2000)

Provision of Liveries

COMSATS University Islamabad (CUI), Principal Seat, Islamabad invites sealed bids “**Single-Stage Two-Envelop**” method from GST and Income Tax Registered firms for “**Provision of Liveries**” at COMSATS University Islamabad, Principal Seat, Park Road, Islamabad.

2. The firm/company should be on the Active Tax Payer List (ATL) of FBR.
3. The complete bidding document is placed hereunder **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 3%** of the total value of the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad, Principal Seat, Islamabad. (FTN/NTN: 9013701-9).
5. The bids and samples (**mandatory**), prepared in accordance with instructions in the bidding document, must reach at “Treasurer Department, 3rd Floor, Faculty Block-II, CUI Park Road, Islamabad “latest by **12th February, 2019 till 1100 hours (Sharp)**.
6. **NO BID OR SAMPLES (Mandatory) WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Technical Bids will be opened on the same day at **1130 hours** at **Room No. G-6, Ground Floor, Faculty Block-I, Park**. This advertisement is also available on PPRA’s website at www.ppra.org.pk as well as CUI website at www.comsats.edu.pk

Muhammad Qasim

Senior Program Officer

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Terms & Conditions

1. 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 black listed or in litigation of some sort with any Public-Sector Organization;
- 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 within 30 days, for the item accepted by CUI.
6. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad, Principal Seat.
7. The rates must be quoted **as per pattern**;
8. Prices should be valid for 30 days.
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;

Mandatory Requirement:

All the below documents MUST be submitted with the Bid. Failure to fulfill any of the below condition will disqualify the bidder from the bidding process. Submission of all documents mentioned below are mandatory at the time of the tender submission. No document will be accepted on later stage.

Please submit the following in the order given below.

1.	Draft of Earnest Money	Mandatory	Top
2.	Bid /Quotation (Strictly as per pattern)	Mandatory	Form-I
3.	Declaration Form	Mandatory	Form-II
4.	Up-to-date Active Tax Payer List (Income Tax and GST)	Mandatory	Flag-A
5.	GST Registration Certificate	Mandatory	Flag-B
6.	Samples	Mandatory	-

Evaluation Criteria

SN	Detail		Marks
1.	Sample i. Uniform <i>Quality of Cloth/Buttons & Zip/Overlock/Stitching (Single)/material/Thread/ Buckram</i> ii. Shoes Comfortability/Durability	As per CUI sample	50
2.	Previous Work Experience (one W.O = 10 marks each) (At least 3 Similar jobs executed with over an amount of Rs.300,000/-). Work Order below Rs.300,000 will not be evaluated/considered. (Attach W.O)	Mandatory	30

Special Conditions:

12. Quotation should be strictly as per the BoQ.
13. Payment will be made as per actual quantity provided/supplied & accepted.
14. The Work will be given on item-wise basis to lowest evaluated bidder whose samples are approved/matches CUI samples.
15. The sample provided by the bidder will be evaluated by CUI Committee and the decision of the Committee will be final. The committee can accept/reject samples.

Conditions for Provision of Uniform

16. Samples are mandatory and bid without samples will not be considered.
17. The supply of Uniform will be made within one-month time from the date of Work Order. In case of delay, 1% of the total bid will be deducted upto 10% (additional 10 days for supply). In case of further delay, the work order will automatically be cancelled without any further information or communication.
18. The measurement of uniform will be made on CUI Islamabad campus. At-least 2 visits are mandatory for the measurement.
19. In case of defects/alterations/sub-standard stitching, cloth, CUI will inform the bidder within 15 days-time and the bidder will arrange for correct measures with-in CUI. The altered uniforms/new uniform will be provided to CUI within 15 days-time. In case, the alterations/new uniform are not provided within this time, that uniform will be considered as cancelled and the payment will not be made. Payment of only the supplied and accepted uniform will be made.
20. The bidder will be responsible for stitching for a period of 3 months. Earnest money will remain in the custody of CUI till 3 months. In case of non-compliance, the charges will be deducted from the Earnest money.
21. Samples are mandatory and bid without samples will not be considered.

Conditions for Provision of Shoes

22. If CUI decides, shoes may be selected by employees from the selected outlet as per employee's choice within the approved rate limit (Black Only).
23. The selection of shoes will be based on comfort and durability.
24. The shoes should be from new stock of the current year.
25. The shoes warranty period should be at-least 3 months. In case of any defect, the shoes will be changed without any additional charges. Earnest money will remain in the custody of CUI till 3 months. In case of non-compliance, the charges will be deducted from the Earnest money.

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.

Tender No.	CUI-PS/19(01)/2000
Name of Firm/ Company	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Telephone No.	
E-mail	
Signature & Stamp (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 ✗
ALL Pages are signed and Stamped		
Draft of Earnest Money		
This Check-List on Top		
Form-I - Bid /Quotation		
Form II - Declaration Form		
Proof of Registration – GST		
Proof of Registration – Income Tax		
Latest Print out of FBR ATL (GST)		
Latest Print out of FBR ATL (Income Tax)		
Samples of items quoted		

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 (Mr. Qasim) / 051-9049-5538 (Mr. Shoaib)

**Provision of Liveries
Principal Seat**

Item	Qty	Unit Price
Uniform (General) Navy Blue Pant (YYK Zip, 7-8 Belt Loops, Standard Button and Hook, Standard Pockets, Pleats) – Iqbal Mills Cloth Light Blue Shirt (One Pocket, 7 Front Buttons) – Grace Cloth (The above specs are for understanding. The actual Sample is available in CUI)	112-120 (2 uniforms/employee) (56-60 employee)	
Uniform (Driver) Navy Blue Pant (YYK Zip, 7-8 Belt Loops, 2 Buttons, one Hook, standard Pockets, Pleats) – Iqbal Mills Cloth Light Blue Shirt (Double Pocket, Pocket Strip with Buttons, Shoulder Strips, 7 Front Buttons) – Grace Cloth (The above specs are for understanding. The Actual Sample is available in CUI)	40 (2 uniforms/employee) (20 employee)	
Shoes (Black) – ND-BF-0001/CZ-iJ0103/DK 1001 or equivalent	76-80	

The samples are available and can be seen in CUI in office hours.

Muhammad Qasim

Sr. Program Officer

Treasurer Department

3rd Floor, Faculty Block-II

COMSATS University Islamabad

051-9049 5060 / 051-9049 5538