

# Expression of Interest Pre-Qualification of Contractors for Provision of Pure Drinking Water/Bottled Water (No. CUI-PS/19(01)/2002)

COMSATS University Islamabad (hereafter referred to as CUI), invites Expression of Interest from **GST & Income Tax Registered bidders** for “**Pre-Qualification of Contractors for Provision of Pure Drinking Water/Bottled Water**” at CUI, Park Road, Islamabad.

2. The firm/company should be on ATL of FBR for both Sales Tax and Income Tax to be eligible to participate.
3. The complete bidding document is available on PPRA as well as CUI Website, **free of cost**.
4. The interested bidders must accompany the bid with **earnest money of Rs.5,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (NTN: 9013701-9).
5. The sealed bids must reach office of the undersigned latest by **12<sup>th</sup> February, 2019 by 1100 hours (Sharp)**.
6. **No bid will be accepted after the closing time.**
7. For any query, you may write to us on the email below.
8. Bids will be opened on the **same date at 11:30 AM** at **Room No. G-6/8, Ground Floor, Faculty Block-I, Park Road Islamabad**. This advertisement and complete bidding document is available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CUI’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



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## General 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 blacklisted 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. Bidders, who are on ATL of FBR for Sale Tax and Income tax are eligible to apply.
3. The rates must be quoted as per pattern given below;
4. 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;
5. CUI reserves the right to accept or reject any or all tenders at any time as per PPRA rule Number 33.
6. In case of any unforeseeable circumstances that prevent the tender from being submitted/opened on the date announced (*Force Majeure*), the tenders will be submitted/received/opened on the **very next working day**. Timing will remain the same as mentioned in the tender notice.
7. Filling in of all proformas and submission of required documents is mandatory.
8. In case more than one bidder quote the same rates, resulting in a tie, the bidder who has secured highest technical marks in technical evaluation will be ranked higher.
9. A proper contract agreement will be signed for supply of Water with the successful bidder.



## Eligibility, Selection Criteria & Qualification

### Mandatory Requirements

GST Registered (Relevant Business)	Mandatory
Income Tax Registered	Mandatory
Active Tax Payer	Mandatory
Certificate by Pakistan Standard and Quality Control Authority (PSQCA) to meet the water standards	Mandatory
Certificate/Test Reports by PCRWR for water standards fit for human health	Mandatory

### Qualification Criteria

Detail	Max. Marks
<p><b>General Experience in same Business/Establishment of the facility</b></p> <p>3 years and above = One Mark per year Below 3 years = Zero Marks</p> <p><i>Attach Work Orders and establishment certificate as Proof. Profile will not be considered as experience without proper documentation.</i></p>	<b>10</b>
<p><b>Inspection of Plant</b></p> <p>Surprise visit of the plant to inspect the standards of water plant in terms of hygiene, automation, international standards</p>	<b>20</b>
<p><b>Specific Experience of Supply of Pure Drinking Water (Present on-going/in hand contracts will be considered)</b></p> <p><i>Five Experiences/Work Orders will be considered Only. Attach Work Orders/Award Letters/Contracts</i></p>	<b>20</b>
<p><b>Financial Position over the Past Two Year</b></p> <p>Audited Reports of the Firm/Company</p>	<b>10</b>

1. Failing the Mandatory Requirement will disqualify the bidder from the process.
2. At-least over 50% Marks in each category is Mandatory, failing to obtain 50% in any category will Dis-Qualify the bidder from the process.

**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 and make sure that ALL Pages are signed and Stamped*

<b>Detail</b>	<b>Yes ✓</b>	<b>No ✗</b>
Signature and Stamp on every Page		
Quotation/Price List		
Declaration Form		
General Experience		
Specific Experience		
Financial Statement		
PSQCA Certificate		
PCRWR Reports		
Proof of GST Registration		
Proof of Income Tax Registration		
Proof of Active Tax Payer		

# 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 the Contract Agreement is well understood 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, CUI is at liberty to act in a manner it feels deemed fit, which may include Penalty ANR/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI AND/OR Termination of contract.

<b>Tender No.</b>	CUI-PS/19(01)/2002
<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>Telephone No.</b>	
<b>E-mail</b>	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

## General Experience

SN	Organization & Address	From	To	Total Years	Contact Numbers
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Attach Work Order for each of the above as proof.

**Specific Experience  
Ongoing/In Hand Project/Contracts**

SN	Organization & Address	From	To	Total Years	Number of Bottles Supplied per month
1.					
2.					
3.					
4.					
5.					

Attach Work Order for each of the above as proof.

The monthly invoices/bills from July 2018-Dec 2018 MUST be attached as proof.

The amount of the invoice MUST be highlighted in the bank statement. Attach Bank Statement as Proof.



[Letterhead]

NTN \_\_\_\_\_

GST \_\_\_\_\_

Date:

SN	Name of Item	Quantity (No./ grams/ml)	Price (Excl. of GST)	GST	Price (Incl. of GST)
1.	Bottled Pure Drinking Water	18 -19.5 Ltr Bottle			

## Draft Agreement

1. This contract, when signed by the successful bidder (hereafter referred to as Contractor), \_\_\_\_\_ and COMSATS University Islamabad (Hereafter referred to as CUI) will come into force immediately and cancel all other prior contracts, if any.
2. The security would be deposited before signing of the contract agreement.
3. The contract would be valid for one year starting from \_\_\_\_\_ and extendable on yearly basis, upto a maximum of three years, subject to satisfactory performance, to be evaluated and determined by CUI and as per rules.
4. Rate will remain fix for the period of the contract (one year).
10. The successful bidder will abide by the laws, rule and regulations which may be implemented from time to time.
11. The quantity of bottles supplied to each department will be restricted to a certain number as decided by CUI for which the detail would be given to the successful bidder; however, CUI is authorized to increase/decrease the quantity from time to time for different offices, which will be intimated in writing. No bill will be processed for payment for extra bottles without proper written instructions/directions/approval.
12. Payment of bills will be made on monthly basis through cross cheque with taxes deduced as per Govt rules.
13. The successful contractors will be placed on a probation/trial period of 3 months. In case of non-satisfactory performance, delay in supplies, complaints in water quality; non-satisfactory certificates from the concerned water safety and standard organizations such as PCRWR, PCQCA, the contract will be terminated immediately. The contract/quota can be awarded to any other pre-qualified contractor, subject to agreeable terms and conditions and satisfaction of CUI.
14. The bottle must be between 18 liter & 19.5 Liter.
15. The latest certificates/Reports for water standards from PCRWR, PCQCA must be provided on quarterly basis. In case of non-provision, the supply of that contractor would be temporary suspended till provision and acceptance.
16. The Contractor will provide complete Record/Bio-data and any other relevant information of his employees to the Security Section, CUI.
17. No employee below the age of 18 would be hired by the contractor.
18. The contractor shall be liable to ensure compliance of all enactments, rules, regulations and of other authorities besides the instructions of the University that may be in force from time to time including all the labor laws, employees' compensation and the minimum wages, as well as Weights and Measures and Prevention of Food Adulteration etc.
19. The contractor will not sub-let the contract to any other person(s), business(es).

20. Change of ownership of business is not allowed. CUI **MUST** be requested for any such cases and CUI would be the final Authority to accept or reject the case and can cancel the contract.
21. The Contractor shall ensure that he/she and his/her employees' do not adversely affect the peaceful and congenial atmosphere of the University 's premises.
22. Any employee involved in illegal/immoral/unethical activity will be immediately removed from work by the contractor and will not be allowed to enter CUI.
23. CUI may at any time make inspections (planned/surprise) of the factory/water plant and the contractor will have no objection.

### **Financial Arrangements**

24. A Security of Rs. Rs.50,000 will be submitted to CUI before signing of the contract.
25. The quantity of bottles can be increased or decreased as per requirement. The quantity of bottles to be supplied to each department will be provided in writing to the contractor and no verbal change will be acceptable. CUI will accept no financial liability for extra supply, if made without written approval of CUI.
26. Bills will be processed on monthly basis.
27. The Price list will be made an integral part of the main contract.

### **General Conditions:**

28. The successful bidders would be responsible for supply of pure drinking water /bottle water to CUI. The distribution of blocks/department amongst the bidders would be discretion of CUI. The distribution can be changed (increased/decreased) depending upon the performance and feedback. The distribution will be changed with prior approval of the Competent Authority. The bidders would have no objection of the distribution.
29. In case the bidder wishes to withdraw his services, a written request would be given at least 30 days before withdrawal of services and the security amount would be returned. In case of no notice/less than one month, the security amount would be confiscated.
30. The water must be supplied at least 2 to 3 times a week on a regular basis AND on special demand as and when required basis.

### **Termination**

31. Either party may terminate the contract by giving 30 days' notice to the other party (Mature termination). However, only 15 days' notice will be served for termination of contract in the Probation Period.
32. In case 30 days' notice is not served by contractor, the security deposit will be confiscated.
33. In case of any violation of rules, the termination of contract will come into force immediately.

34. The original agreement shall remain with the University while a photocopy thereof may be handed over to the contractor, if it so wishes.
35. Any other rule, clause which is not mentioned here within this contract and a need arises according to the situation, will be communicated in writing to the contractor, discussed and agreed and signed by both the contractor as well as CUI and will become a part of this contract.

**In case of violation**

36. In case of breach/violation of any rule by the contractor, CUI would be at liberty to:
  - i. terminate the contract forthwith without giving any time to the contractor AND/OR
  - ii. hand over the same to any other pre-qualified contractor AND/OR
  - iii. Suspend services till compliance AND/OR
  - iv. impose penalty according to the breach AND/OR
  - v. Confiscate the security deposit.

**In case of Disagreement/Conflict:**

37. In case of any conflict/disagreement, CUI will take appropriate actions to resolve the conflict. The Rector, CUI as Competent Authority, will be the final Authority to take decision and will be binding on both parties.

**Signatures**

By Signing this contract, both parties i.e., the Contractor as well as CUI agrees that all terms and conditions are well read, understood and agreed without any confusion and conflict.

**Contractor**

**On behalf of  
COMSATS University Islamabad**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 CNIC: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_

**Witnesses**

**Witness No. 1**

**Witness No. 2**

Signature:

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Name:

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CNIC:

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Signature:

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Name:

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CNIC:

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