

## **Invitation to Bid**

CUI-PS/18(07)/1044

### **Fixing of New Signage and Boards**

COMSATS University Islamabad (CUI), invites sealed bids on “**Single-Stage-One Envelop**” basis for “**Fixing of New Signage and Boards**”.

2. The firm/company should be on the Active Tax Payer List (ATL) for General Sales Tax and Income Tax of FBR.
3. The Bids must be accompanied with the **earnest money @ 2%** of the total value of the 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 prepared in accordance with instructions in the bidding document, must reach **Treasurer Department, 3<sup>rd</sup> Floor, Faculty Block-II, CUI Park Road, Islamabad** latest by **August 16, 2018 by 1100 hours (Sharp)**.
5. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
6. Bids will be opened on the same day **Half hours after tender closing time** at **Room No. G-6/G-8, Ground Floor, Faculty Block-I, CUI**. This advertisement/complete tender is also 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)



#### **Muhammad Qasim**

Senior Program Officer (Procurement, Principal Seat)

**COMSATS University Islamabad**

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**Tel:** 051-9049-5060, **E-mail:** m.qasim@comsats.edu.pk

**Signature & Stamp**

(Authorized Representative)

## 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; or is signed/stamped by the unauthorized agent of the Firm/company;
  - d) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
  - e) The Tender is received by telephone/telex/fax/telegram;
  - f) Tenders received without earnest money;
  - g) In contradiction with the specification given by the CUI;
  - h) It is conditional in any way.
  - i) It is ambiguous, in-complete information given, conditional.
2. Only those Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to apply.
  3. Bidders will have to produce the proof of being a Tax Filer with FBR.
  4. Taxes as applicable and announced by the Govt. of Pakistan will be deducted at source;
  5. The payment will be made on successful completion of all items and job within 30 days for the quantity of item purchased/delivered/accepted.
  6. Earnest money of successful bidder will remain in custody of this office until the complete supply of the material/warranty period (where applicable); and released with a written request on firm/company letterhead.
  7. The tender must accompany earnest money as mentioned in the tender notice in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad (CUI). Cheque is not acceptable and bid will be rejected.
  8. **The rates must be quoted EXCLUSIVE OF GST as per the pattern provided.**
  9. The Work will be awarded on Complete Job basis.
  10. Mandatory requirements are given and are to be fulfilled.

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11. 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;
12. CUI reserves the right to accept or reject any or all tenders at any stage.
13. Prices should be valid for 30 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
14. The successful bidder will have to complete the job **within 30 days' time**.
15. No request for correction will be entertained after opening of the bid.
16. The work will be awarded on the basis of technically qualified bidder with lowest evaluated cost.
17. In case of any unforeseeable circumstances that prevent the tender from being submitted/opened on the date announced (*Force Majure*), the tenders will be submitted/received/opened on the **very next working day**. Timing will remain the same as mentioned in the tender notice.

**Special Conditions:**

18. *In case of any delay in the delivery, 0.50% of the total per day will be deducted from the supplier upto a total of 10%.*
19. *Quotation should be strictly as per the BoQ.*
20. *Payment will be made as per actual quantity provided/supplied.*
21. *In case of any problem which may include defect in the job, delay, non-responsiveness of the bidder; CUI may cancel the Work Order AND/OR confiscate the earnest money AND/OR impose ban on the vendor for a certain period for further business with CUI.*
22. *In case of defects/sub-standard items, CUI will inform the bidder within 15 days-time and the bidder will take appropriate measures to make corrections/changes within 15 days' time with no additional cost. In case of failure within the said time, CUI will award the remaining job to other bidder(s) and the expense will be covered/deducted from the bidder's earnest money/payable bill.*

### **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.

### **Evaluation Criteria & Qualification**

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

<b>Description</b>	<b>Marks</b>	<b>Minimum Marks required to Qualify</b>
Previous Work Experience of similar nature <i>Submit 5 Work Orders</i>	<b>Max: 20 Marks</b> 4 Marks/ each similar work executed	<b>9 Marks</b>
Financial Soundness <i>Provide Bank Statement of last 2 years</i>	<b>Max: 10 Marks</b> At least 0.3 million as closing balance = 3 Marks 1 mark for additional 100,000 above 0.3 million	<b>3 Marks</b>
Previous Performance in Similar Work <i>Provide Completion Certificates</i>	<b>Max: 20 Marks</b> 5 Marks for each completed project	<b>15 Marks</b>

*The Sign Boards can be seen at the respective locations.*

*Design, Font and Color will be communicated to successful bidder by CUI.*

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(Authorized Representative)

**FORM-I (On Letterhead)**

**Name of Firm/Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**Reference No.:** \_\_\_\_\_

**GST:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**(EXCLUSIVE of GST)**

SN	Detail	Qty	Unit Price	Total Cost
1.	<p><b>Main Sign Board on Front Lawn (Gate 1)</b> <b>Board Size 21ft x 5ft approx.</b> Removing old Board and fixing of new board</p> <p><b>Sheet</b> Imported Aluminum composite panel; Thickness 4mm to 5mm sheet approx.; cutting edging, beveling on sheet. Imported 3m film pasted on background with heated press machine.; sheet color (blue and white); Sheet Size 8ft x 4ft ; M/s Sheet 18swg; lazar cut work. Computerized Cut letters edging and molded</p> <p><b>3D Letters</b> Letters Height approx. 12 inches &amp; 9 inches Letters fence 1.5 /2.5 inch approx.; cutting and Welding work; back side of Letters screw 2inch approx.</p> <p><b>Qty of Letters/Words</b> 26 Nos (12 inches) 15 Nos (9 Inches)</p> <p><b>Color</b> Letters Powder Coated; Coating Color (Jotun); Color of Letters white</p> <p><b>CUI 3D Logo</b> <b>Logo size: 4 ft x 4 ft</b> M/s Sheet, lazar cut work, Computerized Cut letters edging and molded, Base of logo Ms Sheet with 2inch fence with color coated (As per color scheme), logo Letters Height Approx. 5inch, Letters fence 0.75 /1.25 inch approx. cutting and Welding work, inside of logo detail cuts with machine, and pasted on it with screws. Fixing Imported Sheet fixed with Blind Reverts Screw, Bolt, 8 to 10inch long thickness 12mm</p>	<b>01</b>		

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SN	Detail	Qty	Unit Price	Total Cost
2.	<p><b>Gate # 1 Reception Room (Logo)</b></p> <p>Removing old Board and fixing of new board Logo Size: 6ft approx.</p> <p><b>Frame</b> Back Lit Frame Structure, Ms Pipe 1.5 inch x 1.5inch Structure Depth 12inch, Cutting, Edging, Welding work 6ft (O) Circle approx.</p> <p><b>Sheet</b> Acrylic / Fiber Sheet; Acrylic sheet Pak Poly; 3/6mm sheet Dai work, Lath Work; Lazer Cut Work .</p> <p><b>Box</b> Box Depth 10inch; MS sheet fixed with Reverts in side glowing light LED's Electrical fitting; LED Lights 4ft Philips, Starters etc.</p>	<b>02</b>		

3.	<p><b>Gate # 1 Reception Room (Boards)</b></p> <p><b>Board Size 16ft x 4ft approx.</b> Removing old Board and fixing of new board</p> <p><b>Sheet</b> Imported Aluminum composite panel; Thickness 4mm to 5mm sheet approx.; cutting edging, beveling on sheet.; Sheet Size 8ft x 4ft; M/s Sheet 18swg;</p> <p><b>3D Letters</b> <b>Qty of Letters</b> 26 Nos (12 inches) 15 Nos (9 Inches) M/s Sheet 18 swg; lazar cut work; Computerized Cut letters edging and molded; Letters Height approx. 12inch approx. letters fence 1.5 /2.5 inch approx.; cutting and Welding work back side of Letters screw 2inch approx.;</p> <p><b>Color</b> Letters Powder Coated Coating Color (Jotun); Color of Letters white</p> <p><b>Fixing</b> Imported Sheet fixed with Blind Reverts Screw, Bolt, 8 to 10inch long thickness 12mm</p>	<b>02</b>		
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SN	Detail	Qty	Unit Price	Total Cost
	<p><b>Sign Board Gate # 3 (Logo &amp; Letters)</b> Removing old Board and fixing of new board; Board Size 20ft x 8ft approx.; Ms Pipe Frame Structure; Pipe 2.5inch x 2.5inch; Pipe : 16swg; Bressing 2ft x 2ft; Cutting &amp; Welding work; color red oxide. ; Fine Finishing.</p> <p><b>Sheet</b> Imported Aluminum composite panel; Thickness 4mm to 5mm sheet approx.; cutting edging, beveling on sheet. Sheet Size 8ft x 4ft; sheet color blue and white. Imported 3m film pasted on background with heated press machine.</p> <p>3D Letters for Board <b>Qty of Letters</b> 26 Nos (12 inches) 18 Nos (8 Inches)</p> <p>M/s Sheet 18swg; lazar cut work; Computerized Cut letters edging and molded; Letters height approx 12inch &amp; 9inch letters fence 1.5 /2.5 inch approx.; cutting and Welding work back side of Letters screw 2inch approx.</p> <p><b>Color</b> Letters Powder Coated; Coating Color (Jotun); Color of Letters white</p> <p><b>3D Logo</b> Logo size: 3/4ft x 3/4ft approx. ; M/s Sheet; lazar cut work. Computerized Cut letters edging and molded; Base of logo Ms Sheet with 2inch fence; with color coated. as per color scheme; logo Letters height approx. 5inch approx. letters fence 0.75 /1.25 inch approx. cutting and Welding work ; inside of logo detail cuts with machine; and pasted on it with screws.</p> <p><b>Fixings</b> Imported Sheet fixed with Blind Reverts; Screw, Bolt, 8 to 10inch long thickness 12mm</p>	01		

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SN	Detail	Qty	Unit Price	Total Cost
	<p><b>Directional Sign Board on Green Belt &amp; Gate 3 Entry Point</b></p> <p>Removing old Board and fixing of new board Board Size 8ft x 3ft approx.</p> <p><b>Structure</b> Ms Pipe Frame Structure; Pipe 2.5inch x 2.5inch; Pipe : 16swg; C Channel welding on sheet; Clumps and bolts Cutting &amp; Welding work; color red oxide. ; Fine Finishing.</p> <p><b>Sheet</b> Galvanized Steel Sheet.; Sheet 16swg ; cutting edging, beveling on sheet.; Sheet Size 8ft x 3ft ; sheet fixed with reverts;</p> <p><b>3M Diamond Film</b> Sheet Size: 4ft Sheet Color Blue 3M; Text Writing white color Computerized cut letters; cut with lazer machine. 3M Film Pasted with Machine ; Writing as per designed.</p> <p><b>Fixing</b> Imported Sheet fixed with Blind Reverts ; Screw, Bolt, 8 to 10inch long thickness 12mm; Clamps etc.</p>	02		
	<p><b>Directional Sign Board on Rawal Chowk</b></p> <p>Removing old Board and fixing of new board Board Size 3ft x 2ft approx.</p> <p><b>Structure</b> Ms Pipe Frame Structure; Pipe 2.0inch x 2.0inch; Pipe: 16swg; C Channel welding on sheet; Clumps and bolts; Cutting &amp; Welding work; color red oxide. ; Fine Finishing.</p> <p><b>Sheet</b> Galvanized Steel Sheet.; Sheet 16swg; Cutting edging, beveling on sheet.; Sheet Size 3ft x 3ft ; sheet fixed with reverts;</p> <p><b>3M Diamond Film</b> Sheet Size: 4ft Sheet Color Blue 3M; Text Writing white color Computerized cut letters; cut with lazer machine. 3M Film Pasted with Machine ; Writing as per designed.</p> <p><b>Fixing</b> Imported Sheet fixed with Blind Reverts ; Screw, Bolt, 8 to</p>	01		

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10inch long thickness 12mm; Clamps etc.			
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**(EXCLUSIVE of GST)**

SN	Detail	Qty	Unit Price	Total Cost
4.	<b>In case of Additional/Deduction of Words/Letters; Quote the Cost of same quality and material:</b>			
	12 Inches Letter			
	9 Inches Letter			
	8 Inches Letter			

**Quote the Price of Left over scrap/Boards/sheets**

**The rate would be adjusted/deducted from the total bill of the above work.**

SN	Detail	Qty	Unit Price	Total Cost
1.	<b>Left over scrap, sheets, letters, boards etc from removal of the all the Boards at Gate 1, Lawn, Gate 3, Green Belts, Rawal Chowk etc.</b>	<b>All</b>		

**All quoted prices shall be inclusive of all type of work/labor/transportation till completion of project.**

**Taxes will be added as per Govt applicable rates.**

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**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 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 is detected at a later date the committee is at liberty to act in a manner it feels deemed fit.

<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)	

**Signature & Stamp**  
(Authorized Representative)

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(Authorized Representative)

**Check List** (To be filled by Applicants)

<b>Detail</b>	<b>Yes ✓</b>	<b>No x</b>
<b>1. ALL Pages signed and Stamped by Bidder</b>		
2. Draft of Earnest Money		
3. Bid /Quotation (Form-I)		
4. Declaration Form (Form-II)		
5. Active Tax Payer List (GST and Income Tax)		
6. GST and Income Tax Registration Certificate		

**For queries and further clarification, you may**

- ✓ write to us on [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CUI, Islamabad