

# **Invitation to Bid**

CIIT-PS/17(05)/711

## **Provision of Training Material**

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids **“Single-Stage Two-Envelop”** basis for **“Provision of Training Material”**.

2. The firm/company should be on the Active Tax Payer List (I.T & S.T) of FBR.
3. **The complete bidding document** is placed herewith **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 1%** of the total value of the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS Institute of Information Technology, Principal Seat, Islamabad.
5. The Bid, prepared in accordance with instructions in the bidding document, must reach at **“Treasurer Department, 3<sup>rd</sup> Floor, Faculty Block-II, CIIT Park Road, Tarlai Kalan Islamabad”** latest by **6<sup>th</sup> July, 2017** by **1030 hours (Sharp)**.
6. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Technical Bid will be opened on the same day at **1100 hours** at **Room No. G-6/G-8, Ground Floor, Faculty Block-I, CIIT**. This advertisement and Complete Tender Document is also available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CIIT’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



### **Muhammad Qasim**

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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; 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 CIIT;
- h) It is ambiguous, in-complete information given, conditional.

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 on successful completion of all items and job within 30 days for the item accepted by CIIT.
6. Earnest money of successful bidder will remain in custody of this office until the complete supply of the material; and released with a written request on firm/company letterhead.
7. 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 Institute of Information Technology (CIIT), Principal Seat.
8. The rates must be quoted **inclusive of all applicable taxes**; if tax is not mention in the bid, the prices will be considered inclusive of all applicable taxes.
9. The Work will be awarded on item-wise/Full job basis as CIIT deems fit.
10. Mandatory requirements are given and are to be fulfilled.
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. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.

13. Prices should be valid for 90 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 20 days' time** with delivery to Treasurer Office, 3<sup>rd</sup> Floor, Faculty Block-II, CIIT Islamabad, at its own cost.
15. No request for correction (in specification or price) will be entertained after opening of the bid.
16. The work will be awarded on the basis of technically qualified bidder on lowest evaluated cost.

**Special Conditions:**

17. In case of any holiday is announced by the Govt. or unforeseeable circumstances that prevent the tender from opening on the date announced (*Force Majure Situation*), the tenders will be opened on the **very next working day**. Timing will remain as mentioned in the tender notice.
18. In case of any delay in the delivery, 1% per day will be deducted upto 15% from the supplier, any delay beyond 10 days will **automatically cancel** the Work/Purchase Order, earnest money will be confiscated and the order may be placed to the next lowest evaluated bidder.
19. Prepare the quotation as per the required specification. The quotation with specification less than the required items will be disqualified from the process.

## **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 document in the order given below.

1. Draft of Earnest Money	Mandatory	<b>Top</b>
2. Check List	Mandatory	-
3. Bid /Quotation (Strictly as per pattern)	Mandatory	<b>Form-I</b>
4. Declaration Form	Mandatory	<b>Form-II</b>
5. Active Tax Payer (GST) Attach Proof of being Active Tax Payer (GST) from FBR website (Latest Print out).	Mandatory	<b>Flag-A</b>
6. Active Tax Payer (Income Tax) Attach Proof of being Active Tax Payer (Income Tax) from FBR website (Latest Print out).	Mandatory	<b>Flag-B</b>
7. GST Registration (Attach Registration).	Mandatory	<b>Flag-C</b>
8. Income Tax Registration (Attach Registration).	Mandatory	<b>Flag-D</b>
<b>9. Sample of the Items</b> (Sample, Complete in all respect along with the Printing) <i>(Samples are available and can be seen in the office of the undersigned)</i>	<b>Mandatory</b>	<b>Flag-E</b>

## Evaluation Criteria:

Detail	Marks
1. <b>Similar Work in the Last Two Years;</b> Jobs executed satisfactorily through tender will be considered only. <b>Attach 05 Work Orders from clients (Mandatory)</b> <b>06 Marks per Client</b>	30
2. <b>Sample of Items</b> <i>Samples are Mandatory</i>	70

**DETAILED SPECIFICATIONS OF THE ITEMS**

**Prices should be quoted as per this pattern:**

**(Inclusive of all applicable taxes)**

<b>SN</b>	<b>Detail</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Cost</b>
<b>1.</b>	Laptop Bags with One Color Printing <i>(As per Sample)</i>	<b>250</b>		
<b>2.</b>	<b>Training Folder</b> Plastic File Covers with Gel Pen and Writing Pad. One Color Printing on File Cover <i>(As per Sample)</i>	<b>250</b>		
<b>3.</b>	Drafting/Writing Pads <i>(As per Sample)</i>	<b>500</b>		
<b>4.</b>	Mugs (Colored Inside and Printing on the Outside with Printed Box <i>(As per Sample)</i>	<b>300</b>		
<b>5.</b>	Shields with Velvet Box <i>(As per Sample)</i>	<b>100</b>		
<b>Total (Inclusive of all applicable Taxes)</b>				

**Signature & Stamp**  
(Authorized Representative)

**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 ANR/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CIIT.

<b>Tender No.</b>	CIIT-PS/17(05)/711
<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)	

**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

<b>Detail</b>	<b>Yes ✓</b>	<b>No ✗</b>
<b>ALL Pages are signed and Stamped</b>		
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](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CIIT, Islamabad
- ✓ Call us at 051-9049-5060 (Mr. Qasim) / 051-9049-5538 (Mr. Shoaib)