

## **Invitation to Bid**

CIIT-PS/18(04)/949

### **Provision of Souvenirs and Gifts**

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

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 Institute of Information Technology, Principal Seat, Islamabad (FTN/NTN: 9013701-9).
4. The Sealed Bids (Technical and Financial) prepared in accordance with instructions in the bidding document along with samples, must reach **Treasurer Department, 3<sup>rd</sup> Floor, Faculty Block-II, CIIT Park Road, Islamabad** latest by **May 15, 2018 by 1100 hours (Sharp)**.
5. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
6. Technical Bid 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, CIIT**. This advertisement/complete tender 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)
7. A Pre-Bid Meeting will be held on **May 03, 2018 at 11:00 PM** for clarification and to address your queries, you are invited to attend the Pre-Bid Meeting.



#### **Muhammad Qasim**

Senior Program Officer (Procurement, Principal Seat)  
**COMSATS Institute of Information Technology**  
3<sup>rd</sup> Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.  
**Tel:** 051-9049-5060, **E-mail:** m.qasim@comsats.edu.pk

## **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 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 Institute of Information Technology (CIIT), Principal Seat. Cheque is not acceptable and bid will be rejected.
8. **The rates must be quoted EXCLUSIVE OF GST.**
9. The Work will be awarded on Item-wise/Complete Job whichever is beneficial to CIIT.
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 at any stage before issuance of Work Order.

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 15 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 will be entertained after opening of the bid.
16. The work will be awarded on the basis of technically qualified bidder (sample) 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. *Sample can be seen in the office of the undersigned.*
19. *The successful bidder will have to supply the items within given time. In case of any delay in the delivery, 1% of the total per day will be deducted from the supplier upto a total of 10%.*
20. *Quotation should be strictly as per the BoQ.*
21. *Payment will be made as per actual quantity provided/supplied.*
22. *The selection will be purely on sample basis.*
23. *The successful bidder would be issued Provisional Purchase Order and would be requested to provide a sample before initiating the mass production.*
24. *In case of any problem which may include defect in the provided sample, delay in delivery, non-responsiveness of the bidder; CIIT may cancel the Work Order AND/OR confiscate the earnest money AND/OR impose ban on the vendor for further business.*
25. *In case of defects/sub-standard items, CIIT will inform the bidder within 30 days-time and the bidder will provide the remaining items within 07 days' time free of any additional cost. In case of failure to provide within the said time, CIIT will process the invoice with the actual items provided but with a penalty of 10% of the total will be charged/deducted from the invoice.*

## **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	<b>Top</b>
2. Bid /Quotation <i>(Strictly as per pattern)</i>	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>
6. Samples	Mandatory	

## **Evaluation Criteria**

<b>Description</b>	<b>Criteria</b>
Quality of Sample	<b>Accepted/Rejected</b>

The Committee will evaluate the quality of samples and will accept or Reject the sample.

**Signature & Stamp**  
(Authorized Representative)

**DETAILED SPECIFICATIONS OF THE ITEMS**

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

**(EXCLUSIVE of GST)**

<b>SN</b>	<b>Detail</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Cost</b>
1.	Key Chains with Gift Box (With CIIT Logo and Text)	400		
2.	Pen with Box (With CIIT Logo & Text)	200		
<b>Total Cost (Exclusive of GST)</b>				
<b>Any Other Charges</b>				
<b>Total Cost</b>				

**Submission of samples by the bidder is mandatory. Bids without samples will not be considered.**

Sample can be seen in the office of the undersigned during office hours.

**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 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)	

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

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

**Samples submitted for:**

Key Chains with Gift Box (With CIIT Logo and Text)		
Pen with Box (With CIIT Logo & Text)		

**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

**Signature & Stamp**