

**EXPRESSION OF INTEREST**  
CIIT/OD/16/101  
(Hiring of Services for Report Writing)

COMSATS Institute of Information Technology (CIIT), Principal Seat, a public sector HEI of Ministry of Science & Technology invites Expression of Interest (EOI) from renowned firms/companies for **“Provision of Services for Writing Process Evaluation Report”**

1. Expression of Interest (EOI) documents containing description and scope of required services, terms & condition, selection criteria, deadline and place of submission of the Expression of Interest (EOI) are available for free of cost for the interested firms from **“Manager Office of Development, Cubator 1ne, Ground Floor, COMSATS Institute of Information Technology (CIIT), Park Road, Tarlai Kalan Islamabad”**.
2. The last date for receipt of EOIs prepared in accordance with instructions in EOI documents and covered in sealed envelope must reach at the given address during the office hours at **1030 hrs** on or before **December 20, 2016** and will be opened on the same day at **1115 hours at Room No. G-6/G-8, Ground Floor, Faculty Block-I, CIIT, Islamabad**. This advertisement is also available on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as Comsats website: [www.comsats.edu.pk](http://www.comsats.edu.pk)



Manager Office of Development  
**COMSATS Institute of Information Technology**  
Ground Floor, Cubator 1ne, Park Road, Tarlai Kalan,  
Islamabad  
**Tel: 051-9242990 , Fax: 051-9247006 ,**  
**Email: [manager.ef@comsats.edu.pk](mailto:manager.ef@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 ambiguous, in-complete information given, conditional.
2. Bidders will have to produce the proof of being an active tax payer.
  3. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source;
  4. The payment method in detail is in TORs.
  5. 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 taxes.
  6. Mandatory requirements are given and are to be fulfilled.
  7. 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;
  8. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
  9. The successful bidder will have to complete the job **as provided in TORs**.
  10. No request for correction will be entertained after opening of the bid.
  11. The work will be awarded on the basis of technically qualified bidder on lowest evaluated cost.

**Special Conditions: (Read Thoroughly)**

- 12. In case of any delay in the delivery, 2% per week will be deducted upto 20% from the supplier, any delay beyond 30days will automatically cancel the Work Order, and the order will be placed to the next lowest evaluated bidder.
- 13. 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. Profile of the consultant	Mandatory	<b>Flag-A</b>
2. Bid /Quotation <i>(Strictly as per pattern)</i>	Mandatory	<b>Flag-B</b>
3. Names of Major Clients <i>(Corporate/Govt./NGO Client ONLY)</i>	Mandatory	<b>Flag-C</b>
4. Tender Acceptance Form	Mandatory	<b>Flag-D</b>
5. Evidence of Academic credential (last degree only)	Mandatory	<b>Flag-E</b>
6. NTN certificate / Active Taxpayer List	Mandatory	<b>Flag-F</b>
7. Evidence of Experience	Mandatory	<b>Flag-G</b>
8. Evidence of Evaluation Report /certificate from client	Mandatory	<b>Flag-H</b>



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

- ✓ write to us on  
manager.ef@comsats.edu.pk
- ✓ Visit us at Cubator 1ne, Ground Floor,  
CIIT, Islamabad
- ✓ Call us at 051-9242990