

Invitation to Bid

CIIT-PS/16(12)/558

Provision & Fixing of Gypsum Board/Dry Wall Partition & Glass doors

COMSATS Institute of Information Technology (CIIT), Principal Seat, Islamabad invites sealed bids “**Single-Stage One-Envelop**”basis for “**Provision & Fixing of Gypsum Board / Dry Wall Partition & Glass doors**”.

2. The firm/company should be on the Active Tax Payer List (ATL) of FBR.
3. **The complete bidding document** is placed hereunder **free of cost**.
4. The Bids must be accompanied with the **earnest money @ 3%** 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 Financial Bid, prepared in accordance with instructions in the bidding document, must reach at **3rd Floor, Faculty Block-II, CIIT Park Road, Tarlai Kalan Islamabad** latest by **20thDecember, 2016** by **1100 hours (Sharp)**.
6. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
7. Bids will be opened on the same day at **1130 hours** 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 as well as CIIT’s website at 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; 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.
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2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to apply. If any registered supplier is not in ATL, his payment will be stopped till the firm/company files mandatory tax returns and appears on ATL of FBR.
 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 purchased.
 6. Performance Security of 05% will be held from the total payment upto 3 months in lieu of repair and maintenance guarantee.
 7. Earnest money of successful bidder will remain in custody of this office until the completion of the job; and released with a written request on firm/company letterhead.
 8. 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.
 9. 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.
 10. The Work will be awarded as one job.
 11. Mandatory requirements are given and are to be fulfilled.

12. 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;
13. CIIT reserves the right to accept or reject any or all tenders as per PPRA Rules.
14. Prices should be valid for 90 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
15. The successful bidder will have to complete the job **within 30 days' time** with delivery of all items and fixing at its own cost.
16. No request for correction will be entertained after opening of the bid.
17. The work will be awarded on the basis of technically qualified bidder on lowest evaluated cost.
18. In case of any delay in the completion, 2% per day will be deducted upto 10% from the supplier, any delay beyond 05 days will automatically cancel the Work/Purchase Order, earnest money will be confiscated and the order will be placed to the next lowest evaluated bidder.
19. Repair and maintenance, if any, will be the responsibility of the firm for 3 months.
20. 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	Flag-A
2.	Bid /Quotation <i>(Strictly as per pattern)</i>	Mandatory	Flag-B
3.	Experience (Minimum 3 years in similar work) <i>(Attach work orders)</i>	Mandatory	Flag-C
4.	Tender Acceptance Form	Mandatory	Flag-D
5.	Active Tax Payer List (Latest)	Mandatory	Flag-E
6.	GST Registration Certificate	Mandatory	Flag-F

Tender Acceptance 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 all information provided by our firm is correct. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

Tender Number	
Name of Firm/ Company	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Telephone No.	
E-mail	
Fax No. (If any)	

Signature
(Authorized Representative)

Stamp

DETAILED SPECIFICATIONS OF THE ITEMS

Prices should be quoted as per this pattern:

Sr.	Description	Qty
1.	Providing and fixing of Gypsum board/ dry wall partition gypsum board sheet made of 4'x8'x1/2" thick, elephant brand fixing with GI Channel 3 "x 1 "x24 swg, self-adhesive fiber tape @joints with self-drilled screw etc. and 1/2" thick lasani sheet skirting, with paint of approved color etc. Complete in all respect as per attached drawing or as per direction of Engineer In charge. (Dismantling is also included where ever required)	620Sft
2.	Providing and fixing of Glass partition of approved make including 12mm thick best quality imported glass and aluminum fittings, top and bottom and making good damages to wall etc. complete in all respect as per direction of Engineer In charge. (Dismantling is also included where ever required)	50 Sft
3.	Providing and fixing Glass doors of approved make including 12mm thick best quality imported glass and aluminum fittings, top and bottom Including floor machine & D lock and making good damages to wall etc. Complete in all respect as per direction of Engineer In charge. Size 3 'x7'.	03 Nos
4.	Providing and fixing of Reception counter using laminated MDF on front side, (Color to be approved from Consultant Architect), 1" thick marble (parlino) with polishing & gooo edging to be fixed on the top of counter, including fixing 12mm thick glass on the top of marble using 5" U channel (Aluminum) complete in all respect as per attached drawing and direction of Engineer Incharge.	01job

Note: Complete Specification should be mentioned in the Quotation, Any bid not mentioning complete information will be disqualified from the process.

For queries and further clarification, you may

- ✓ write to us on m.qasim@comsats.edu.pk
- ✓ Visit us at 3rd Floor, Faculty Block-II, CIIT, Islamabad
- ✓ Call us at 051-9049-5060