



COMSATS University Islamabad

REQUEST FOR PROPOSALS

Management Study on Motivation of the Indigenous Scholars at CUI

COMSATS University Islamabad (CUI), a public sector University of Ministry of Science & Technology invites sealed bids **“Single-Stage Two-Envelop”** proposals for **“Consultancy services to conduct a Management Study on Motivation of the Indigenous Scholars”** at CUI.

CUI understands that role of faculty is cardinal and crucial for the performance of a university. The CUI intends to carry out a study to assess the motivation level of its faculty and develop a set of recommendations, where improvements are warranted. The RFP (Request for Proposals) can be obtained from the office stated below during office hours upon submission of a written request. The complete bidding document is free of cost and can also be downloaded from CUI's website.

The proposal prepared in accordance with the stated instructions in the RFP documents marked separately **“Technical”** and **“Financial”** must reach at **11:00 a.m.** on or before **March 15, 2019** at the office of **“Senior Program Officer (P, D & HRD), COMSATS University Islamabad, 3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.”** Bids (**Technical only**) will be opened on the same day at **12:00 p.m.** at the office stated below.

CUI reserves the right to accept or reject part or whole of the tender any time prior to the acceptance of the proposal as per PPRA's rules. The unsuccessful bidder(s) participating in the bidding process shall be informed the reason(s) for rejection of their proposal, however COMSATS University Islamabad shall not be liable to justify those reasons. This advertisement is also available on PPRA's website at **www.ppra.org.pk**.

Senior Program Officer (P, D & HRD)
COMSATS University Islamabad(CUI)

(A public sector University of Ministry of Science & Technology)
3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.

Tel: 051-90495180 & 90495190

www.comsats.edu.pk



REQUEST FOR PROPOSAL

**Management Study on Motivation for
COMSATS University Islamabad Indigenous Scholars**

CUI/P&D and HRD-4(132)/19

Deadline for Submission of Proposal

1100 hrs, Mar. 15, 2019

COMSATS University Islamabad

(Directorate of Planning & Development and Human Resource Development)

3rd Floor, Faculty Block - II, Park Road, Islamabad, Pakistan

Phone No. +92 51 90495190-5180, Fax No. +92 51 9247006

www.comsats.edu.pk

**Invitation of bids for the Management Study on Motivation for COMSATS University Islamabad
Indigenous Scholars**

1. Introduction

The COMSATS University Islamabad (CUI or University used interchangeably) is a thriving public sector higher education University. The CUI was established in Year 2000 as COMSATS Institute of Information Technology (CIIT). In April 2018, the CIIT was upgraded to COMSATS University Islamabad vide Act No. XI of 2018. The CUI is ranked amongst the top ten universities in Pakistan according to HEC rankings. Also, according to several international rankings, including those by the Quacquarelli Symonds (QS), the Times Higher Education, Shanghai Ranking's 2018 etc. the CUI is placed among the top 5 higher education institutions in Pakistan.

The CUI comprises of seven campuses, disseminating knowledge through six faculties with eighteen academic departments. The Islamabad Campus is the Principal Campus of the University. The CUI possesses a highly qualified faculty educated from local and foreign institutions. Furthermore, a great deal of resources is allocated on regular basis to enhance and augment the professional and educational learning opportunities for the faculty members by the CUI.

2. Objectives

The ultimate objective of the HR development initiatives at the CUI is to attain and maintain a benchmarked standard in a broad spectrum of pedagogical spheres of the University. Owing to this investment in a continuous professional development pursuit for the faculty members, CUI expects a high degree of motivation and commitment towards their job and allied responsibilities. The services of CUI faculty member(s) are required to conceive and undertake an evaluative study as an independent consultant or in joint venture with the consultants outside the CUI to ascertain and report faculty members' motivators and inhibitors towards various aspects of their affiliation with CUI including but not limited to their self-motivation, job commitment, career aspirations, loyalty towards the University, personal performance management, interaction with students and deliverance, etc.

3. Scope

The envisaged study has to be carefully devised to represent the entire faculty comprising group of indigenous scholars while relying on a sampling approach. Either a quantitative or qualitative methodology or a mix of both may be used to implement the well-crafted research design. The evaluative study should adhere to the sensitivities of running such an exercise among highly qualified faculty members across all 7 campuses of CUI.

4. RFP Document Format

- a) The Request for Proposal (RFP) shall be governed by the 'Two Envelop Single Stage' bidding process defined in the PPRA Rules.

- b) The proposal should be completed in all respects including but not limited to conceptual framework, methodology with justification, implementation plan and professional fee for the assignment.
- c) The proposal should reach the office of Senior Program Officer, Directorate of Planning, Development and Human Resource Development (P, D and HRD), COMSATS University Islamabad, Park Road, Islamabad on or before 1100 hrs, on Mar. 15, 2019 at the address given below at Clause 11.
- d) Tenders will be opened (only Technical Proposals) at 1200 hrs on the same day in the P, D and HRD, Faculty Block - II, CUI, Islamabad Campus in the presence of the representatives of the parties, who wish to be present.
- e) CUI reserves the right to accept or reject part or whole of the tender at any time prior to acceptance of the tender. The unsuccessful bidder(s) participating in the tender shall be informed of the reason(s) for rejection of their bid. However, CUI shall not be liable to justify those reasons.
- f) The proposal will be evaluated on the basis of criteria indicated in Annex-A.

5. TENDER DOCUMENT

The RFP is open for the serving CUI faculty. However, the proposal can be submitted as a joint venture with the consulting firm/researchers/individuals, etc. with the condition that the CUI faculty member will be the lead consultant. The bidders are required to prepare technical and financial proposals separately. Instructions pertaining to the two proposals are as under.

5.1 TECHNICAL PROPOSAL

In preparing the Technical Proposal, prospective bidders are expected and advised to examine the documents comprising this Tender Document in detail. Material deficiencies in providing the requisite information in the proposal may result in rejection of the Proposal. Moreover, particular attention must be given to the procedural expertise which they should possess for undertaking the assignment.

The Technical Proposal should provide the following information:

- a) The bid proposal should provide the information using the attached standard form for tender acceptance attached at Annex-B.
- b) Detail of works similar in character, to the work at hand, completed or in hand during last 5 years (if any) with documentary evidence using the attached form at Annex-C.
- c) The contact details of the client(s) are to be provided. The CUI reserves the right to ask independent opinion of the client(s) on the quality of performance of the proponents.
- d) Sample report of any organizational capacity building consulting assignment (attach reference).
- e) A description of methodology (work plan) by which the proponent/bidder proposes to execute the work along with time involved to complete the study and report handing over to the CUI is to be indicated.
- f) Brief profiles of the proponent/bidder and those of consultant, who will be associated with the project.
 - a) Legal status in case of the firm/company (attach Proof).
 - b) Active Tax Filer (attach Proof) ;
 - c) Any additional information in support of selection that the proponent may wish to provide but not inconsistent with PPRA rules.

- d) No bid will be considered if:
 - i. The bid is unsigned/ unstamped;
 - ii. The bid is signed/ stamped by the unauthorized agent of the consultant;
 - iii. The bid is from a consultant which is black listed or in litigation of some sort with any public sector organization;
 - iv. The bid is received by telephone/telex/fax/telegram; and
 - v. In contradiction with the specification given by the CUI.

5.1.1 Expertise

The consulting firm/researchers/individuals must have following experience and expertise the evidence of which is supposed to be part of submitted proposal:

- a) Experience of undertaking consulting assignment with primary and action research component.
- b) Experience of devising and executing strategic communication or culture assessment studies.
- c) Academic & professional expertise in organizational psychology, organizational development, psychological assessment & profiling (psychometrics) etc. on the part of dedicated team of this assignment (attach References).
- d) Adequate experience of working closely with academic institution of higher education as either consultant or academicians (attach Reference).

5.2. FINANCIAL PROPOSAL

- a) The bids securing overall 70% marks as mentioned in Evaluation Criteria (Annex-A), shall be declared as Technically Qualified Bids for opening their Financial Proposals, which shall be opened publicly in the presence of those qualified bidders, who wish to be present at the time of opening, for which the bidders would be informed in advance about the time, date and venue.
- b) Bids other than the Selected Bidder shall be kept in reserve and may, in accordance with the process specified in Clause 5 of this RFP, be invited to match the bid submitted by the selected bidder in case such selected bidder withdraws or is not selected for any reason. In the event that none of the other bidders match the bid of the selected bidder, the CUI may, in its discretion, either invite fresh bids from the remaining bidders or annul the bidding process.
- c) The completed bid and/or any queries or request for additional information concerning this RFP shall be submitted in writing or by fax and e-mail to the office/officer designated in Clause 4 (iii) above.
- d) The bidder shall be responsible for all of the costs associated with the preparation of their bids and their participation in the bidding process. The CUI will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

6. SUBMISSION OF PROPOSALS

The Technical Proposal and Financial Proposal should be submitted in two separate sealed envelopes, which are to be clearly marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". Both envelopes shall be placed in an outer sealed envelope.

The completed proposal must be delivered at the submission address on or before February 28, 2019 at 1100 hours. The proposal will be opened on the same day at 11300 hours in the presence of the proponent or their authorized representatives if they wish to be present. Any proposal received after the closing time shall be returned unopened. The proposal submission form is attached at Annex-D.

7. PROPOSAL EVALUATION

7.1. Opening and Evaluation of Bids

In the first instance, the technical bids will be opened. The Technical Proposal will be evaluated first and Financial Proposals of the shortlisted and technically qualified firms/companies will be opened in the second stage in accordance with the provisions set out in Section 4.

7.2. General

The firms/companies shall not contact any official of CUI on any matter relating to their Proposal from the time of submission of the Technical and Financial Proposals to the time the contract is awarded. If a firm/company wishes to bring any additional information to the notice of the client, it should do so in writing at the address indicated in the Tender Document. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

7.3. Technical Proposal

The Technical Committee will carry out the evaluation of proposals on the basis of their responsiveness to the Tender Document, applying the technical parameters set out in this Tender Document. The Client will notify firms/companies for rejection of their Technical Proposal indicating that their Financial Proposals (if any) will be returned unopened after completing the selection process.

7.4. Financial Proposal

The Client will notify in writing the technically qualified firms/companies of the date, time and address, for opening of the Financial Proposals at a later date. The notification may be sent by registered letter, cable telex, facsimile, or electronic mail.

On opening of the Financial Proposals in the presence of the representatives of the firms/companies who choose to attend, the CUI will announce the names of the firms/companies, the technical scores, and the amounts of their financial proposals.

8. SELECTION OF BIDS

All bids shall be evaluated on the criteria provided in the RFP and the bidder scoring the highest score shall be declared as the selected. In the event that the Employer rejects or annuals all bids it may, in its discretion, invite all eligible bidders to submit fresh bids.

9. DISCLAIMER

The CUI reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals. The CUI, upon written request of the bidder, will communicate grounds for rejection of the said proposal; however no justification for those grounds shall be provided. The decision of the CUI shall be final and cannot be challenged on any ground at any forum and the CUI will not be liable for any loss or damage to any party acting in reliance thereon.

10. TERMS AND CONDITIONS

- a) It shall be the responsibility of the bidder to satisfactorily complete the job as per the agreed terms and conditions, which includes the CUI's acceptance/inspection thereof.
- b) The bid proposals will be opened in the presence of all those proponents/bidder or their authorized representative whose bid proposal have been evaluated as technically sound by the evaluation committee and who wish to attend the bid opening meeting.
- c) Incomplete proposals not covering the details asked will not be considered.
- d) Incomplete and conditional proposal will not be considered accepted.
- e) The consultant should have a valid NTN number. Income tax as applicable and announced by the Government of Pakistan will be deducted at source.

11. MAILING ADDRESS/CONTACT INFORMATION

Following address will be used for all correspondence:

Focal Person:	Mr. Muhammad Mubashir
Address:	Senior Program Officer (Planning, Development & Human Resource Development) 3 rd Floor, Faculty Block-II, COMSATS University Islamabad, Park Road, Islamabad.
Phone:	051-90495180/5190
Fax:	051-9247006
Email:	mmubashir@comsats.edu.pk
URL:	www.comsats.edu.pk

Date Sheet

Information to Bidders

- 1) The name of the client is: COMSATS University Islamabad
- 2) The name of the assignment: Management Study on Motivation for CUI Indigenous Scholars
- 3) The assignment is phased: No
- 4) The name, address and telephone/number of the client's office is:

Name: Mr. Mubashir Muhammad
 Designation: Senior Program Officer (P, D & HRD)
 Phone: 051-9049 5180
 Email: mmubashir@comsats.edu.pk

- 5) The number of days before the submission date to request a clarification is: 05 Days
- 6) The address for requesting clarifications is: As above in (4)
- 7) Proposal must be submitted not later than 1100 AM on March 15, 2019
- 8) Proposals must remain valid for 92 days after the submission date
- 9) The criteria for evaluation of the bid/proposal are:

a)	Academic qualification of consultancy team	10 points
b)	Experience of similar project- in areas of psychological profiling, assessments, testing, organizational development,etc	10 points
c)	Experience of working with academic institutions and understanding of academic management	10 points
d)	Adequacy of the proposed work plan and methodology in the proposal.	20 points

- 10) The assignment is expected to commence in 05 days after the receipt of proposal (tentative).
- 11) Contract shall be awarded to the most responsive bidder.

**Tender Acceptance Form
(Mandatory)**

(This form is to be provided with the Technical Bid. Non-provision of this form will disqualify the bidder from the bidding process)

All the above mentioned 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.

Name of Faculty Member / Firm / Company	
Name of Owner / Authorized Representative	
Office Address	
Work Address	
NTN	
Telephone No.	
Email:	
Signature & Stamp	

Firm's References

Relevant Experience of Working with

Public Sector Companies/Ministries/Departments that Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually or as a corporate entity or as one of the major companies with in an association, was legally contracted.

Assignment Name:		Country:
Location within the Country:		Key Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services:
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

The Proposal Submission Form

The [Proponent]

COMSATS University Islamabad

Park Road, Islamabad

Dear Sir,

We the undersigned, offer to participate for Conducting Management Study on Motivation for Indigenous Scholars of COMSATS University Islamabad in accordance with your request for proposal dated (date).

We understand you are not bound to accept any proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without giving justification for the reasons assigned and having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any part acting in reliance thereon.

We remain,

Yours' sincerely

Authorized signature

Name and title of signatory

Name of Firm:

Address: