

Expression of Interest (EOI)
Hiring of Rodent/Pest Control Services
for all buildings of CUI Islamabad Campus

No.CUI/Proc/TN-(01)/12-19/001

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector Prestigious Educational Organization invites Expression of Interest (EOI) from renowned/first class rodent control service providers/firms/companies registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), for providing Rodent Control Services at CUI Islamabad. EOI procedure will base upon “**Single Stage-Single Envelope**” bidding method as prescribed under PPRA rules.
2. The Bids must be accompanied with the **earnest money of 10,000/-** in form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9).
3. Prescribed EOI documents are available online for the interested firms/parties on PPRA website as well as CUI website which can be downloaded. Interested firms/bidders are required to submit their bids/EOI proposals along with tender fee of **Rs.500/-** (non-refundable) in shape of pay order/DD in favour of CUI Islamabad.
4. Sealed EOIs (prepared in accordance with instructions of EOI documents) must reach at the given address latest by **December 26th, 2019 at 1100 hrs.**
5. A Pre-Bid Meeting is scheduled to answer all queries on Dec 19, 2019 in Room G-6, Faculty Block-I, CUI, Park Road.
6. Bids will be opened in public on the same day **half hour after the closing time** in Room No. G-6, Faculty Block-I, COMSATS University Islamabad, park Road, Islamabad.



Manager (Procurement)
COMSATS University Islamabad
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
Tel: 051-90495122, 90495154
Email: hassan@comsats.edu.pk

Expression of Interest

**Hiring of Rodent/Pest Control Services for all
buildings of CUI Islamabad Campus**



**COMSATS University Islamabad
Park Road, Tarlai Kalan, Islamabad
051-9049-5122 / 051-9049-5154,5039**

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Preparation of EOI/Bid

Detail	Criteria	Single Envelope
1. Draft of Earnest Money	Mandatory Rs.10,000	In Financial Bid
2. Bid /Quotation (Form No.1) (Strictly as per pattern)	Mandatory	
3. Declaration Form (Form No.2)	Mandatory	In Technical Bid
4. GST and NTN Registered	Mandatory	
5. Active Tax Payer List (ATL) of FBR Status as "Active" and Compliance Level is 100%	Mandatory	
6. Financial Soundness: Copy of last 03 years accounts of the company/firm duly audited by a registered accountancy firm OR Income Tax Returns for last 3 years. OR Certificate of Current Bank Position issued from scheduled bank of participating firm/company showing sound financial status (Firm's account, not individual)	Mandatory	
7. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) that the firm/company is neither black listed nor in litigation with any of its public sector client	Mandatory	
8. Professional Experience (Form No. 3) i. List of executed/ similar contracts in public sector/ government offices/Embassies etc since establishment. (List 10 contracts). Each valid contract = 3 Marks each Total Marks = 30 <i>Copies of contract agreement/work order etc are mandatory</i>	Minimum 18 Marks required for Qualification	
ii. In hand similar contracts in public sector/government offices embassies etc (List 5 contracts). Each valid contract = 5 Marks each Total Marks = 25 Copies of contract agreement/work order etc are mandatory. which shall cover the detail of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the job was carried out	Minimum 20 Marks required for Qualification	

Eligibility and Qualification:

To be qualified, Securing Minimum Marks is Mandatory.

Failing to fulfill **ANY** of the Mandatory Requirement will disqualify the bidder from the process.

Lowest evaluated bid will be considered for award of contract.

General Terms & Conditions

1. The Terms & Conditions are as under:

No proposal will be considered if: -

- i. Received without required documentation or found incomplete;
- ii. Received later than the date and time fixed for submission;
- iii. The Proposal is unsigned/unstamped;
- iv. The Proposal is signed/stamped by the unauthorized agent of the Firm/company;
- v. The Proposal is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- vi. The Proposal is received by telephone/telex/fax/telegram;
- vii. received without earnest money;
- viii. In contradiction with the specification given by the CUI;
- ix. Without sample of the items; where particularly if demanded.

2. The bidder should be on the Active Tax Payer List for GST and Income Tax of FBR.

3. Applicable Income tax and GST will be deducted at source/as per rules.

4. No advance payment will be permissible;

5. In case, the selected/successful bidder(s) impose any conditions at a later stage; the earnest money will be confiscated AND/OR will be bar from further work with CUI for a period determined by CUI.

6. Deadlines will strictly be observed and penalty will be imposed if deadlines are not met.

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 the bid;

8. CUI reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.

9. In case of any clarification in the proposal, please visit the office of the undersigned.

10. Bids should be valid for 60 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.

11. No request for correction will be entertained after opening of the bid.

12. CUI shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.

13. The contract will be awarded on the basis of lowest evaluated Bids.

14. In case of any conflict in the price/cost quoted by the bidder; the unit cost quoted by the bidder will be consider. In case of no mention of GST. The prices/cost will be considered as inclusive of GST.
15. In case of any holiday is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened 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.
16. In case of Tie in same Rates; the bidder securing highest technical score, where applicable, will be awarded the job. In case of tie in technical Score, CUI will be the final authority to award the Work Order to either party, as it deems fit.
17. Do not submit any other document other than demanded.
18. Selected firm(s) will be awarded contract for providing rodent & pest control services at CUI Islamabad campus on the terms & conditions specified in the contract agreement and any integral parts of contract/agreement (Draft TORs of contract agreement).

TORs of Contract/Agreement

1. The contractor will provide Rodent control Service on daily basis or as required basis and one survey will be conducted on weekly basis.
2. This agreement shall take into effect by signing of the parties and shall continue in force initially for one year subject to satisfactory completion of 3 months' probation period (extendable up to 3 years) subject to approval of the competent authority and mutual consent of the parties.
3. Contract rates will remain valid for the complete contractual period from the date of signing of written Contract/Agreement.
4. Rodent & pest control services will be provided on credit basis. The charges will be paid on monthly basis. The CUI will make the payment by 15th of following month. The invoices/bills to this effect will be submitted by the contractor (duly checked/verified by Manager Services or any other authorized official) by 10th of each month. Bills received after 10th will be processed for payment in next month.
5. The contractor will be independent & all services rendered under this contract are to be performed as such and being understood that directions of services and manner of performance of rodent control services shall be solely within the control of contractor.
6. Neither party hereto shall be held responsibility for any delay or failure to perform any or all the obligations imposed upon such party by case of "**force majeure**".
7. In case of any telephonic inquiry made by the CUI, the contractor will be bound to respond to it immediately within 30 minutes time. If any query remains non-responsive, a remedial action will be taken as per nature of the case and at discretion of the competent authority CUI.
8. The Contractor will provide full bio-data of his services employed to CUI along with attested copies of valid NADRA CNIC to CUI Security Section for security verification purpose in advance.
9. The contractor will ensure good discipline & conduct and follow administrative instructions given from time to time in performance of his contract. In case of any occurrence of indiscipline such as (misbehavior, careless attitude with CUI officials and unauthorized stoppage of services), a strict remedial action could be taken as per gravity of incident and considered by the competent authority.
10. An amount of **Rs.50,000/-** as performance security to be submitted by the contractor which will be retained by the CUI upto expiry of contract.
11. The contractor will ensure discharge of services in professional and efficient manner.
12. Either of two parties of this contract shall have the right to terminate this contract at any time upon 30 days prior written notice.
13. This contract is subject to price list inclusive of all applicable taxes/insurance charges etc, duly approved by the competent authority and verified by the Manager Services (attached) to be considered valid for the whole contractual period.

14. In case of any dispute, the matter will be resolved amicably between the two parties. In case of resolution, the matter will be referred to arbitration under arbitration act 1940.

Special Conditions:

- Neither party will provide any allowances, commissions or any other benefit to employees of the other party. Neither party shall make employment offer to an employee of the other party during the term of agreement and for a period of at least one year after the expiry or termination of agreement.
- The contractor will be bound to respond to any inquiry/query/complaint immediately within 30 minutes of the complaint is lodged and address on the same day. In case of failure, the contractor will be answerable to the higher management/competent fora of CUI and liable for necessary action against him.
- The contractor will be solely responsible for the effective control of rodent & pest control services in all buildings, whatever the resources, material, equipment and persons are required.
- The contractor will be fined upto maximum of Rs. 1000/- one time each for any incident of unsatisfactory services/negligence reported during the contractual period.
- The contractor will provide all the details of equipment, material used, and persons deputed for the visit inspection with schedule including detail of related work experience/training certificate of their staff persons.

Performance Review Meetings:

CUI Islamabad and contractor will arrange monthly or quarterly meeting to review the performance of Services to overcome gaps if any.

FOR AND ON BEHALF COMSATS University Islamabad	FOR AND ON BEHALF M/S
Name & Designation with Signature:	Name & Designation with Signature:.....
Official Stamp:	Official Stamp:
Witness 1 Name: CNIC No: Signature:	Witness 2 Name: CNIC No: Signature:

Form 1

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

S.N	Detail of Services Required	Qty	Cost of Services per month (GST Excl.)	GST	Cost (GST Incl.)
1.	Rodent & Pest Control Services including material, electronic equipment, manpower and medicines/pesticide etc for the whole campus (All buildings)	One complete job			

Bid Valid for 60 days

Signature:

Name:

Contact Information:

Official Stamp:

Declaration Form

(Mandatory)

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

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 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 found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Detail of Work Executed since establishment

SN	Organization & Address	Duration	Amount/Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Detail of Work currently In-Hand

SN	Organization & Address	Duration	Amount/Cost
1.			
2.			
3.			
4.			
5.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Check List (To be filled by Bidder)

Please submit your proposal in the order as below with
proper separators/Proper Binding/Plastic Cover/Staple

Detail	Status	Bid Envelope	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder	Mandatory	Financial		
2. Draft of Earnest Money				
3. Bid (Form 1)				
4. Declaration Form (Form 2)		Technical		
5. Work Executed (Form 3 (A) & Form 3 (B))				
6. Work Orders / Contracts				
7. Active Tax Payer List (GST and Income Tax)				
8. GST and Income Tax Registration Certificate				
9. Financial Soundness/Income Tax Returns				

For queries and further clarification, you may

- ✓ write to us on hassan@comsats.edu.pk
- ✓ Visit us at 2nd Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5122 / 051-9049-5154,5039