

Tender Documents

Provision of Uniform for CUI Employees



COMSATS University Islamabad

Park Road, Tarlai Kalan, Islamabad

051-9049-5122 / 051-9049-5154

Invitation to Bid

No.CUI/Proc/TN-(01)/12-19/002

Provision of Uniform for CUI Employees

1. COMSATS University Islamabad (CUI), Islamabad a public sector organization invites sealed bids “**Single-Stage Single-Envelope**” method from the original manufactures / authorized / distributors / suppliers registered with income Tax and Sales Tax Departments and on active taxpayers list (ATL) of FBR for **Provision of Uniform**” at COMSATS University Islamabad, Park Road, Islamabad.
2. The Bids must be accompanied with the earnest money of **Rs.10,000/-** in form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9).
3. Tender 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 proposals along with tender fee of **Rs.500/- (non-refundable)** in shape of pay order/DD in favour of CUI Islamabad.
4. Sealed Bids (prepared in accordance with instructions of Tender documents) must reach at the given address latest by December 26th, 2019 at 1100 hrs.
5. 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

Terms & Conditions

1. The Terms & Conditions are as under:

No tender will be considered if:-

- Received without required documentation or found incomplete;
- Received later than the date and time fixed for Tender submission;
- The Tender is unsigned/ unstamped;
- The Tender is signed/stamped by the unauthorized agent of the Firm/company;
- The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- The Tender is received by telephone/telex/fax/telegram;
- Tenders received without earnest money;
- In contradiction with the specification given by the CUI;

2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
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 after successful completion of all items and job, for the item accepted by CUI.
6. 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 University Islamabad.
7. The rates must be quoted **as per pattern**;
8. Prices should be valid for 60 days.
9. 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;
10. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
11. No advance payment will be permissible;
12. The potential bidders needing any clarification regarding bidding procedure and/or terms & conditions of tender may raise their query (in written) and seek guidance prior to tenders closing date.
13. Withdrawal of bid during validity period or tenders evaluation process is strictly prohibited.
14. The successful bidder/contractor will be placed with CUI procurement contract in form of Supply Order or Written Agreement as the case may be, containing the terms & conditions under prevalent public procurement rules and CUI policy
15. The contractor will be legally bound and obligated towards terms & conditions of contract be those specified and established in Supply Order/Contract Agreement and determined latter by the CUI in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of "**Force Majure**".
16. CUI is authorized to vary quantities at the time of establishing the contract or as decided latterly according to its requirement.

17. The bidding procedure is subject to compliance with PPRA rules/CUI policy and decisions of the Central Purchase Committee (CPC), the competent fora of CUI, would stand valid, be enforced and implemented to whole procurement process and performance of contract by the selected supplier.
18. Payment will be made will be made after complete order delivery on prescribed contractual terms & conditions, inspection and stock taking of goods by the CUI through crossed cheque on credit terms. No advance/interim payment (subject to CUI policy) will be allowed. Taxes/duties as levied by prevalent Govt. rules & regulations will be deducted at source.
19. CUI reserves the right to accept or reject any or all tenders as a whole or in part as specified by PPRA Rule 33 (1). The decision in this regard will be final and binding on all bidders.
20. In case of situation, referring the event of "Force Majure" or any other administrative reasons, the Bids will be opened on next working Day

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	Top
2.	Bid /Quotation (Strictly as per pattern)	Mandatory	Form-1
3.	Declaration Form	Mandatory	Form-2
4.	Up-to-date Active Tax Payer List (Income Tax and GST)	Mandatory	Flag-A
5.	GST Registration Certificate	Mandatory	Flag-B
6.	Samples	Mandatory	-

Evaluation Criteria

SN	Detail		Marks	Qualifying Marks
1.	Sample i. Uniform <i>Quality of Cloth/Buttons & Zip/Overlock/Stitching (Single)/material/Thread/ Buckram</i>	As per CUI sample	50	40
2.	Previous Work Experience (Each W.O = 10 marks each) (At least 4 Similar jobs executed with over an amount of Rs.300,000/-). Work Order below Rs.300,000 will not be evaluated/considered. (Attach W.O)	Mandatory	40	30

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.

Special Conditions:

21. Quotation should be strictly as per the BoQ.
22. Payment will be made as per actual quantity provided/supplied & accepted.
23. The Work will be given on item-wise or aggregated basis to lowest evaluated bidder whose samples are approved/matches CUI samples.
24. The sample provided by the bidder will be evaluated by CUI Committee and the decision of the Committee will be final. The committee can accept/reject samples.

Conditions for Provision of Uniform

25. Samples are mandatory and bid without samples will not be considered.
26. The supply of Uniform will be made within one-month time from the date of Work Order. In case of delay, 1% of the total bid will be deducted upto 10% (additional 10 days for supply). In case of further delay, the work order will automatically be cancelled without any further information or communication.
27. The measurement of uniform will be made on CUI Islamabad campus. At-least 2 visits are mandatory for the measurement.
28. In case of defects/alterations/sub-standard stitching, cloth, CUI will inform the bidder within 15 days-time and the bidder will arrange for correct measures with-in CUI. The altered uniforms/new uniform will be provided to CUI within 15 days-time. In case, the alterations/new uniform are not provided within this time, that uniform will be considered as cancelled and the payment will not be made. Payment of only the supplied and accepted uniform will be made.
29. The bidder will be responsible for stitching for a period of 3 months. Earnest money will remain in the custody of CUI till 3 months. In case of non-compliance, the charges will be deducted from the Earnest money.
30. Potential bidders need to provide one sample of each quoted item, duly signed and stamped, along with the bid. A complete list of samples being provided should also be attached. Bids without samples will not be entertained for consideration.
31. Intended bidders may have clarification and answer of their queries in respect of required items, specification, sampling and/or terms & conditions of tender before bid closing date.
32. If bidders claim for G.S.T exemption of quoted items, they should provide copy of SRO in support duly attested and stamped from the FBR along with affidavit.

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Provision of Uniforms

Item	Qty	Unit Price (GST Excl.)	GST Amount	Unit Price (GST INCL.)	Total Cost
Uniform (Driver) Navy Blue Pant (YYK Zip, 7-8 Belt Loops, 2 Buttons, one Hook, standard Pockets, Pleats) – Iqbal Mills Cloth Light Blue Shirt (Double Pocket, Pocket Strip with Buttons, Shoulder Strips, 7 Front Buttons) – Grace Cloth (As per sample)	120				
Shoes (Black) – ND-BF-0001/CZ-iJ0103/DK 1001 or equivalent	60				
Shoulder Pipe	60				
Navy Blue Jersey	60				
Uniform (Bus Helper) Navy Blue Pant (YYK Zip, 7-8 Belt Loops, 2 Buttons, one Hook, standard Pockets, Pleats) – Iqbal Mills Cloth Light Blue Shirt (Single Pocket, 7 Front Buttons) – Grace Cloth	64				
Shoes (Black) – ND-BF-0001/CZ-iJ0103/DK 1001 or equivalent	32				
Navy Blue Jersey	32				

All items must comply with CUI sample. The samples are available and can be seen in CUI in office hours. **Bid Valid for 60 days**

Signature: _____

Name: _____

Contact Information: _____

Official Stamp: _____

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(s) 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 in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI.

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 Previous works 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.

Check List (To be filled by Applicants)

This page must be placed on Top of the complete bidding document

Prepare & Submit the Bid in this Order

Detail	Yes ✓	No ✗
ALL Pages are signed and Stamped		
Draft of Earnest Money		
This Check-List on Top		
Form-I - Bid /Quotation		
Form II - Declaration Form		
Proof of Registration – GST		
Proof of Registration – Income Tax		
Latest Print out of FBR ATL (GST)		
Latest Print out of FBR ATL (Income Tax)		
Samples of items quoted		

Samples can be seen in office of the undersigned.

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