

Tender Document

Supply of Essential Accessories for HIM 6000 Equipment for Meteorology Department



**COMSATS University Islamabad
Park Road, Tarlai Kalan, Islamabad**

051-9049-5060 / 051-9049-5538

Tender Notice

Supply of Essential Accessories for HIM 6000 Equipment for Meteorology Department

No.CUI/Proc/TN-(01)/12-19/003

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector Prestigious Educational Organization invites tender from renowned firms/companies registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), for **Supply of Essential Accessories for HIM 6000 Equipment for Meteorology Department**
2. Tender procedure will base upon **“Single Stage-Two Envelope”** bidding method as prescribed under PPRA rules.
3. The Financial Bids must be accompanied with the **earnest money @ 2% of the total bid** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9).
4. 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.
5. Sealed tenders (prepared in accordance with instructions of tender documents) must reach at the given address latest by **January 02, 2020 at 1100 hrs.**
6. **Only Technical** 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

Eligibility & Qualification

Detail	Criteria	Envelope
1. Draft of Earnest Money	Mandatory	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. 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	
7. Brochure Detail of equipment, brands, country of origin with complete specification	Mandatory	
8. Warranty/Guarantee Terms The bidder shall offer comprehensive 02 years warranty/guarantee or standard warranty terms of manufacturer After sales free parts & service Replacement warranty = 10 marks /Year (Max 20 marks) Repair Warranty = 5 Marks/Year (Max 10 marks)	20 Marks	
9. Technical Resources & Services Support Mention in detail the in-house resources, facilities and technical support available from the bidder for installation, up-gradation, configuration, commissioning and after sales services of equipment.	5 Marks	
10. Professional Experience (Form No. 3) i. List of executed/ similar contracts in public sector/ government offices/Embassies etc since establishment. (List 05 contracts). Each valid contract = 2 Marks each Total Marks = 10 <i>Copies of contract agreement/work order etc are mandatory</i>	10 Marks	
11. Bidder's Status Manufacturer / Business Partner / Sole Distributor / Authorized Distributor/ Agent/ Supplier	5 Marks	

Bids Evaluation Criteria:

- Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, following above mandatory scales of evaluation shall be taken into consideration for technical and financial bids.
- To be qualified, securing at least 80% Marks is Mandatory.
- Failing to fulfill **ANY** of the Mandatory Requirement will disqualify the bidder from the process.
- After evaluation/marketing of bidders in technical evaluation process, financial bids of technically qualified bidders only will be opened later on prior notice.
- For final grading of bidders towards contract award, item-wise or aggregate substance of bid prices will be calculated to ascertain lowest bid for placement of procurement 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 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 **90 days without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
11. The delivery of items/equipment must be made within **4-weeks' time**.
12. The prices should be quoted in PKR.
13. No request for correction will be entertained after opening of the bid.
14. 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.

15. The contract will be awarded item-wise or aggregated on the basis of lowest evaluated Bids.
16. 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.
17. 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.
18. 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.
19. Do not submit any other document other than demanded.
20. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned authorities
21. Acceptance or Rejection of Exemption Certificate is the discretion of CUI and refund (if any) may be claimed from FBR.
22. CUI is authorized to vary quantities at the time of establishing the contract or as decided latterly according to its requirement

[Letterhead of the Firm]

Ref No: _____

NTN: _____

Date: _____

GST: _____

Essential accessories for HIM 6000 Equipment

S.N	Detail Specification	Qty	Cost (GST Excl.)	GST	Cost (GST Incl.)
1.	HS-NO-6000 (Equivalent or above)	01			
2.	HS-PID-6000 (Equivalent or above)	01			
3.	HS-M-6000 (Equivalent or above)	01			
4.	HS-NH3-6000 (Equivalent or above)	01			
5.	Rain Trap	01			
6.	1000W (Maximum) Solar Panel for HIM 6000 Equipment (Equivalent or above)	01			
Total Cost PKR					

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	Contact Information	Amount/Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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)				
6. Work Orders / Contracts				
7. Active Tax Payer List (GST and Income Tax)				
8. GST and Income Tax Registration Certificate				
9. Detail of Technical Resources				
10. Authorization Letter				

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