

# **Tender Document**

## **Provision of Official Files & Envelopes**



**COMSATS University Islamabad**

**Principal Seat, Islamabad**

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## Tender Notice

### Printing of Official Envelopes & Files

No. CUI-PS/20(10)/1663

COMSATS University Islamabad (CUI) invites sealed bids on “**Single-Stage Single-Envelope**” method from Income Tax & GST Registered Firms/Companies who are on the Active Tax Payer List (ATL) for General Sales Tax and Income Tax of FBR for “**Printing of Official Envelopes & Files**” at COMSATS University Islamabad.

1. The Bid 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).
2. Tender documents are available, free of cost, online for the interested bidders on PPRA’s website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CUI’s website at [www.comsats.edu.pk](http://www.comsats.edu.pk)
3. Sealed tenders, prepared in accordance with instructions of tender documents, must reach at the below given address latest by **November 05, 2020 at 1100 hrs.**
4. 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.



**Muhammad Qasim**

Senior Program Officer

**COMSATS University Islamabad**

3<sup>rd</sup> Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad.

**Tel:** 051-9049-5060, **E-mail:** m.qasim@comsats.edu.pk

## Eligibility & Qualification:

### Eligibility (Mandatory Requirements)

Detail	Criteria
1. Draft of Earnest Money	Mandatory
2. Bid /Quotation ( <b>Form No.1</b> ) - ( <i>Strictly as per pattern</i> )	Mandatory
3. Declaration Form ( <b>Form No.2</b> )	Mandatory
4. GST and NTN Registered	Mandatory
5. Active Tax Payer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory
6. <b>Proof of Non-Blacklisting:</b> Affidavit on legal paper of appropriate value (duly attested from notary public)/Letterhead that the firm/company is neither black listed nor in litigation with any of its public sector client	Mandatory

Failing of ANY of the mandatory criteria will disqualify the bidder from the process.

### Qualification

Detail	Total Marks
1. <b>Relevant Experience in Publication in last 3 years</b> 06 Marks per experience of over Rs.200,000 each (Attached proof: 5 Work Orders/Contracts. W.O of over Rs.200,000 will be considered for marking)	30 Marks
2. <b>Clients (06 Marks per Client)</b> (Attach proof: 06 Work Order/Contract. Only Govt./Semi-Govt/Embassies/iNGOs and Private sector organization at par with CUI will be considered for marking)	30 Marks

80% Marks in technical evaluation is mandatory for qualification.

## General Terms & Conditions

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;
  - d) The Tender is signed/stamped by the unauthorized agent of the Firm/company;
  - e) The Tender is from a firm which is black listed or in litigation of some sort with CUI;
  - f) The Tender is received by telephone/telex/fax/telegram;
  - g) Tenders received without earnest money;
  - h) 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 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. In case the bidder claims for non-deduction of GST/Income Tax due to advance Tax payment or SRO; the documented proof of the same duly verified by the concerned authority must be provided by the bidder.
  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 Work will be given to lowest bidder on the basis of most advantageous bid. In case the successful bidder(s) refuse to supply the item(s), the earnest money will be confiscated AND a ban from business with CUI for a period specified by CUI will be imposed.
  13. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.
  14. In case of defects/non-compatibility/sub-standard, CUI will inform the bidder within 15 days-time and the bidder will arrange for replacement of the item(s) within 7 days' time. In case of non-compliance, the charges incurred on the item(s) will be deducted from the earnest money/Invoice.
  15. 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 tax authorities/FBR. CUI, after verification, will have the right to accept or reject the Exemption Certificate. The vendor may claim tax return from Tax Authorities/FBR.

16. 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 Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.
17. In case of Tie in Rates; the bidder securing highest technical score, where applicable, will be awarded the job. In case of tie in technical Score, CUI will award the job to the bidder as it deem fit and suitable for the job.
18. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
19. The currency of the quotation would be in Pakistan Rupees only.
20. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
21. In case of any dispute, the matter will be referred to Rector, CUI, whose decision will be binding on both parties.
22. In case the successful bidder fails to supply the required item(s)/material within the due date; 0.5% per day, of the total cost, will be deducted for upto a total of 10% (20 Days). If delay is beyond 20 days, CUI will decide whether to extend the time, in which case the penalty will be 1% of the total cost per day (Day 21 onward) OR CUI may consider Cancellation of Work Order, in which case CUI may impose ban on the bidder for business with CUI for a period of at least 6 months AN/OR Black-list the bidder AND/OR the Earnest Money will be forfeited.
23. Payment will be made as per actual quantity received, which is as per work order and acceptable to CUI.
24. Partial delivery will not be accepted.

## Validity of Bid & Delivery Time

25. The bid validity shall be **30 days**.
26. The Delivery time is **21 days** from the date of finalization and approval/Work Order.
27. **The contract will be awarded to single bidder (Complete contract) on the basis of eligibility & qualification set forth in this document.**
28. Delivery will be made to Treasurer Department, 3rd Floor, Faculty Block-II, CUI Islamabad.
29. If CUI feels that a particular publication is not upto the specified standards in printing, cutting, binding, color registration, finishing, specification etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by CUI.
30. In case of Re-printing; the printing and delivery must be made within a MAXIMUM of two weeks-time with no extra cost. If the delivery is not made in two weeks, deduction will be made from the bill.
31. **Sample can be seen in office of the undersigned.**
32. **Design of the publication is available (Source file) in CDR format and will be provided to the successful bidder.**
33. **DO NOT SUBMIT ANY OTHER DOCUMENT WHICH IS NOT DEMANDED.**

# FORM 1: Quotation

[Letterhead of the Firm]

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## Printing of Official Files & Envelopes

No. CUI-PS/20(10)/1663

S.N	Detail Specification	Qty	Unit Price	GST	Unit Price (GST Incl)	Total Cost
1.	<b>CUI Official Yellow Files</b> 300gm Imported Art Card Lamination; Fitted Clip Size <b>9.5" x 13"</b> 3 Spot/Special Color Printing	3,000				
2.	<b>CUI White Files with Double Pocket</b> 300gm Imported Art Card (Complete File and pockets in Single Die Cutting) Lamination, Size: <b>9.1" x 13"</b> 3 Spot/Special Color Printing	1,500				
3.	<b>Small size Envelopes</b> Size: <b>9" x 4.75"</b> 80 gsm Imported White Paper 3 Spot/Special Color Printing	15,000				
4.	<b>Medium size Envelopes</b> Size: <b>10" x 12"</b> 80 gsm Imported White Paper 3 Spot/Special Color Printing	6,000				
5.	<b>Large size Envelopes</b> Size: <b>11" x 14"</b> 80 gsm Imported White Paper 3 Spot/Special Color Printing	4,000				
6.	<b>Printing of Envelops</b> <b>Inner Lamination</b> <b>Brazilian Craft Paper 120 g</b> Size: 11" (Width) x 15" (Length) with additional 1.5" Flap; One Color Printing (as per CUI sample)	2,000				

**Bid Validity & Delivery time as per given in the tender document**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Official Stamp:



## FORM 2: Declaration Form

**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.

<b>Tender No.</b>	
<b>Name of Firm/ Company</b>	
<b>Name of Owner/Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Telephone No.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail</b> (For Official Correspondence)	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

## 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*

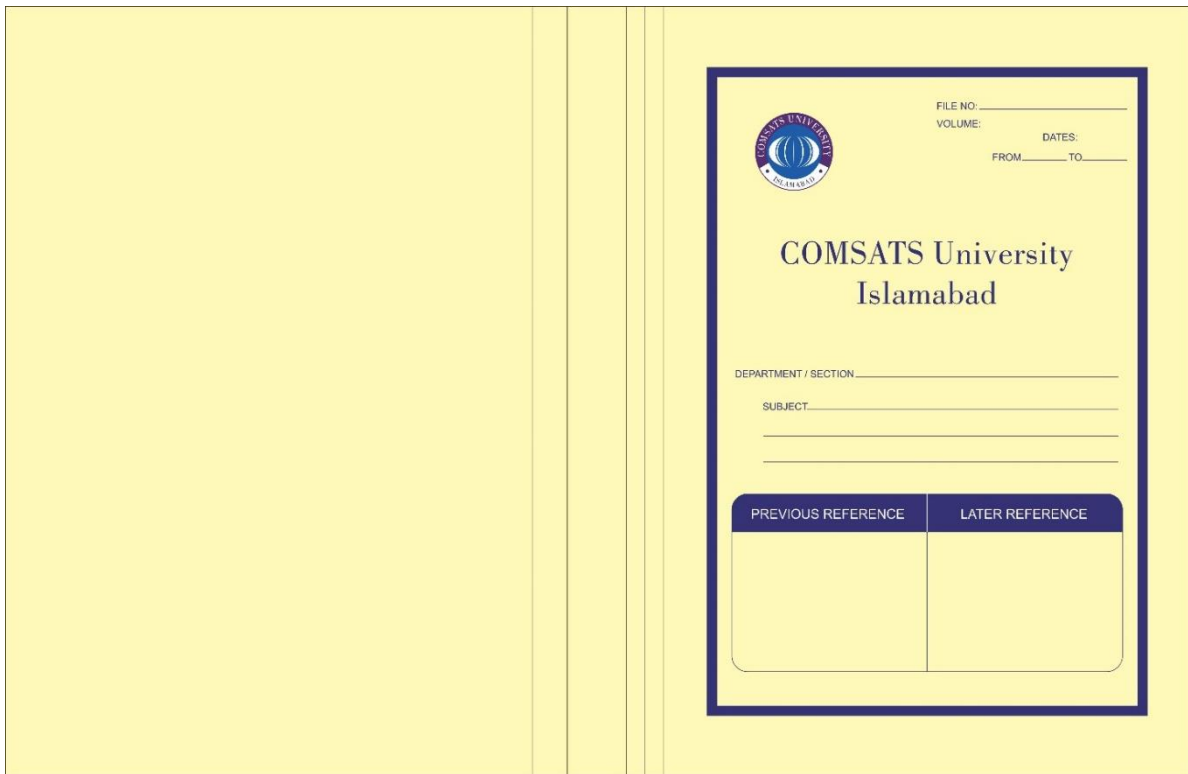
Detail	Yes ✓	No ✗
<b>ALL Pages are signed and Stamped</b>		
Draft of Earnest Money		
This Check-List on Top		
Bid /Quotation – <b>Form 1 (Strictly as per Pattern)</b>		
Declaration Form – <b>Form 2</b>		
Non-Black-Listing Certificate		
Proof of Registration – GST		
Proof of Registration – Income Tax		
Latest Print out of FBR ATL (GST)		
Latest Print out of FBR ATL (Income Tax)		
Work Orders as proof of Experience		
Work Orders as proof of Cliental		

**For queries and further clarification, you may**

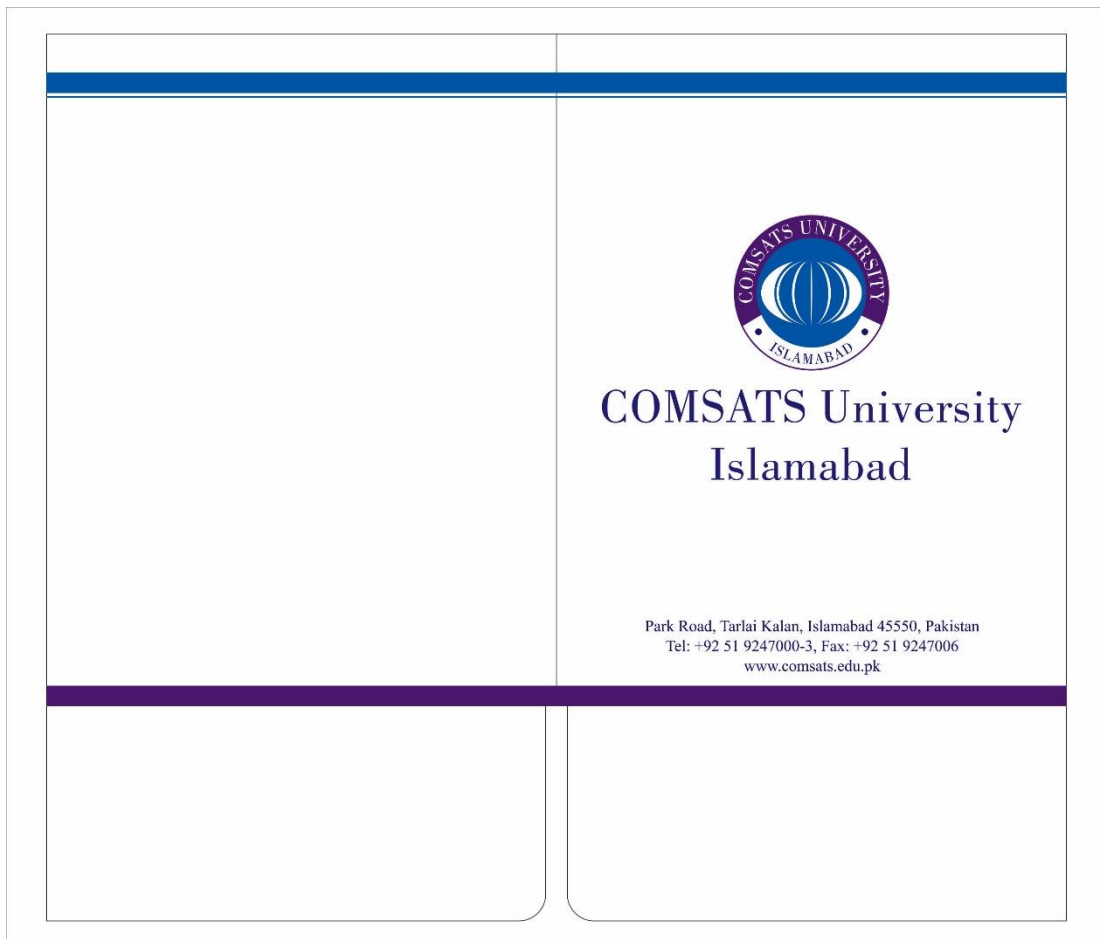
- ✓ Write to us on [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3<sup>rd</sup> Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5060 / 0333 915 4790 (Mr. Qasim)
- ✓ 051-9049-5415 (Mr. Shoaib)

## Sample Pictures

### Yellow File



### White File with Double Pocket





## COMSATS University Islamabad

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[www.comsats.edu.pk](http://www.comsats.edu.pk)



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