

## **Invitation to Bid**

CUI-PS/18(12)/1170

### **Printing of Quality Policy on Acrylic Sheet with UV Printing**

COMSATS University Islamabad (CUI), Principal Seat, invites sealed bids on “**Single-Stage-One-Envelope**” basis for “**Printing of Quality Policy on Acrylic Sheet with UV Printing**”.

2. The firm/company should be on the Active Tax Payer List (ATL) for General Sales Tax and Income Tax of FBR.
3. The Bids must be accompanied with the **earnest money @ 2%** of the total value of the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad, Principal Seat, (FTN/NTN: 9013701-9).
4. The Sealed Bids prepared in accordance with instructions in the bidding document along with **sample**, must reach **Treasurer Department, 3<sup>rd</sup> Floor, Faculty Block-II, COMSATS University Islamabad** latest by **January 01, 2019 by 1100 hours (Sharp)**.
5. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
6. Technical Bid will be opened on the same day **Half hours after tender closing time** at **Room No. G-6/G-8, Ground Floor, Faculty Block-I, CUI**. This advertisement/complete tender is also available 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)



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## **General Terms & Conditions**

1. 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; or is signed/stamped by the unauthorized agent of the Firm/company;
- d) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- e) The Tender is received by telephone/telex/fax/telegram;
- f) Tenders received without earnest money;
- g) In contradiction with the specification given by the CUI;
- h) It is conditional in any way.
- i) It is ambiguous, in-complete information given, conditional.

2. Only those Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to apply.
3. Bidders will have to produce the proof of being a Tax Filer with FBR.
4. Taxes as applicable and announced by the Govt. of Pakistan will be deducted at source;
5. The payment will be made on successful completion of all items and job within 30 days for the quantity of item purchased/delivered/accepted.
6. Earnest money of successful bidder will remain in custody of this office until the complete supply of the material/warranty period (where applicable); and released with a written request on firm/company letterhead.
7. The bid 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 (CUI), Principal Seat. Cheque is not acceptable and bid will be rejected.
8. **The rates must be quoted EXCLUSIVE OF GST.**
9. The Work will be awarded on Item-wise/Complete Job whichever is beneficial to CUI.
10. Mandatory requirements are given and are to be fulfilled.
11. 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;
12. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules at any stage before issuance of Work Order.

13. Prices should be valid for 30 days **without any conditions**. Any condition, **whatsoever**, will disqualify the firm from the process.
14. The successful bidder will have to complete the job **within 30 days' time** with delivery to Treasurer Office, 3<sup>rd</sup> Floor, Faculty Block-II, CUI Islamabad, at its own cost.
15. No request for correction of the bid document will be entertained after opening.
16. The work will be awarded on the basis of technically qualified bidder (sample) with lowest evaluated cost.
17. In case of any unforeseeable circumstances that prevent the tender from being submitted/opened on the date announced (*Force Majure*), the tenders will be submitted/received & opened on the **very next working day**. Timing will remain the same as mentioned in the tender notice.

### **Special Conditions:**

18. *Sample can be seen in the office of the undersigned.*
19. *The successful bidder will have to supply the items within given time. In case of any delay in the delivery, 1% of the total per day will be deducted from the supplier upto a total of 10%.*
20. *Quotation should be strictly as per the BoQ.*
21. *Payment will be made as per actual quantity provided/supplied.*
22. *The selection will be purely on sample basis.*
23. *The successful bidder would be issued Provisional Purchase Order and would be requested to provide a sample before initiating the mass production.*
24. *In case of any problem which may include defect in the provided sample, delay in delivery, non-responsiveness of the bidder; CUI may cancel the Work Order AND/OR confiscate the earnest money AND/OR impose ban on the vendor for further business.*
25. *In case of defects/sub-standard items, CUI will inform the bidder within 10 days-time and the bidder will provide the remaining items within 07 days' time free of any additional cost. In case of failure to provide within the said time, CUI will process the invoice with the actual items provided but with a penalty of 5% of the total will be charged/deducted from the invoice.*

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

## **Evaluation Criteria**

<b>Description</b>	<b>Criteria</b>
Quality of Sample	<b>Accepted/Rejected</b>

The Committee will evaluate the quality of samples and will accept or Reject the sample.

**Signature & Stamp**  
(Authorized Representative)

[Letterhead of the Firm]

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

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

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

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

**FORM-I**

**DETAILED SPECIFICATIONS OF THE ITEMS**

Prices should be quoted as per this pattern:

**(EXCLUSIVE of GST)**

SN	Detail	Qty	Unit Price	Total Cost
1.	Printing of Quality Policy on Acrylic Board 4 Color <b>UV</b> Printing Size: 22 x 17 8 mm Transparent Sheet (Thickness) 4 Spacers for mounting on wall	34		
<b>Total Cost (Exclusive of GST)</b>				
<b>GST</b>				
<b>Total Cost</b>				

***Submission of samples by the bidder is mandatory. Bids without samples will not be considered.***

*Sample can be seen in the office of the undersigned during office hours.*

**Signature & Stamp**  
(Authorized Representative)

**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 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 detected at a later date the committee is at liberty to act in a manner it feels deemed fit.

<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>Telephone No.</b>	
<b>E-mail</b>	
<b>Signature &amp; Stamp</b> (Authorized Representative)	



**Check List** (To be filled by Applicants)

<b>Detail</b>	<b>Yes ✓</b>	<b>No ✗</b>
<b>1. ALL Pages signed and Stamped by Bidder</b>		
2. Draft of Earnest Money		
3. Bid /Quotation (Form-I		
4. Form II - Declaration Form		
5. Active Tax Payer List (GST and Income Tax)		
6. GST and Income Tax Registration Certificate		

**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

**Signature & Stamp**  
(Authorized Representative)





# COMSATS UNIVERSITY Islamabad Quality Policy

COMSATS University Islamabad (CUI) aspires to impart education and scholarship of the highest standards; to extend the frontiers of knowledge; and to prepare individuals for life, work and leadership. CUI commits to pursuit of inquiry and research, advancement of science, art and liberal education - all directed towards the service of humanity and other inhabitants of this planet. CUI further resolves to draw the best from academics, students and staff to perform to the highest possible universally acknowledged quality standards.

*Raheel Qamar*  
3/8/18

**Rector**  
**(Professor Dr. Raheel Qamar, T.I.)**



ISLAMABAD



LAHORE



ABBOTTABAD



WAH



ATTOCK



SAHIWAL



VEHARI