

**COMSATS University Islamabad
Sahiwal Campus**

TENDER DOCUMENTS

For

Procurement of Lab Stools for Civil Engineering Department of CUI Sahiwal
(Tender No. CUI/SWL/Procurement/FY 22-23/08/159)

(Single Stage One Envelop Procedure)

Submission and Opening Date for Tender:

November 17, 2022 (Thursday)

Submission Time: 1400 hours

Opening Time: 1430 hours

Tender Issued to M/s _____

November 2022



Purchase and Store Department

COMSATS Road, Off G.T.Road, Sahiwal

Tel: 040-4305666-Ext-128 & 186

Web: <https://www.sahiwal.comsats.edu.pk/Tenders.aspx>

Signature & Stamp of Bidder

Invitation to Bid

(Tender No. CUI/SWL/Procurement/FY 22-23/08/159)

Procurement of Lab Stools for Civil Engineering Department of CUI Sahiwal

1. COMSATS University Islamabad, Sahiwal Campus, a public sector organization invites sealed bids from the ***reputed firms/ general order suppliers*** registered with income and sales tax departments and who are on active taxpayers list (ATL) of FBR for the work titled **“Procurement of Lab Stools for Civil Engineering Department of CUI Sahiwal”**.
2. The procedure of open competitive bidding is **Single Stage-One Envelope**.
3. Bidding documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at “Purchase and Store Department, COMSATS Road, Off G.T.Road, Sahiwal”. The non-refundable fee of bidding document is Rs. **1,000 (One Thousand Rupees Only)** in shape of pay order/Demand Draft in favor of CUI, Sahiwal.
4. Security deposit of **Rs: 12,000/** in the form of Bank deposit / CDR / Pay order (refundable) as a Bid Security in favor of “COMSATS University Islamabad, Sahiwal Campus”. Any bid which is not accompanied along with bid security shall be rejected by the CUI, Sahiwal as non-responsive and without any right of appeal.
5. The bids, prepared in accordance with the instructions in the bidding documents, must reach Purchase and Store department, COMSATS Road, Off G.T.Road, Sahiwal on or before 1400 hours on **November 17, 2022 (Thursday)**. Bids will be opened at 1430 hours on the same day, in the presence of bidder’s representatives who choose to attend at the same address. This advertisement is also available on the PPRA website at www.ppra.org.pk and on the Campus Website at <https://sahiwal.comsats.edu.pk/Procurement/Tenders.aspx>

Muhammad Umar Irshad
In-charge Purchase and Store Department
Cell No: 0300-6907240

Signature & Stamp of Bidder

TERMS AND CONDITIONS OF THE TENDER

1. **Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
 - a) Registered with Income and Sales Tax Departments, Government of Pakistan
 - b) and who are on Active Taxpayers List (ATL) of Federal Board of Revenue (FBR), Government of Pakistan.

2. **Tender Document Fee (Non-Refundable).** - Bidding documents along with Pay Order / Demand Draft amounting to **Rs. 1,000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Sahiwal Campus to the address given below. No bid will be accepted without tender documents' fee.

3. **Bid Security (Refundable).** - Security deposit of **Rs: 12,000/** in the form of Bank deposit / CDR / Pay order (refundable) as a Bid Security in favor of "COMSATS University Islamabad, Sahiwal Campus". Any bid which is not accompanied along with bid security shall be rejected by the CUI, Sahiwal as non-responsive and without any right of appeal.
 - a. The bid securities of unsuccessful bidders will be returned upon award of contract/Issuance of Purchase Order to the successful bidder or an expiry of validity of Bid Security whichever is earlier.

 - b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity

 - ii. If a bidder does not accept the correction of his bid price

 - iii. in case of a successful bidder, if he fails to sign the contract agreement or execute the work as specified in bill of quantities (BoQ).

 - iv. in case of non performance of contract, delayed supply/installations or substandard supply/installation, short in quantity, the security deposited will be forfeited and the firm will be blacklisted.

4. **Performance Guarantee (Refundable):** **05%** of the total value of the Invoice or a Bank Guarantee issued by a Scheduled Bank in Pakistan will be retained as security by COMSATS University Islamabad, Sahiwal Campus which will be released after Six Months from the date of delivery / completion of work / supply. Insurance Guarantee is not acceptable. After finalization of the bid and issuance of purchase order performance guarantee is required to be submitted and bid security is to be released.

5. **Bid validity.** - All prices should be valid for at least **90 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI, Sahiwal Campus to forfeit the earnest money in favor of the CUI, Sahiwal Campus and / or put a ban on such vendor participation in CUI, Sahiwal Campus tenders / works
6. All prices should be quoted on F.O.R (Pak Rupees).
7. **Delivery time or Completion Schedule.** – The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
8. The bid proposal should be inclusive of freight and all other taxes and we need delivery of items at COMSATS University Islamabad, **Sahiwal Campus's premises**.
9. All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected
10. Any addition, deletion or modification of any clause of the procurement terms & conditions of CUI by any vendor will not be acceptable and may lead to rejection of the bid.
11. **Site Visits/Concerned Office.** - Before quoting, the bidder in his own interest can visit the **Store Section of CUI Sahiwal Campus/Concerned Office for Sample/Specifications/Requirements of each item** and to know the full implications of the assignment. This will help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the tender documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.
12. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
13. **Method of Procurement.** – Procedure for this procurement opportunity is Open Competitive Bidding as it is widely being used as the principal method of procurement for the procurement of goods, services and works.
14. **Submission and Opening of bids.** - The bid should be submitted in a sealed envelope in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **November 17, 2022 (Thursday)** on or before **1400 hours** and will be opened on the same date **at 1430 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
15. In case, opening date is declared as public holiday by the Government, the next working day shall be deemed the date for submission and opening of the tender at same time and venue.

16. The envelope should be marked as under;
Secretary, Purchase Committee
COMSATS University Islamabad, Sahiwal Campus
COMSATS Road, Off G.T Road, Sahiwal.
Tel: 040-4305001-05, Ext: 128

The envelope shall also bear the word “CONFIDENTIAL” and following identification quotation of “**Procurement of Lab Stools for Civil Engineering Department of CUI Sahiwal**”.

17. After opening of bids, COMSATS University Islamabad, Sahiwal Campus will examine the bids for completeness as per tender document.

18. Evaluation Criteria: Bids will be evaluated on the basis of following criteria:

- Company Profile and copies of CNIC, National Tax Number (NTN) and General Sales Tax (GST) certificates should be attached.
- Experience of the firm for providing services regarding general order supplies to any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Please attach Purchase Orders/Work Orders with proposals.
- Tenderer is a bidder who has not been blacklisted by any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. The vendor will provide this undertaking on judicial stamp paper.

19. Evaluation of bids. - Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.

20. Clarification of bids. - After opening of bids, bidders are not allowed to alter or modify his bid. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

21. The Tender shall be checked for any arithmetic errors which shall be rectified. The Tender Price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall binding upon the Tenderer.

22. One Bid per Bidder. - Conditional or alternative bids are not allowed. Bidders are required to quote one bid/one brand. If bidders quote two bids/different brands then their

bids are liable to be rejected. However, the alternative bids with separate bid security can be accepted.

- 23.** COMSATS University Islamabad, Sahiwal Campus reserves the rights to reject the bid if;
- i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer (If, required under tender clause No. 18).
 - vii. The offer is from a firm, which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. are made.
- 24.** It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 25.** Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
- 26. Rejection of bids.** - COMSATS University Islamabad, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CUI, Sahiwal Campus will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds
- 27.** The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Sahiwal Campus
- 28. If the vendor fails to deliver the goods / services to CUI-Sahiwal in time then the penalty will be charged as under:-**
- a. 0.5% per day of the Purchase Order for first 10 working days.
 - b. 0.75% per day of the Purchase Order, after that, up to a maximum of 10% of sum stated in the Purchase/Work Order. Once the maximum is reached, the Purchaser may terminate the contract.
- 29.** If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.

30. The Employer will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BoQ. The inspection will be conducted at final destination.
31. **On account payments.** - Part / Advance payments are not allowed. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Sahiwal Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
32. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
33. **Blacklisting of Suppliers and Contractors.** - A procuring agency can permanently or temporarily bar from participation in its respective procurement proceedings, the suppliers and contractors who either consistently failed to provide satisfactory performances or found to be indulging in corrupt or fraudulent practices.
34. In case of any dispute, decision of the Director, CUI Sahiwal will be final and binding upon the parties.
35. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Bidder and verified by the Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Employer may fix as per the Contract.
36. The CUI, Sahiwal Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
37. In case of repeat orders fifteen per cent (15%) of the Original Procurement will be considered as the permissible limit to issue variation.

38. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.

39. I / We hereby confirm to have read carefully the terms and conditions of your Tender Enquiry dated for opening on..... for the purchase of

We agree to abide by all these terms and conditions/instructions.

40. Certified that the prices quoted against advertises tender dated..... are not more than the prices charged from any other purchasing agencies in the county in the financial year..... and in case of any discrepancy, We/I hereby undertake to refund the price charged in excess if and when asked to do so.

41. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

Company / Vendor Name:.....

Name of Tenderer:.....

Postal Address:.....

Tel. / Mobile:.....**Email:**.....

NTN#:.....**GST#:**.....

C.N.I.C No:.....

Signature of Tenderer:.....

Date and Stamp:.....

- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

Bill of Quantities (BoQ)

Procurement of Lab Stools for Civil Engineering Department of CUI Sahiwal

SR.#	Item Name & Specification	QTY		Unit price (Rs.) With all applicable taxes and delivery charges	Total price (Rs.)
1	Lab Stool (Picture Attached) Seat Height: 27 inches including 3 inches Master Molty Foam Back Poshish: 1 inch Total Hight of the Stool from Floor: 40 inches Bottom Frame Size: 15×15 inches Top Frame for Seat: 13×13 inches Footrest Height: 10 inches from floor Paint: Good Quality in Black Color Pipe Frame: 3/4×3/4-inch 18 Gauge Seat and Back with Poshish of Good Quality Fabric	No	70		
	Total Amount (Rs.)				
	Total Amount in Words				

Note:

- Bidders shall price the Bill of Quantities in Pakistani Rupees only.
- For all the Brands mentioned in this tender (if any), the term “equivalent or higher” is hereby added and shall be considered as per PPRA rules.
- Multiple prices of an item may lead to rejection of the item/bid.
- In case of any inquiry regarding specifications of any item, please visit Purchase Department, CUI, Sahiwal Campus during office hours 08:30 am to 04:30 pm from Monday to Friday.

Signature & Stamp of Bidder

- Please quote the rates on our BoQ otherwise your bid/item may be rejected.

Pictures for Specification Purpose
(Physical Sample can be seen in Labs)

