

# **Tender Document**

## **Provision of Stationery, Printing and Misc Items**



**COMSATS University Islamabad,  
Vehari Campus**

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## 1. Tender Notice

### CUI-VHR/PUR-Misc.11/24 COMSATS University Islamabad CUI Vehari Campus

#### Provision of Stationery, Printing and MISC Items

1. COMSATS University Islamabad (CUI) Vehari Campus, a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single Stage-One-Envelope**” method from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for Income Tax and GST of FBR.
2. The Earnest Money for the Bid is **Rs.29330** - in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Vehari (**FTN/NTN: 9013701-9**); scanned copy of which is required to be uploaded through EPADS and original must be submitted physically on the closing date of the tender to COMSATS University Islamabad Vehari Campus on the below given address
3. The complete Tendering process will be carried out through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk>
4. Interested bidders are requested to register themselves on the e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents through the EPADS.
5. The tender documents must be submitted via **EPADS** latest by **August 05, 2024, by 1100 hours**. The bids submitted on EPADS will be opened in the presence of the bidders who choose to attend, **half hour after the closing time** in Purchase Office, COMSATS University Islamabad Vehari Campus
6. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal

#### Contact Person and Submission



**Javed Iqbal Shehzad**  
Manager Purchase,  
Adda Peer Murad Off Multan Road  
COMSATS University Islamabad Vehari Campus  
Tel: 0332-7175008 email: [javediqbal@cuivehari.edu.pk](mailto:javediqbal@cuivehari.edu.pk)

## 2. Key Points

**Table # 1**

S.N	Detail	Specification
1.	Validity of Bid	90 Days from the date of closing of Bids
2.	Award of Contract / W.O	<b>Item Wise Basis</b>
3.	Delivery Time	25 days from the date of issuance of W.O
4.	Method	Single Stage -One Envelope
5.	Pre-Bid Meeting Date & Time	Nil
6.	Closing Date & Time	August 05, 2024 (Monday) 11:00 AM
7.	Opening Date & Time	Half Hour after the Closing Time on the same day
8.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	Rs.29330-
9.	Delivery Location (Arrangement of Labor included in the cost)	Purchase Office COMSATS University Vehari Campus Near Adda Peer Murad Vehari

### 3. Technical Evaluation Criteria:

**Table # 2: Mandatory Requirements:**

Detail		Criteria	Envelope
1.	<b>Financial Bid / Quotation</b> (Strictly as per CUI pattern) <i>Any alteration/addition/deletion shall dis-qualify the bidder from the bidding process</i>	<b>Mandatory</b>	<b>Financial Envelope</b>
2.	<b>Draft of Bid Security</b> <i>(To be Physically Submitted to concerned office on the Tender Closing Date)</i>	<b>Mandatory</b>	
3.	Declaration Form	<b>Mandatory</b>	
4.	<b>Active Taxpayer List (ATL) of FBR</b> Status as "Active" in I.T and Compliance Level is 100% in GST	<b>Mandatory</b>	
5.	<b>Compliance with CUI Requirement/Specification</b>	<b>Mandatory</b>	
6.	<b>Submission of Tender Document through EPADS as well as One Hard Copy (Financial Bid Envelope, Bid Security Envelope)</b>	<b>Mandatory</b>	
7.	<b>Quoting of All Items Category wise, etc if you quote only one category then you quote all items this category</b>	<b>Mandatory</b>	

- Failing in any of the mandatory requirements shall disqualify the bidder from the bidding process.
- **DO NOT** attach any information or portfolio which is not requested. Only provide the demanded information

## 4. FINANCIAL PROPOSAL


(On Company's Letterhead)


Ref No: .....

NTN: .....

Date: .....

GST: .....

English Works Project (BoQ)					
<u>Stationery, Printing and MISC items for CUI Vehari Campus</u>					
Sr. #	Item Description	Quantity	Brands name	Unit Rate including taxes	Total Amounts
<b>Stationery Items</b>					
1	Student and Teacher Cards with Pouch & Ribbon, PVC <b>Card</b> ultra-Computerized, <b>Pouch</b> fine quality plastic zipper, <b>Ribbon</b> , made of fine quality ¾" ribbon with printing, writing (COMSATS University Vehari/2)	160 Nos			
2	Students carry bag cum Laptop bag, Size 20"x 12"x5" inch, Imported regisine, alongside pocket of water bottle. Shoulder carry bag and also print 4 color 4 logo print, inside Partition and upper side pocket , use first class steel zip, <b>sample required at the time of bid opening</b>	158 Nos			
3	Writing Pads, 8"x10", 150 leaves 80 gm imported paper, Title page 128 gm art paper, 4 color printing 4 logo, fine quality binding, complete with all aspects, PI provide sample with documents	158 Nos			
4	Water Bottle –700-750ml, Reusable Hot & Cool stainless steel with 4 logos printed on it, PI provide sample at time of bid opening	158 Nos			
5	Ball Points Piano Jelfelo Gel	156 Nos			
6	Lead Pencil Goldfish 5000, Autocrat HB	150 Nos			
7	Erasers Pelikan AL-30, (Box of 30)	156 Nos			
8	Sharpener Dux, high quality chrome plated finish, Color Silver	150 Nos			
9	Highlighters Dollar, flat tip	156 Nos			
10	Charts, Hard Card Standard, different color	50 Nos			
11	Charts, standard card, as per sample, different color	106 Nos			

12	Markers dollar pack of 12 color	156 Nos			
13	Tags different color as per sample	150 Nos			
14	Water Paints, pack of 6 basic color fine quality	06 Pkt			
15	Glue Stick Dollar 35g	30 Nos			
16	Paper Tape 1" fine quality	06 Nos			
17	Scotch Tape 1" deer 50 yard	04 Nos			
18	Stapler Pin 24/6 Dollar	10 Pkt			
19	Office Pin China #.2	10 Pkt			
20	Thumb Pin fine quality	20 Pkt			
21	Sticky Notes 3"x3" Pronty	10 Nos			
	<b>Grand Total</b>				

**Note:**

- **The bidders are directed to quote the rate of mentioned brands or Equivalent in the BoQ, if Equivalent item's rate is quoted the bidder will provide the sample along-with the tender documents so the committee can finalize on spot.**
- The Purchase/Work order will be awarded on **Items Wise Basis.**
- Bidders shall quote 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 / Store Office, CUI, Vehari Campus during office hours from 08:30 am to 04:30 pm from Monday to Friday.
- The bid is submitted without any conditions.
- All the terms and conditions provided by COMSATS University Vehari are acceptable unconditionally, including **bid validity and delivery time.**

Name of Authorized Person: \_\_\_\_\_

Contact (Cell Number): \_\_\_\_\_

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

Signature \_\_\_\_\_

Official Company Seal: \_\_\_\_\_

## 5. General Terms & Conditions of the Tender

No tender/bidder will be considered if:-

- a) Not uploaded through EPADS.
- b) Received without required documentation or deficiency in required documentation.
- c) Received without bid earnest money.
- d) In contradiction with the specification given by the CUI.
- e) Received with any condition.
- f) The bidder is in litigation with CUI or is blacklisted by any organization or is notified as blacklisted on PPRA website.

## 6. Contact person and Submission of Bids:

- i. Contact Person for all inquiries and clarification and bids submission will be the undersigned.

**Javed Iqbal Shehzad**  
Manager Purchase,  
TCOMSATS University Vehari  
Cell: 03327175008 email: [javediqbal@cuivehari.edu.pk](mailto:javediqbal@cuivehari.edu.pk)

## 7. Validity of Bids:

- i. The Bid shall remain valid as mentioned in **Table 1** of the tender document.
- ii. Any bidder/firm/ company which refuses to accept the work order based on market price escalation will result in forfeiting the earnest money, CUI may also impose a ban from business with CUI for a minimum 6 months.

## 8. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- ii. 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; however, CUI will be final authority to accept or reject the exemption certificate. In case of non-acceptance, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In case of tie in rates of the bidders, award of contract shall be decided through balloting in the presence of the of the bidders



- iv. Unit price will be taken upto 1 decimal points. The total cost will be round-up to zero decimals.
- v. In case of any conflict in the price/cost quoted by the bidder, the unit cost (Exclusive of GST) quoted by the bidder will be considered for calculation.
- vi. In case of no mention of GST, the prices/cost will be considered as inclusive of GST.

## 9. Bid Currencies & Bid Security:

- i. Prices shall be quoted in Pak Rupees.
- ii. The currency of the Bid Security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, bid security as specified in **Table 1** of the tender document. The bid security is required to protect CUI against the risk of Bidder's default which would warrant the security's forfeiture.
- iv. The Bid Security shall be denominated in the local currency, and it shall be in favor of **COMSATS University Vehari (FTN/NTN: 9013701-9)**, in any of the following form:
  - a. Bank Draft
  - b. Pay Order
- v. A scanned copy of bid security is required to be uploaded through EPADS and hard copy must be submitted physically on the closing date of the tender to COMSATS University Islamabad on the address given in the tender notice. Non-submission of Bid Security will result in non-responsiveness.
- vi. No personal cheque will be acceptable at any cost. Also, any previous bid security will not be considered or carried forward.
- vii. The bid security found deficient of the required amount shall not be considered.
- viii. Unsuccessful bidders' bid security will be released and returned as promptly as the successful bidder gives consent to the work order or sign the contract agreement, whichever is applicable.
- ix. The successful Bidder's bid security will be retained till the duration of the contract.
- x. The bid security of the bidder shall be forfeited if the bidder:
  - a. If a bidder withdraws its bid during evaluation process.
  - b. Does not accept the correction of arithmetic errors in its bid
- xi. The bid security of the successful bidder shall be forfeited if the bidder:
  - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.
  - b. Fails to comply with the requirement of the bid and contract.

## **10. Clarification of Bidding Document:**

- i. During evaluation of the bid(s), CUI may, at its discretion, ask the Bidder for a clarification of its bid (through EPADS portal) and such information imperative for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond within given deadline, the bidder shall be considered as non-responsive and shall be disqualified from the bidding process.

## **11. Opening of Bids:**

- i. CUI shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

## **12. Influencing the evaluation process:**

- i. No Bidder shall contact CUI on any matter relating to its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through EPADS.
- ii. Any effort by a Bidder to influence CUI during bid evaluation may result in disqualification of the bid.

## **13. Qualification & Evaluation of Bids:**

- i. CUI will determine whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria & qualification listed in the tender document.
- ii. The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as CUI deem necessary and appropriate.
- iii. CUI will technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.
- iv. The bidder's financial evaluation of a bid will be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. The bids will be evaluated to determine the lowest evaluated bid for bidders.
- vi. No bidder shall be eligible for any margin of preference in the Proposal Evaluation.
- vii. CUI shall examine the bids as whether:
  - a) They are complete in all respect.

- b) Any computational errors have been made.
  - c) Required financial sureties have been furnished.
  - d) The documents have been properly signed.
- viii. Arithmetical errors shall be rectified on the following basis:
- a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of tax) shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, the bid shall be rejected, and the bid security shall be forfeited.
  - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- ix. CUI may waive any minor non-conformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- a. *Explanation: A minor informality/ non-conformity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality / non-conformity in a bid or waive the deficiency, whichever is advantageous to CUI.*
- x. Prior to the detailed evaluation, CUI will determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- xi. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law and Taxes and Duties will be deemed to be a material deviation. The CUI's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- xii. If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **14. Notification of Evaluation Reports:**

- i. The evaluation report shall be notified through EPADS.

## 15. Corrupt or Fraudulent Practices & Blacklisting:

- i. CUI requires that Bidders, Contractors, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
  - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI,
  - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- ii. CUI will have the right to reject a proposal for award if it determines that the bidder has been engaged in corrupt or fraudulent practices in the past with any organization.
- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA will be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
  - i. If it at any time, CUI determines that the firm has engaged in corrupt, fraudulent, or collusive practices in competing for, or in executing the contract, it shall sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules.

## 16. Right to Accept or Reject All Bids:

- i. Under PPRA Rule 33(1), CUI may reject bids or proposals at any time prior to the acceptance of a bid or proposal, without incurring any liability to the bidder(s).

## 17. Award of Contract:

- i. After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS, and the work order/purchase order shall be issued on the basis of most advantageous bid as mentioned in **Table 1** of the tender document.
- ii. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

## 18. Notification of Award:

- i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI will promptly notify the unsuccessful bidder(s) and will release its bids security.

## 19. Issuance of Contract/Work Order/Purchase Order:

After scrutiny of all bidding documents the work order/purchase order will be issued on the basis of **"most advantageous bid"** via EPADS.

- i. The bidder shall immediately sign contract agreement/give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

## 20. Delivery Information:

- i. The supply shall be made to CUI as mentioned in **Table 1** of the tender document.
- ii. CUI will issue work order for the required items and the delivery **MUST** be made within given time of the Work Order. Payment will be made as per actual quantity provided & accepted.
- i. In case of delay in delivery, the vendor may submit a written request for extension in delivery time, giving valid justification with proof.
- ii. CUI may extend the delivery time according to the reason of delay with the condition of deductions in percentage (0% to 10%) from the total bill as penalty. The decision shall be communicated to the vendor for extension along with [percentage of deduction, if any]. In case of non-responsiveness/non-acceptance by the vendor, the work order shall automatically be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with it for a period of six months.
- iii. CUI may reject the request for extension, in which case, the work order shall be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with CUI for a period of six months.
- iv. The delivery shall be the responsibility of the vendor as per **Table 1** may be informed one day prior to delivery for proper arrangements and entry. The supplier shall insure that the duly signed delivery challan is received from store officials.

- v. The bills along with delivery challan (duly signed by authorized official of CUI) will be submitted to Procurement office for processing of Receipt & Inspection and payment. Any deficiency in documentation will be removed by the vendor.
- vi. Any defective/sub-standard item(s)/brand other than specified will be replaced by the bidder, free of cost, within one-week time. In case of failure to supply the specific item, CUI will request next lowest bidder/other bidders to provide the item and the cost of that particular item(s) will be deducted from the bidder's earnest money i.e., the bidder will be responsible to compensate for CUI losses AND Purchase order would stand cancelled AND/OR earnest money will be forfeited AND/OR CUI may impose penalty and/or ban on the bidder.
- vii. Payment shall be made as per actual quantity delivered & accepted to CUI.
- viii. **Samples are mandatory where specifically demanded and bid without samples will be considered non-responsive. No samples will be accepted after the closing date. Quotation for other than the demanded item(s) will not be considered.**
- ix. The sample(s) provided by the bidder will be compared to CUI approved samples. The samples can be seen in the office of the undersigned.
- x. After technical evaluation of bids, sample(s), if provided by bidders, may be picked up from the procurement section within 30 days from the date of the tender closing date. Failure on the part of the bidder(s) to collect the samples within the stipulated time shall allow CUI to dispose-off the samples and no claim of the vendor will be considered.

## **21. Legal Document**

- i. The Tender document and Contract agreement/Work Order/Purchase Order altogether shall have legal binding on all bidders.

## 22. 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:

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of CUI in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, CUI is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period of six months.

<b>Tender Title</b>	
<b>Name of Firm/ Company</b>	
<b>Year of Establishment in this business</b>	
<b>Name of Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail (For all official correspondence)</b>	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

## 23. Documents to be submitted by the bidders / 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	Page Reference
This Checklist - <b>ON TOP</b>			
<b>ALL Pages are signed and stamped</b>			
Draft of Earnest Money			
Bid /Quotation Proposal No. 1 (As per Pattern)			
Declaration Form			
Latest Print out of FBR ATL (GST)			
Latest Print out of FBR ATL (Income Tax)			



**REGIONAL  
ENGLISH  
LANGUAGE  
OFFICE**

 U.S. Embassy, Islamabad





