

TENDER DOCUMENT



Supply of Mattress & Refrigerator

(Single Stage - Single Envelopes Basis)

**COMSATS University Islamabad Wah Campus
G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

Invitation to Bid

1. COMSATS University Islamabad (CUI), Wah Campus invites sealed bids from the original manufactures or their authorized distributors registered with income Tax and Sales Tax Departments for **Supply of Mattress & Refrigerator.**
2. Only registered manufacture who are on active taxpayers list (ATL) of FBR are eligible to supply goods/services to Government departments.
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 “Procurement Office Admin Block, CUI Wah Campus”, at price of **Rs.2,000/.** This amount shall be paid in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without tender documents’ fee. Tender document may be down loaded from PPRA Website and document price money (DD / Pay order) may be attached with documents once deposit **(FTN No 9013701-9)**
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **05-09-2022 at 11:00 am.**(The Tender document will not be received after 11:00 am). Bids will be opened the same day at 11:30 am.



Incharge Purchase Section
COMSATS University Islamabad
Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2, Fax: 051-4546850



COMSATS University Islamabad, Wah Campus **Single Stage Single Envelop Procedure**

Title : Supply of Mattress & Refrigerator

TERMS AND CONDITIONS

1. Only registered firms, on Active Taxpayers List of FBR, are eligible to participate in tender.
2. Offer of a supplier/firm may not be considered for tender competition if:-
 - a. The bid is not prepared and submitted as per instructions given in the tender document.
 - b. The bid is incomplete
 - c. Received without Earnest Money and/or found with less amount of earnest money than required financial extent.
 - d. Received later than the date and time fixed for tender submission
 - e. Bid not submitted at specified venue.
 - f. The offer is ambiguous, with cutting & erasing/over writing. (the mistake /cutting corrected clearly and signed may be accepted subject to approval by the convener of purchase committee
 - g. The tender is submitted with wrong pattern/method of bidding
 - h. The tender is not properly covered and sealed
 - i. The offer is conditional
 - j. The offer is from a firm which is black listed, by any Govt. Office.
 - k. The offer is received by telephone/telex/fax/telegram.
3. Documents along with Pay Order / Demand Draft as Tender Documents Fee as amounting to **Rs. 2,000/-** (Nonrefundable) & Earnest Money Equivalent to 2% of the total cost of quoted items shall be prepared in favor of COMSATS University Islamabad, Wah Campus and submitted at the address given at **S.No** 26 below. No bid will be accepted without tender documents' fee.
4. Tender Document can either be collected from Purchase Section CUI- Wah Campus or be down loaded from PPRA Website.
5. The exact completion/delivery date of the consignment from the date of issue of the Purchase / Work Order, will be as shown in Purchase Order / Work Order .
6. All prices should be quoted in Pak Rupees and on F.O.R basis and the bid proposal should be inclusive of freight charges and all other applicable Govt taxes and the items will be delivered at COMSATS University Islamabad, Wah Campus. Deduction of Income Tax and any other applicable taxes will be deducted according to Government prevailing rules.
7. **The Bid Form (BoQ) must be filled , stamped and signed by the authorized representative of the bidder. Bid/Quotations on firm's pad may not be accepted.**
8. Payment will be made on submission of Invoice, Sale Tax Invoice and Delivery Challan in the name of COMSATS University Islamabad, Wah Campus and after the complete order has been supplied, inspected / accepted which includes installation /Training, where applicable.
9. Quoted prices should be valid for 90 days. Withdrawal or any modification of the original offer within the validity period shall not be allowed and if so will entitle **CUI-Wah Campus** to forfeit the Earnest Money and / or impose appropriate punitive action on such vendor (s).

10. The contractor will be legally bound and obligated towards Terms & Conditions specified in Tender Document/ Purchase , Work Order / Contract Agreement in lieu of performance and execution of contract and/or liquidate damages subject to exception of circumstances invoked and enforced by the situation of **“Force Majure”**.
11. Payment will not be made in advance or parts, rather 100% payment will be made on completion of the consignment including commissioning, installation / training by the firms, where necessary.
12. The Earnest Money will be returned to the firm (s) on completion of Consignment
13. The potential bidders needing any clarification regarding BoQ, bidding procedure / Terms & Conditions of the tender, may raise their query (in writing) and seek guidance prior to tenders closing date.
14. The **CUI-Wah Campus** reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
15. If the vendor fails to deliver the goods / services to **CUI-Wah Campus** in time then the penalty will be charged as under:-
- a. 1% of the invoice price for first 2 weeks
 - b. 2% of the invoice price for further 2 weeks.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled and earnest money may also be forfeited.
16. 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 replace the same as per specifications mentioned in BoQ, otherwise the purchase / work order will be cancelled after due / extended date with confiscation of earnest money.
17. Purchase order (s) will be awarded to the lowest / technically accepted bidder (s) in the light of specification shown in BoQ or as recommended by the user / Purchase Committee, on the basis of **Item Wise , Sub Total Wise** or **Grand Total Wise** as convenient to CUIW.
18. The bidding procedure is subject to compliance with PPRA rules/CUI policy and decisions of the competent authorities of CUI, Wah Campus and be implemented. It will be the sole responsibility of the supplier / manufacturer to comply with the applicable national/international laws. In case of any dispute, decision of the Director, **CUI-Wah Campus** will be final and binding upon the parties.
19. Warranty / Guarantee where required will be provided by the vendor (s)
20. Supporting literature (where available / required) of the quoted brand / model must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted model and the supported literature may lead to rejection of bid.
21. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
22. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Wah may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder's earnest money.
23. Mentioning only origin of manufacturing like "Local" or "China" etc. is not acceptable. The vendors must mention the brand of the quoted item failing which may lead to rejection of the bid or respective item, as the case may be.

24. The bid should be submitted in a sealed envelope up to 11:00 am on 05-09-2022 and will be opened by Purchase Committee on the same date at 11:30am in the presence of available bidders or their representatives.

25. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Wah may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder's earnest money

26. The envelope shall bear the word "CONFIDENTIAL" and also bear the tender Name and Number (i.e) CUIW/PS/TEN/22-23/07 Supply of Mattress & Refrigerator, and should be dispatched on following address

Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt.
Ph# 051-4534200-2, Ext: 219 Fax# 051-4546850

Undertaking

We have carefully read the Terms and Conditions mentioned in Tender Document. We accept all these Terms & Conditions unconditionally.

Name of Bidder Firm/Company: _____

Name & Designation of Authorized Official: _____

Signature: _____

Date: _____

Company Stamp: _____

Tel/ Cell Nos. _____

E-mail Address: _____

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

BILL OF QUANTITY (BoQ)

Sr #	Items	Description	Qty	A/U	Brand/ Model	Unit Price with Tax	Total Price with Taxes
1	Mattress 3' 3' * 6' 6'-4'	<u>Mattress- Molty Foam / Equivalent</u> Size 3' * 6' 6'-4'	50	Nos			
2	Refrigerator (Bed Room Size)	<u>Haier or Equivalent</u> Total Net capacity: 132 Liters Net Refrigerator capacity: 112 Liters Temperature of Refrigerator: 0-7 degree Celsius Number of racks in fridge door: 2 Number of racks in Freezer door: 02 Number of icecube trays: 01 Color: Black Metal Warranty One Year	1	Nos			