

Tender Document

Printing of CUI Stationery (Letterhead, Files & Envelopes)



**COMSATS University Islamabad
Park Road, Islamabad**

Table of Contents

1. Tender Notice	3
2. Key Points	4
Table # 1	4
3. Technical Evaluation Criteria:	5
Table # 2: Mandatory Requirements:	5
4. FINANCIAL PROPOSAL	6
5. Compliance Certificate.....	7
6. General Terms & Conditions of the Tender	8
7. Contact Person and Submission of Bids:.....	8
8. Validity of Bids:	8
9. Price of the Bid:	8
10. Bid Currencies & Bid Security:	9
11. Clarification of Bidding Document:	10
12. Opening of Bids:.....	10
13. Influencing the evaluation process:.....	10
14. Qualification & Evaluation of Bids:	10
15. Notification of Evaluation Reports:	11
16. Corrupt or Fraudulent Practices & Blacklisting:.....	12
17. Right to Accept or Reject All Bids:.....	12
18. Award of Contract:	12
19. Notification of Award:	13
20. Issuance of Contract/Work Order/Purchase Order:.....	13
21. Delivery Information:	13
22. Legal Document.....	14
23. Declaration Form.....	15

1. Tender Notice

COMSATS University Islamabad (No. CUI-PS/25(12)/2553)

Printing of CUI Stationery Letterhead, Files & Envelopes

1. COMSATS University Islamabad (CUI), a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single Stage-Single-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.40,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (**FTN/NTN: 9013701-9**); scanned copy of which is required to be uploaded through EPADS and original must be submitted physically before the closing date and time of the tender to COMSATS University Islamabad on the below given address
3. The tender documents must be submitted **via EPADS** latest by **January 20, 2026 , by 1100 hours**. The bids submitted on EPADS will be opened in the presence of the bidders who choose to attend, **half an hour after the closing time** in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
4. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal



Muhammad Qasim
Senior Program Officer
COMSATS University Islamabad
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Tel: 051-9049-5060, **E-mail:** m.qasim@comsats.edu.pk

2. Key Points

Table # 1

S.N	Detail	Specification
1.	Validity of Bid	30 Days (from the Closing Date)
2.	Award of Contract / Work Order	Item-wise / Consolidated <i>Subject to most advantageous bid for the institute having minor material impact.</i>
3.	Method	Single Stage – Single Envelope
4.	Closing Date & Time	As per Tender Notice
5.	Opening Date & Time	Half an Hour after the Closing Time on the same day
6.	Bid Security Amount <i>(Under Rule 25 of PPRA Rules 2004)</i>	As per Tender Notice
7.	Delivery Information	21 days after the finalization and approval of the design.
8.	Sample	Bidder must submit a signed sample of Paper / Card to be used in printing, which shall be matched with the final printing for acceptance/rejection purposes.

3. Technical Evaluation Criteria:

Table # 2: Mandatory Requirements:

Detail		Criteria
1.	Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion shall disqualify the bidder from the bidding process</i>	Mandatory
2.	Draft of Bid Security <i>(To be Physically Submitted before the tender Closing Date & Time)</i>	Mandatory
3.	Declaration Form	Mandatory
4.	GST and NTN Registration	Mandatory
5.	Active Taxpayer List (ATL) of FBR <i>Status as "Active" in Income Tax and Compliance Level is 100% in GST</i>	Mandatory
6.	Certificate of non-blacklisting: <i>Affidavit on legal paper of appropriate value (duly attested from notary public) OR letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client</i>	Mandatory
7.	Submission Through EPADS <i>Submission of Tender Document through EPADS as well as One Hard Copy (Financial Bid Envelope, Bid Security Envelope)</i>	Mandatory
8.	Certificate of Compliance with CUI Requirement/Specification	Mandatory
9.	Professional Experience <i>Work Orders/Contracts of <u>05</u> executed similar contracts for <u>05</u> different clients of over <u>Rs.400,000 each</u> in the last <u>03 Years</u> (January 2023 till date).</i>	Mandatory

- 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.
- Sample can be seen on the address given in the tender notice.

4. FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Designing and Printing

SN	Items	Qty	Unit Price (GST Excl)	GST Amount	Unit Price (GST Incl)	Total Cost (GST Incl)
1.	CUI Official Yellow Files 350 gsm Imported Art Card, Lamination; Fitted Clip Size: 9.5" x 13" 3 Spot/Special Color Printing (As per CUI sample)	9000				
2.	CUI White Files with Single Pocket 350 gsm Imported Art Card (Complete File and ONE pocket in Single Die Cutting), Outer file Lamination Size: 9.1" x 13" Spot/Special Color Printing (As per CUI sample)	7000				
3.	Small size Envelopes, Size: 9" x 4.75" , Flap Size: 1.5" 80 gsm Imported White Paper, Spot/Special Color Printing (As per CUI sample)	16000				
4.	Medium Size Envelopes Size: 10" x 12" , Flap Size: 1.5" 80 gsm Imported White Paper Spot/Special Color Printing (As per CUI sample)	20000				
5.	Large Size Envelopes Size: 11" x 14" , Flap Size: 2" , 80 gsm Imported White Paper Spot/Special Color Printing (As per CUI sample)	15000				
6.	COMSATS University Letterhead Color Printing, 100 gsm (Imp) White Paper, Letter Size, Non-glued Pages, 100 Pages packing (As per CUI sample)	8000				

- The bid is submitted without any conditions.
- All the terms and conditions are accepted.

Name of Authorized Person: _____

Contact (Cell Number): _____

Signature & Date: _____

Official Firm/Company Seal: _____

5. Compliance Certificate

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Designing and Printing of Stationery

It is certified that, if selected, we shall design and print the COMSATS University Islamabad (CUI) stationery as per the exact specification as demanded in the tender.

I undertake that any deficiency/difference in size, grammage, quantity, quality, color, especially the color of CUI logo etc from the demanded shall be rejected by CUI without any financial liability to CUI.

SN	Items	Qty
1.	CUI Official Yellow Files 350 gsm Imported Art Card, Lamination; Fitted Clip Size: 9.5" x 13" , Spot/Special Color Printing (As per CUI sample)	9000
2.	CUI White Files with Single Pocket 350 gsm Imported Art Card (Complete File and ONE pocket in Single Die Cutting), Outer file Lamination Size: 9.1" x 13" , Spot/Special Color Printing (As per CUI sample)	7000
3.	Small size Envelopes, Size: 9" x 4.75" , Flap Size: 1.5" , 80 gsm Imported White Paper, Spot/Special Color Printing (As per CUI sample)	16000
4.	Medium Size Envelopes Size: 10" x 12" , Flap Size: 1.5" , 80 gsm Imported White Paper, Spot/Special Color Printing (As per CUI sample)	20000
5.	Large Size Envelopes Size: 11" x 14" , Flap Size: 2" , 80 gsm Imported White Paper, Spot/Special Color Printing (As per CUI sample)	15000
6.	COMSATS University Letterhead Color Printing, 100 gsm (Imp) White Paper, Letter Size, Non-glued Pages, 100 Pages packing (As per CUI sample)	8000

Name & Signature of Authorized Person: _____

Official Firm/ Company Seal: _____

6. General Terms & Conditions of the Tender

No tender/bidder shall be considered if:

- a) Not uploaded through EPADS.
- b) Received without required documentation or having deficiency in required documentation.
- c) Received without bid earnest money.
- d) Received 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.

7. Contact Person and Submission of Bids:

- i. Contact Person for all inquiries and clarification and submission of bids shall be as given below:

Muhammad Qasim

Senior Program Officer,

Treasurer Department, 3rd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

COMSATS University Islamabad

Tel: 051-9049-5060 / 051-9049-5415 / email: m.qasim@comsats.edu.pk

8. 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 shall result in forfeiting the earnest money. The CUI may also impose a ban from business with CUI for a minimum 6 months.

9. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed as per **Table 1** not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
- ii. Applicable Income tax and GST shall 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 shall be the final authority to accept or reject the submitted exemption certificate. In case of non-acceptance, CUI shall deduct all applicable taxes as per tax rate. CUI shall 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 shall be taken up to 1 decimal points. The total cost shall be rounded-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 shall be considered for calculation.
- vi. In case of no mention of GST, the prices/cost shall be considered as inclusive of GST.

10. 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.
- iv. The Bid Security is required to protect CUI against the risk of Bidder's default which would warrant the security's forfeiture.
- v. The Bid Security shall be denominated in Pak Rupees, and it shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following form:
 - a. Bank Draft
 - b. Pay Order
- vi. 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 shall result in non-responsiveness.
- vii. No personal cheques shall be acceptable at any cost. Also, any previous Bid Security shall not be considered or carried forward.
- viii. The Bid Security found deficient of the required amount shall not be considered.
- ix. Unsuccessful bidders' Bid Security shall be released and returned as promptly as the successful Bidder gives consent to the work order or signs the contract agreement, whichever is applicable.
- x. The successful Bidder's Bid Security shall be retained till the duration of the contract.
- xi. The Bid Security of the Bidder shall be forfeited if the Bidder:
 - a. Withdraws its bid during evaluation process; or
 - b. Does not accept the correction of arithmetic errors in its bid.
- xii. 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; or
 - b. Fails to comply with the requirement of the bid and contract.

11. 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) if such information is deemed 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 non-responsive and shall be disqualified from the bidding process.

12. 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.

13. 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 the 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 process may result in disqualification of the bid.

14. Qualification & Evaluation of Bids:

- i. CUI shall 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 shall 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 shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per the Evaluation Criteria given in the tender document.
- iv. The Bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. The bids shall 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; and
 - 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 Bidder 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 shall 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 shall 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 shall be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

15. Notification of Evaluation Reports:

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

16. Corrupt or Fraudulent Practices & Blacklisting:

- i. CUI requires that Bidders 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.
 - 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 shall 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 shall 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 Public Procurement Rules 2004 (amended from time to time).

17. 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).

18. 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.

19. Notification of Award:

- i. The notification of award shall constitute the formation of the Contract Agreement/Work Order/Purchase Order.
- ii. Upon the successful Bidder's signing the Contract Agreement/Acceptance/Consent to the Work Order/Purchase Order, CUI shall promptly notify the unsuccessful Bidder(s) and shall release its Bids Security.

20. Issuance of Contract/Work Order/Purchase Order:

- i. After scrutiny of all bidding documents the Work Order/Purchase Order shall be issued on the basis of "**most advantageous bid**" via EPADS.
- ii. 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.
- iii. The bills along with delivery challan (duly signed by authorized official of CUI) shall be submitted to Procurement office for processing of Receipt & Inspection and payment. Any deficiency in documentation shall be removed by the vendor.
- iv. Any defective/sub-standard item(s)/brand other than specified shall be replaced by the vendor, free of cost, within one-week time. In case of failure to supply the specific item, CUI shall request next lowest Bidder/other bidders to provide the item and the cost of that particular item(s) shall be deducted from the vendor bid security/performance guarantee i.e., the vendor shall be responsible to compensate for CUI losses AND Purchase Order would stand cancelled AND/OR bid security / performance guarantee shall be forfeited AND/OR CUI may impose penalty and/or ban on the vendor.
- v. Payment shall be made as per actual quantity delivered & accepted to CUI.

21. Delivery Information:

- i. The Delivery shall be made as per **Table 1**.
- ii. Payment will be made as per actual quantity provided & accepted.
- iii. Colored Dummy print of title page and one black copy of publication will be provided for proof reading.
- iv. If CUI feels that a particular printing/publication is not up to the specified standards in printing, cutting, binding, color, finishing, specification etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by CUI.
- v. In case of Re-printing, the printing and delivery must be made within a MAXIMUM of two days-time with no extra cost. If the delivery is not made in two days, deduction will be made from the bill.

- vi. In case of delay in delivery, the vendor may submit a written request for extension in delivery, giving valid justification with proof. The following decision can be made by CUI.
 - a. CUI may extend the delivery time according to the nature and urgency of the procurement with the condition of deductions in percentage (0% to 10%) from the total bill. The decision will 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 will automatically be cancelled, the earnest money will be forfeited. CUI may also impose a ban from business with CUI for a minimum of 6 months to a maximum duration to be determined by CUI.
 - b. CUI may reject the request, in which case, the work order will be cancelled, the earnest money will be forfeited. CUI may also impose a ban from business with CUI for a minimum of 6 months to a maximum duration to be determined by CUI. CUI will be the final authority for decision of acceptance or rejection.
- vii. It is the responsibility of the vendor to make delivery of the procurement directly to the **Treasurer Department, 3rd Floor, Faculty Block-2, CUI. Mr. Shoaib Ishfaq, 051-9049-5415** may be informed one day prior to delivery for proper arrangements and entry. A proper delivery challan from store is the sole responsibility of the vendor.
- viii. The bills along with delivery challan will be submitted to the Procurement office for processing of Receipt & Inspection of the End-user department and payment. Any deficiency in documentation will be removed by the vendor.

22. Legal Document

- i. The Tender Document and Contract Agreement/Work Order/Purchase Order altogether shall have legal binding on all Bidders.

23. 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 herein is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexures.
- 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.

Tender Title	
Name of Firm/ Company	
Year of Establishment in this Business	
Name of Authorized Agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	