

COMSATS University Islamabad Sahiwal Campus

TENDER DOCUMENTS

For

**Procurement of Items for Repair Maintenance of Electrical, Air-Conditioning,
Carpentry, Plumbing and Generator Filters for Semester Spring 2026**

(Tender No. CUI/SWL/Procurement/FY 25-26/39/222)

Submission and Opening Date for Tender:

February 17, 2026 (Tuesday)

Submission Time for Technical and Financial Proposals: 1430 hours

Opening Time: 1500 hours

January 2026



Purchase Department

COMSATS Road, Off G.T.Road, Sahiwal

Tel: 040-4305666-Ext-128& 186

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

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Tender Notice

Invitation to Bid

(Tender No. CUI/SWL/Procurement/FY 25-26/39/222)

Procurement of Items for Repair Maintenance of Electrical, Air-Conditioning, Carpentry, Plumbing and Generator Filters for Semester Spring 2026

1. COMSATS University Islamabad, Sahiwal Campus, a public sector organization invites bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> from the **original manufacturers/authorized distributors/suppliers/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 Items for Repair and Maintenance of Electrical, Air-Conditioning, Carpentry, Plumbing and Generator Filters for Semester Spring 2026**”.
2. The procedure of open competitive bidding is **Single Stage-Single Envelope**.
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 Bid Security for the Bid is **Rs. 27,710/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad-Sahawal Campus” (FTN/NTN: 9010416.) scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically (In separate envelope) along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Sahiwal Campus on the address given below.
6. The tender documents must be submitted via **EPADS** latest by **February 17, 2026 till 1430 hrs.** Bids will be opened at **1500 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 Nadeem
In-charge Purchase Department
Cell No: 0300-6364379

02. Key Points

Table # 1

S.N	Detail	Specification
1.	Validity of Bid	60 Days from the date of closing of Bids
2.	Award of Contract / W.O	Item Wise Basis
3.	Delivery Time	30 Working Days from the date of issuance of W.O
4.	Method	Single Stage Single Envelope Procedure
5.	Closing Date & Time	February 17, 2026 till 1430 hrs
6.	Opening Date & Time	Half Hour after the Closing Time on the same day
7.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	Rs: 27,710/
8.	Performance Guarantee (Under Rule 39 of PPRA Rules 2004)	Not Applicable

3. Technical Evaluation Criteria:

Table # 2: Mandatory Requirements:

Detail	Criteria
1. Draft of Bid Security <i>(To be Physically Submitted to Purchase Section on the Closing Date)</i>	Mandatory
2. Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion s hall dis-qualify the bidder from the bidding process</i>	Mandatory
3. Declaration Form	Mandatory
4. Active Taxpayer List (ATL) of FBR <i>Status as "Active" in I.T and Compliance Level is 100% in GST</i>	Mandatory
5. Proof 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
6. Compliance with CUI requirement/Specification <i>Mentioning of Brand Name (if any) is mandatory. Blank technical sheet shall be treated as non-compliance and may result rejection of tender / bid</i>	Mandatory
7. Professional Experience <i>List of 03 executed similar contracts in the last 2 Years</i>	Mandatory
8. Submission of Tender document through EPADS as well as one hard copy (Technical Bid Envelope, Financial Bid Envelope, Bid Security as per prescribed time in the tender notice).	Mandatory

- Failing in any of the mandatory requirement shall disqualify the bidder from the bidding process.
- Technical Committee may ask Product Sample/demonstration at the time of technical evaluation.
- After evaluation of bidders in technical evaluation process, financial bids of technically qualified bidders shall be only opened later on prior notice.
- **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: _____

	Description	Referred Brands	Quantity	Quoted Brand	Rate with all applicable taxes and delivery charges	
					Unit Rate (Rs.)	Total (Rs.)
	Detail of Air Conditioner Items				-	
1	Gas cylinder R-134	(Genetron USA)	1			
2	Gas cylinder R-22	(Genetron USA)	1			
3	Fan Motor Capacitor for Ac (3.5 UF)	Fuji	6			
4	Fan Motor Capacitor for Ac (4 UF)	Fuji	6			
5	Pin Valve (Gas Charching Valve)	Good Quality	5			
6	Capacitor 80/110 UF	Fuji	4			
7	Fan Motor for Water Cooler 10 Watt (Copper)	Pacific	3			
8	Water Tap for Water Dispenser	Pel	2			
9	Aeroflex (5/8)	Good Quality	50			
10	Aeroflex (1/2)	Good Quality	30			
11	Rapping Tape	Good Quality	15			
12	Star Screws Driver	Ingco	2			
13	Adjustable Wrench (10 inch)	Ingco	1			
14	PVC Insulation Air Conditioner Tape Fixing	Good Quality	30			

	Description	Referred Brands	Quantity	Quoted Brand	Unit Rate (Rs.)	Total (Rs.)
15	PVC Pipe (0.75 Inch) 10 Feet Length	Popular	26 (Length)			
16	PVC Pipe (1-Inch) 10 Feet Length	Popular	12 (Length)			
17	Socket (1- Inch)	Popular	12			
18	Elbow (1-Inch)	Popular	18			
19	T (1- Inch)	Popular	12			
20	Clump (1-Inch)	Popular	1 Packet			
21	Socket (0.75 Inch)	Popular	36			
22	Elbow (0.75 Inch)	Popular	48			
23	T (0.75 Inch)	Popular	30			
24	Clump (0.75 Inch)	Popular	2 Packet			
25	Solution (500 ML)	Popular	2 (Pieces)			
	Detail of Electrical Items					
26	Power Plug	Bush Hilife	10			
27	Light Plug	Bush Hilife	6			
28	Switch+Socket	(Piyano)	12+12			
29	Fan Regulator	(Opal White)	30			
30	Fan Regulator	Bush Hilife	20			
31	Power Plug	(Opal Neon)	30			
32	Power Plug	Ittefaq	10			
33	Three Pin Shoe 15 Amp	(Ittefaq)	20			
34	Two Pin Shoe	Opal	40			
35	LED Bulb 18 watt E-27	Orient, Philpis	250			

	Description	Referred Brands	Quantity	Quoted Brand	Unit Rate (Rs.)	Total (Rs.)
36	LED Bulb 40 watt E-27	Orient, Philpis	10			
37	LED Bulb 50 watt E-27	Orient, Philpis	10			
38	Capacitors 2.5 UF	Fuji	20			
39	Capacitors 4.5 UF	Fuji	5			
40	Capacitors 25 UF	Fuji	5			
41	SMD Lights 18 watt 6 Inch	Smart, Opal, Trust	20			
42	SMD Moon Lights 18 watt 3 inch	Smart, Opal, Trust	70			
43	Connecter Strip 15 Amp	Good Quality	20			
44	Light Plug	(Akai)	20			
45	Light Plug (Five In One MF White)	Smart, Opal, Trust	5			
46	Double Light Plug (MF White)	Smart, Opal, Trust	5			
47	Tape Roll	Osaka	30			
48	Circuit Breaker 20 Amp Single Pole	ABB Schneider	30			
49	Circuit Breaker Cover 3 Pole	Good Quality	5			
50	Exhaust Fan Metal Body 12 Inch	GFC	6			
51	Exhaust Fan Plastic Body 12 Inch	GFC	2			
52	Exhaust Fan Plastic Body 8 Inch Round Glass	GFC	6			
53	Cable Tie 200 number	Good Quality	2 Packet			
54	Wire 40/76 Two Core Copper	Fast Pakistan New Age	1 Coil			
55	Wire 7/.029 Signle Core Copper	Fast Pakistan New Age	1Coil			
56	Wire 3/.029 Signle Core Copper	Fast Pakistan New Age	2 Coil			
57	Wire 110/76 Two Core Copper	Fast Pakistan New Age	1 Coil			

	Description	Referred Brands	Quantity	Quoted Brand	Unit Rate (Rs.)	Total (Rs.)
58	Screws Taiwan 1 inch	Taiwan	2 Boxes			
59	Screws Taiwan 0.5 inch	Taiwan	2 Boxes			
60	Screws Taiwan 1.50 inch	Taiwan	1 Boxes			
61	Back Box (PVC Open Power Plug	Klass	10 Piece			
62	Telephone Dubbi	Good Quality	20			
63	SMD Light 12 Watt	Smart, Opal, Trust	100 Piece			
64	Telephone Leed (10 Feet Length)	Good Quality	20			
65	Connector Strip 60 AMP	Good Quality	10			
66	Capacitors 35 UF	Fuji	5			
67	Capacitors 45 UF	Fuji	5			
	Detail of Plumbing Items					
68	Pipe PPRC (25 MM)	Popular	5 Length			
69	Pipe PPRC (32 MM)	Popular	4 Length			
70	Spindle (2.75 Sooter)	Faisal/Rhaber	50			
71	Sippi Nozel 1.5 inch	Golden	4			
72	Sippi Nozel 2 inch	Golden	2			
73	Sippi Nozel 4 inch	Golden	2			
74	Pipe Tee 32 PPRC	Popular	6			
75	Plug 0.5 Inch PPRC	Popular	4			
76	Tee Cock	Yousaf	4			
77	Pipe Niple 0.5 Inch Medium	GI	2			
78	Pipe Niple 0.75 Inch Medium	GI	2			

	Description	Referred Brands	Quantity	Quoted Brand	Unit Rate (Rs.)	Total (Rs.)
79	Spindle Master Size	Sonax	2			
80	Muslim Shower Body	Master,Faisal	20			
81	Display Mirror (2*2_	Ilyas+Choice	4			
82	Water Cooler,s Cock 0.5 Inch	Good Quality	2			
83	Star Shape Screwdriver	High Quality	1			
84	Rubber Connection Washers	Local	4 Packets			
85	Bursh for Water Filter Cleaning	Good Quality	1			
86	Steel Nails 1.50 Inch	Good Quality	1 Box			
87	Spindle Head Brass 2.75	Mezan/Yousaf	50			
88	Solution 500 ML	Popular	1			
89	Handle Valve 1/2 Inch	Faisal	6			
90	Bib Cock	Mezan/Yousaf	6			
91	Double Bib Cock	Mezan/Yousaf	3			
	Detail of Items					
92	FF 5321 Diesel Filter (Fleet Guard)	Fleet Guard	1			
93	FS 19732 Diesel Filter (Fleet Guard)	Fleet Guard	1			
94	LF 3000 Oil Filter (Fleet Guard)	Fleet Guard	2			
95	AF 26173 Air Filter (Fleet Guard)	Fleet Guard	1			
96	WF 2076 Water Filter (Fleet Guard)	Fleet Guard	1			
97	LF 3703 Oil Filter (Fleet Guard)	Fleet Guard	1			
98	BF 7675 Diesel Filter (Fleet Guard)	Fleet Guard	2			
99	FF 5052 Diesel Filter (Fleet Guard)	Fleet Guard	2			

	Description	Referred Brands	Quantity	Quoted Brand	Unit Rate (Rs.)	Total (Rs.)
100	JX 0814 Oil Filter (China)	China	2			
101	GDO 326 Oil Filter (Guard)	Guard	1			
102	GDF 440 Diesel Filter (Guard)	Guard	2			
103	GDO 506 Oil Filter (Guard)	Guard	1			
104	GDF 402 Diesel Filter (Guard)	Guard	2			
105	GDF 426 Diesel Filter (Guard)	Guard	1			
106	26566602 Oil Filter (Millat)	Millat	1			
107	AF 25436 Air Filter (Fleet Gurad)	Fleet Guard	2			
108	2010 TM 30 Micron Diesel Filter (Perkin)	Perkin	2			
109	Air Filter 40KVA Generator (Hyundai)	Hyundai	1			
110	Air Filter 18KVA Generator (Hyundai)	Hyundai	1			
	Detail of Carpenter/Wood Items					
111	Revolving Chair,s Base China Good Quality		20			
112	Revolving Chair,s Machine 11 Inch Good Quality		5			
113	Revolving Chair,s Machine 8 Inch Good Quality		5			
114	Revolving Chair,s Jack Steel Good Quality		3			
115	Chanel Tray 12 inch		5			
116	Drawaer Lock 0.75 inch KGI&Sitara		24			
117	Door Closer Khass-HTC-KICH		5			
118	Door Handle Lock Cylinder Brass		10			
119	Steel Magnetic Catcher Good Quality		12			
120	Washels		1 Kg			

	Description	Referred Brands	Quantity	Quoted Brand	Unit Rate (Rs.)	Total (Rs.)
121	Elfy		200 ML			
122	Silicone SBS - Sano 310ml		2			
123	Topis Nails 1.5 inch 15 no		1 Kg			
124	Screws Black 1 inch Taiwan		1 boxes			
125	Screws Black 0.75 inch Taiwan		1 boxes			
126	Screws Black 0.625 inch(5 soot) Taiwan		1 boxes			
127	Star+Flat Screw Driver		1+1			
128	Martinez Tools M1 15oz Dark Knight Titanium Framing Hammer		1			
129	Combination Pliers		1			
Grand Total (Rs.)						

- The bid is submitted without any conditions. If selected, the brand specified by CUI, as mentioned above, shall be provided. In case of non-provision of the specific brand, my full bid security shall be forfeited.
- All the terms and conditions provided by COMSATS University Islamabad –Sahiwal Campus are acceptable unconditionally, including **bid validity and delivery time, warranty period.**

Name of Authorized Person:

Contact (Cell Number):

Date:

Signature

Official Company Seal:

5. Technical Compliance Performa

(On Company's Letterhead)

Ref No:		NTN:	
Date:		GST:	

Procurement of Items for Repair and Maintenance of Electrical, Air-Conditioning, Carpentry, Plumbing and Generator Filters for Semester Spring 2026

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
1	Gas cylinder R-134				
2	Gas cylinder R-22				
3	Fan Motor Capacitor for Ac (3.5 UF)				
4	Fan Motor Capacitor for Ac (4 UF)				
5	Pin Valve (Gas Charching Valve)				
6	Capacitor 80/110 UF				
7	Fan Motor for Water Cooler 10 Watt (Copper)				
8	Water Tap for Water Dispenser				
9	Aeroflex (5/8)				
10	Aeroflex (1/2)				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
11	Rapping Tape				
12	Star Screws Driver				
13	Adjustable Wrench (10 inch)				
14	PVC Insulation Air Conditioner Tape Fixing				
15	PVC Pipe (0.75 Inch) 10 Feet Length				
16	PVC Pipe (1-Inch) 10 Feet Length				
17	Socket (1- Inch)				
18	Elbow (1-Inch)				
19	T (1- Inch)				
20	Clump (1-Inch)				
21	Socket (0.75 Inch)				
22	Elbow (0.75 Inch)				
23	T (0.75 Inch)				
24	Clump (0.75 Inch)				
25	Solution (500 ML)				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
	Detail of Electrical Items				
26	Power Plug				
27	Light Plug				
28	Switch+Socket				
29	Fan Regulator				
30	Fan Regulator				
31	Power Plug				
32	Power Plug				
33	Three Pin Shoe 15 Amp				
34	Two Pin Shoe				
35	LED Bulb 18 watt E-27				
36	LED Bulb 40 watt E-27				
37	LED Bulb 50 watt E-27				
38	Capacitors 2.5 UF				
39	Capacitors 4.5 UF				
40	Capacitors 25 UF				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
41	SMD Lights 18 watt 6 Inch				
42	SMD Moon Lights 18 watt 3 inch				
43	Connecter Strip 15 Amp				
44	Light Plug				
45	Light Plug (Five In One MF White)				
46	Double Light Plug (MF White)				
47	Tape Roll				
48	Circuit Breaker 20 Amp Single Pole				
49	Circuit Breaker Cover 3 Pole				
50	Exhaust Fan Metal Body 12 Inch				
51	Exhaust Fan Plastic Body 12 Inch				
52	Exhaust Fan Plastic Body 8 Inch Round Glass				
53	Cable Tie 200 number				
54	Wire 40/76 Two Core Copper				
55	Wire 7/.029 Signle Core Copper				
56	Wire 3/.029 Signle Core Copper				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
57	Wire 110/76 Two Core Copper				
58	Screws Taiwan 1 inch				
59	Screws Taiwan 0.5 inch				
60	Screws Taiwan 1.50 inch				
61	Back Box (PVC Open Power Plug)				
62	Telephone Dubbi				
63	SMD Light 12 Watt				
64	Telephone Leed (10 Feet Length)				
65	Connector Strip 60 AMP				
66	Capacitors 35 UF				
67	Capacitors 45 UF				
	Plumbing Items				
68	Pipe PPRC (25 MM)				
69	Pipe PPRC (32 MM)				
70	Spindle (2.75 Sooter)				
71	Sippi Nozel 1.5 inch				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
72	Sippi Nozel 2 inch				
73	Sippi Nozel 4 inch				
74	Pipe Tee 32 PPRC				
75	Plug 0.5 Inch PPRC				
76	Tee Cock				
77	Pipe Niple 0.5 Inch Medium				
78	Pipe Niple 0.75 Inch Medium				
79	Spindle Master Size				
80	Muslim Shower Body				
81	Display Mirror (2*2_				
82	Water Cooler,s Cock 0.5 Inch				
83	Star Shape Screwdriver				
84	Rubber Connection Washers				
85	Bursh for Water Filter Cleaning				
86	Steel Nails 1.50 Inch				
87	Spindle Head Brass 2.75				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
88	Solution 500 ML				
89	Handle Valve 1/2 Inch				
90	Bib Cock				
91	Double Bib Cock				
	Detail of Generator Filters				
92	FF 5321 Diesel Filter (Fleet Guard)				
93	FS 19732 Diesel Filter (Fleet Guard)				
94	LF 3000 Oil Filter (Fleet Guard)				
95	AF 26173 Air Filter (Fleet Guard)				
96	WF 2076 Water Filter (Fleet Guard)				
97	LF 3703 Oil Filter (Fleet Guard)				
98	BF 7675 Diesel Filter (Fleet Guard)				
99	FF 5052 Diesel Filter (Fleet Guard)				
100	JX 0814 Oil Filter (China)				
101	GDO 326 Oil Filter (Guard)				
102	GDF 440 Diesel Filter (Guard)				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
103	GDO 506 Oil Filter (Guard)				
104	GDF 402 Diesel Filter (Guard)				
105	GDF 426 Diesel Filter (Guard)				
106	26566602 Oil Filter (Millat)				
107	AF 25436 Air Filter (Fleet Gurad)				
108	2010 TM 30 Micron Diesel Filter (Perkin)				
109	Air Filter 40KVA Generator (Hyundai)				
110	Air Filter 18KVA Generator (Hyundai)				
	Detail of Carpenter/Wood Items				
111	Revolving Chair,s Base China Good Quality				
112	Revolving Chair,s Machine 11 Inch Good Quality				
113	Revolving Chair,s Machine 8 Inch Good Quality				
114	Revolving Chair,s Jack Steel Good Quality				
115	Chanel Tray 12 inch				
116	Drawaer Lock 0.75 inch KGI&Sitara				
117	Door Closer Khass-HTC-KICH				

Sr No	Item Name and Description	Brand Being Offered	Compliance	Non-Compliance	Higher if any
118	Door Handle Lock Cylinder Brass				
119	Steel Magnetic Catcher Good Quality				
120	Washels				
121	Elfy				
122	Silicone SBS - Sano 310ml				
123	Topis Nails 1.5 inch 15 no				
124	Screws Black 1 inch Taiwan				
125	Screws Black 0.75 inch Taiwan				
126	Screws Black 0.625 inch(5 soot) Taiwan				
127	Star+Flat Screw Driver				
128	Martinez Tools M1 15oz Dark Knight Titanium Framing Hammer				
129	Combination Pliers				

- The bid is submitted without any conditions.
- All the terms and conditions set forth by COMSATS University Islamabad Sahiwal Campus are acceptable unconditionally, including **bid validity and delivery time**.
- I understand that blank technical sheet / non-mentioning of Brand and Model shall make my bid non-responsive and may result rejection of my bid.

Name of Authorized Person:	
Date:	
Signature	
Official Company Seal:	

6. 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.

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)	

7. General Terms & Conditions of the Tender

No tender/bidder shall be considered if: -

- a) Not uploaded through EPADS.
- b) Received without required documentation or deficiency in required documentation.
- c) Received without bid security.
- 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.

8. Contact person and Submission of Bids:

Contact Person for all inquiries and clarification and bids submission shall be the undersigned.

Secretary Purchase Committee/In Charge Purchase
COMSATS University Islamabad Sahiwal Campus
COMSATS Road off G.T Road, Sahiwal,
Tel: 040-4305001, 040-4305005-186
Email: purchase@cuisahiwal.edu.pk

9. 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 bid security, CUI shall also initiate blacklisting procedure.

10. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and 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 final authority to accept or reject the 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 lowest bidders, CUI shall ask the bidders to quote a price in sealed envelope to break the tie, and the envelopes shall be opened in presence of the bidders, preferably on the same date, and the bidder offering the lowest cost shall be considered as the lowest bidder.
- iv. Unit price shall be taken up to 1 decimal point. The total cost shall be round-up to zero decimals.
- v. 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 GST) quoted by the bidder shall be

considered as valid and shall prevail, and the total price shall be calculated and corrected accordingly. If the bidder refuses to accept the corrected arithmetic error, the bid would be rejected and bid security would be forfeited.

b. If there is a discrepancy between words and figures, the amount in words shall prevail.

vi. In case of no mention of GST, the price/cost shall be considered as inclusive of prevailing GST.

11. 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 Islamabad-Sahawal Campus (FTN/NTN: 9010416)**, in any of the following forms:
 - 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-Sahawal Campus on the address given in the tender notice. Non-submission of Bid Security shall result in non-responsiveness.
- vi. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall 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 shall 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 shall be retained till the complete delivery of items.
- 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.
 - c. Refuse to supply the brand demanded.

12. Clarification of Bidding Document:

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.

13. Opening of Bids:

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.

14. 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.

15. Qualification & Evaluation of Bids:

- i. CUI shall determine whether the Bidder is qualified to fulfil the contract satisfactorily, in accordance with the criteria & qualifications 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 demanded by CUI in the tender document.
- iii. CUI shall 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 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/most advantageous bid.
- vi. Samples are mandatory, if and where, specifically demanded, and bid without samples shall be considered non-responsive. No samples shall be accepted after the closing date. The sample(s) provided by the bidder shall be compared to CUI approved samples.
- vii. 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 final evaluation report. 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 shall be considered afterwards.

- viii. No bidder shall be eligible for any margin of preference in the Proposal Evaluation.
- ix. 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.
- x. 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.*
- xi. 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.
- xii. 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.
- xiii. 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.

16. Notification of Evaluation Reports:

The evaluation reports shall be notified through EPADS.

17. Procedure of Open Competitive Bidding

COMSATS University Islamabad, Sahiwal Campus, will follow the PPRA rule of Single Stage Single Envelope Procedure:

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

18. 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 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.
- iv. 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.

19. 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).

20. 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. CUI may increase/decrease the quantity by 15%.
- iii. CUI may defer/reject specific item(s), if the item is not required.
- iv. 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.

21. 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 shall promptly notify the unsuccessful bidder(s) and shall release its bids security.

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

After scrutiny of all bidding documents the work order/purchase order shall 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.

23. Force Majeure. - The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failures to perform its obligations under the Contract is the result of an event of Force Majeure.

- a) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- b) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

24. Extensions of Time. - If at any time after issuance of Purchase Order, the Supplier should encounter conditions impeding timely delivery of the Items pursuant to table # 01, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for delivery, in which case the extension shall be ratified by the parties by amendment of the Contract.

- a) Except in case of Force Majeure, as provided under Tender Clause 23, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to Tender Clause 25, unless an extension of time is agreed upon, pursuant to Tender Clause 24.

25. Liquidated Damages. If the vendor fails to deliver the goods / services to CUI-Sahiwal in time, then the penalty will be charged as under: -

- a. 2% for up to 10 days' delay.
- b. 5% for up to 20 days' delay
- c. 10% for up to 30 days' delay Once the maximum is reached, the Purchaser may terminate the contract, earnest money and payment may be forfeited.

26. Delivery Information:

- i. The delivery shall be made to CUI as mentioned in **Table 1** of the tender document.
- ii. Payment shall be made as per actual quantity provided & accepted.
- iii. The delivery shall be the responsibility of the vendor as per **Table 1**. CUI 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.
- iv. 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.
- v. Any defective/sub-standard item(s)/brand other than specified shall be replaced by the bidder, free of cost, within one week. 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 bidder's bid security i.e., the bidder shall be responsible to compensate for CUI losses AND Purchase order would stand cancelled AND/OR bid security shall be forfeited AND/OR CUI may impose penalty and/or ban on the bidder.
- vi. Payment shall be made as per actual quantity delivered & accepted to CUI.

27. Legal Document

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

28. Documents to be Submitted by the Bidders/Check List

The vendors are advised to submit their Technical and Financial Bids with proper check list.