

# TENDER DOCUMENT



## **Supply of Electric, Carpentry, Hardware, Paint, Sanitary Items and Construction Material**

**(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 Electric, Carpentry, Hardware, Paint, Sanitary Items and Construction Material**
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. 2000/.** 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 or Campus website and document price money ( DD / Pay order) may be attached with documents once deposit
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **17-08-2023 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 Electric, Carpentry, Hardware, Paint, Sanitary Items and Construction Material**

### **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. 2000/-** (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:-

In case the successful bidder fails to supply the required item(s)/material within the due date; 0.5% per day, of the total cost, will be deducted for upto a total of 10% (20 Days). If delay is beyond 20 days, CUI will decide whether to extend the time, in which case the penalty will be 1% of the total cost per day (Day 21 onward) OR CUI may consider Cancellation of Work Order, in which case CUI may impose ban on the bidder for business with CUI for a period of at least 6 months AN/OR Black-list the bidder AND/OR the Earnest Money will 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. Any defective/sub-standard item(s) will be replaced by the bidder at its own cost within one-week time. In case of failure to supply the specific item, CUI will request other supplier to provide the item and the cost of that item will be deducted from the bidder's earnest money i.e., the firm 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 firm.

21. All firms/companies are strongly advised that before submitting their bid, please make the market surveys, analyze their capability and capacity to make all the required deliverable within the timeline. Any excuses or explanation, whatsoever, will not be considered once the work Order is made. Any excuses for delay of supplies or non-availability of supplies will not be considered and the earnest money will be forfeited, a ban of ONE YEAR will be imposed for further business.

22. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on **Incase of Tie in Rates; the bidder securing highest technical score**, where applicable, will be awarded the job. In case of tie in technical Score, CUI will award the job to the bidder as it deem fit and suitable for the job.

24. In case of any conflict in the price/cost quoted by the bidder; the unit cost quoted by the bidder will be considered. In case of no mention of GST. The prices/cost will be considered as inclusive of GST.

25. **The bid should be submitted in a sealed envelope up to 11:00 am on 17-08- 2023 and will be opened by Purchase Committee on the same date at 11:30am in the presence of available bidders or their representatives.**

26. **The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e) CUIW/PS/TEN/23-24/03 Supply of Electric, Carpentry, Hardware, Paint, Sanitary Items and Construction Material, 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: \_\_\_\_\_

**BILL OF QUANTITY (BoQ)****Supply of Electric, Carpentry, Hardware, Paint, Sanitary Items and Construction Material**

Sr.	Items name with Specification	Make / Brand	Unit	QTY.	Model Quoted	Unit Price with tax	Total Price with Tax
<b>Electric Items</b>							
1	Light Plug Double Multi (Double Socket)	Alpine or Equivalent	No's	50			
2	AC Power Shu (Porcelain)	Piano or equivalent	No's	10			
3	Two pin Shu	Piano or equivalent	No's	20			
4	Three Pin Shu (Circular & Flat)	Piano or equivalent	No's	10			
5	Dimmer	Alpine or equivalent	No's	50			
6	Switch Button sheet 8 gange	Alpine or equivalent	No's	10			
7	Cable 3/0.0029 1-Core Copper	Pakistan Cable or equivalent	Coil	20			
8	Cable 7/0.0029 1-core Copper	Pakistan Cable or equivalent	Coil	20			
9	PVC Tape (insulation)	OSAKA or equivalent	No's	20			
10	Rawal Bolt (2"- 2 sutar)	China or Equivalent	Pkt	10			
11	Rawal Bolt (3")	China or Equivalent	Pkt	10			
12	Rawal Bolt (3/8")	China or Equivalent	No's	100			
13	Breaker Comb (Copper)	Local	No's	6			
14	Breaker Patti	A-Grade	No's	6			
15	Screw 2.5 "	China or Equivalent	Pack	10			
16	Rawal Plug Plastic	China or Equivalent	Pack	20			
17	Connector 30 AMP	China or Equivalent	Pack	10			
18	Circuit Breaker 16 Amp S/pole	Legrend or equivalent	No's	60			
19	Circuit Breaker 20 Amp S/pole	Legrend or equivalent	No's	40			
20	Circuit Breaker 100 Amp 3/Pole MCCB (IA 10 KA)	Legrend/Terasaki or Equivalent	No's	6			
21	Capacitor 3.0 uf & 3.5 uf	Fuji or equivalent	No's	40			
22	Distrribuation Board (18" X 42")	Dispack	No's	4			
Total							
<b>Carpentry Items</b>							
1	Table Wodden Legs (6")	Local	No's	48			
2	Wooden Goola 3/4"	Deo Dar	RFT	1000			
3	Circular Saw Blade	Dewalt or Equivalent	No's	2			
4	Wooden Cutting Disc	Dewalt or Equivalent	No's	6			
5	Locks 3/4"	J&I or Equivalent	No's	60			

6	Door Lock	J&I or Equivalent	No's	10			
7	Nail Topes 1.5" (17 No.)	Mughal or Equivalent	Kg	5			
8	Cycle nut & Bolt 2"	Mughal or Equivalent	Pack	5			
9	Catcher Box	Italy or Equivalent	Dozen	5			
10	Glue (1 Kg Pk)	Mowlith / Ger or Equivalent	Pkt	10			
11	Samad Bond (1/2 Kg pk)	Samad or Equivalent	Pkt	10			
12	Arl 12" (Chrome / Galvanized Plated)	Local	No's	10			
13	Dana Lakh	Golden No.1 or Equivalent	Kg	1			
14	Sundruss	Good Quality	Kg	1			
15	Sprit	Good Quality	Ltr.	8			
16	Thiner	ICI or Equivalent	Ltr.	5			
17	Qabza 6 ft	Germant or equivalent	No's	40			
18	Table hole cover (2", 2.5")	Good Quality	No,s	50			

Total

**Hardware Items**

1	Sand paper 120 NO Water Proof	Korian or equivalent	No's	50			
2	sand paper 80 NO Water Proof	Korian or equivalent	No's	100			
3	Paint Brush 5"	Captan or equivalent	No's	10			
4	Scrapers	Local	No's	12			
5	Welding Rod 12 No (Supper)	Local	Box	20			
6	Steel Angle (1inch X 1.5 Sutar	Local	Kg	150			
7	Petrol	Shell or Equivalent	Ltr.	20			
8	Kerosene Oil (Mati ka Tail)	Local	Ltr.	20			
9	Stone Cutting Disk 7"	SMT / China or Equivalent	No's	12			
10	Grinding Disk 5"	SMT / China or Equivalent	No's	12			

Total

**Paint Material**

1	Paint SPD (White & Ash White)5+5	ICI or Equivalent	Bkt	10			
2	Enamel paint (White , blue, black) (3+1+1)	ICI or Equivalent	Gln	5			
3	Weather sheild (White, Tera cota, & Gutka Color)3+1+1	ICI or Equivalent	Bkt	5			

Total

**Sanitary Items**

1	Ifo English Commode (Two Peice)	Polo or Equivalent	No's	2			
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Total



Construction Metrial							
1	Bricks	A- Grade	Nos.	2,000			
2	Cement	Fuji or equivalent	Bags	50			
3	Aggregate ½	plant Meterial	Cft	700			
4	Aggregate (Pan)	plant Meterial	Cft	700			
Total							
		<b>Grand Total</b>					