

# TENDER DOCUMENT



COMSATS University Islamabad, Wah Campus  
**“Supply of Tyres for Hino Bus, Coaster, Hiace, GLI & APV”**

**(Single stage - Single Envelopes basis)**

## 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 Tyres for Hino Bus, Coaster, Hiace, GLI & APV.**
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”. Price of the bidding documents is Rs. 1,000/- in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without tender documents’ fee.
4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **26-04-2022 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, G. T. Road, Wah Cantt

## **Single Stage Single Envelop Procedure**

***Subject: Supply of Tyres.***

### **TERMS AND CONDITIONS**

**All pages of the Tender Document are mandatory to be Stamped and signed, failing which the bid may be rejected.**

1. *Any addition, deletion or modification of any clause of the procurement terms & conditions of CUI-Wah Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
2. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
3. Documents along with Pay Order / Demand Draft amounting to Rs. 1,000/- as a Tender Documents Fee (Nonrefundable) shall be submitted in favor of COMSATS University Islamabad, Wah Campus to the address given at S.No 25 below. No bid will be accepted without tender documents' fee.
4. Part / Advance payments is not allowed.
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. Your bid proposal should be inclusive of freight charges and all other applicable taxes and the items will be delivered at COMSATS University Islamabad, Wah Campus.
7. After opening of bids, COMSATS University Islamabad, Wah Campus will examine the bids for completeness as per tender document.
8. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of **Item Wise , Grand Total Wise** as convenient to CUIW.
9. Bidders could not challenge the findings of the Evaluation Committee or ask for reason of disqualification.
10. The Bid Form (BoQ) must be filled in, stamped and signed by the authorized representative of the bidder. Bid/Quotations on firm's pad may not be acceptable.
11. 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 1st week
  - 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.
12. 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

requirements mentioned in our BoQ, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.

13. Deduction of Income Tax and any other applicable taxes will be deducted at source according to Government prevailing rules.

14. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Wah Campus” with Delivery Challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation/Training (where applicable) and COMSATS acceptance / inspection thereof.

15. All prices should be quoted in Pak Rupees and on F.O.R basis.

16. All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle **CUI-Wah Campus** to forfeit the earnest money and / or put a ban on such vendor for futures participation in **CUI-Wah Campus** tenders / works.

17. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable national/international laws.

18. In case of any dispute, decision of the Director, **CUI-Wah Campus** will be final and binding upon the parties.

19. The **CUI-Wah Campus** reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

20. The bidder is required to furnish in form of Bank deposit / CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money in favor of “**Comsats University Islamabad, Wah Campus**”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

21. COMSATS University Islamabad, Wah Campus reserves the rights to accept or reject the bid if;

- i. Received without earnest money
- ii. Received later than the date and time fixed for tender submission
- iii. The tender is unsigned/ unstamped
- iv. The offer is ambiguous, with cutting , erasing or over writing.
- v. The offer is conditional
- vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
- vii. The offer is from a firm, which is black listed by any Govt. Office.
- viii. The offer is received by telephone/telex/fax/telegram.

22. The bidder should furnish a certificate as worded (at the end of this document) , otherwise the tender will not be accepted.

**23. The bid should be submitted in a sealed envelope up to 11:00 am on 26-04- 2022 and will be opened by Purchase Committee on the same date at 11:30am in the presence of available bidders or their representatives.**

***24. The envelope shall also bear the word “CONFIDENTIAL” and also bear the tender name (i.e) “Supply of Tyres for Hino Bus, Coaster, Hiace, GLI & APV”***

25. The envelope should be addressed;

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

