



**COMSATS University Islamabad, Lahore Campus**  
Defence Road, Off Raiwind Road, Lahore

Date: June 22, 2018

Case # 2410

## Single Stage Two Envelops

**Title of Quotation: T-Shirts for Security Staff**

***Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)***

| Sr . #                         | No change in the BoQs (Specs & Qty.) of CUI-LC, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LC's BoQ may lead to rejection of bid (fully or partially). | Quantity |      | Quoted Model / Brand with meeting the all specifications |
|--------------------------------|--|----------|------|--|
| Items Name with Specifications |  |          |      |  |
| 1                              | <b><u>T-Shirts for Security Staff</u></b><br>Fabric Mix Cotton + Polyester (Best Quality)<br>Round Neck<br>Half Sleeve<br><u>Monogram</u> of CUI on front side<br><u>"Security"</u> Word on back side<br>Color as per sample, available at CUI-Lahore Campus       | 108      | Nos. |  |

### **Technical Qualifying Requirements/ critaria;**

1. Vendors are required to inspect sample of T-Shirt available at CUI-Lahore Campus before quoting price to avoid quality and specification issues.
2. Vendor will be required to provide sample along with technical bid.
3. Sample of successful bidder (s) shall be retained by CUI for checking supply.
4. Order shall be awarded to the lowest financial bid among the technically qualified bid.
5. Sample of unsuccessful bidders shall be returned with sealed financial bid.
6. Samples should be proper tagged / signed / stamped.

### **Technical Evaluation Criteria;**

- All the bids shall be evaluated against the technical requirements mentioned above in BoQs.

Signature of Contractor with Stamp

***Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)***

| Sr. # | No change in the BoQs (Specs & Qty.) of CUI-LC, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LC's BoQ may lead to rejection of bid (fully or partially).  | Qty.     | Rate to be quoted Inclusive of all (applicable) Taxes |                  |                   |
|-------|---|----------|---|------------------|-------------------|
|       |   |          | Quoted Model / Brand                                  | Unit Price (Rs.) | Total Price (Rs.) |
| 1     | <p><b><u>T-Shirts for Security Staff</u></b><br/>           Fabric Mix Cotton + Polyester (Best Quality)<br/>           Round Neck<br/>           Half Sleeve<br/> <u>Monogram</u> of CUI on front side<br/> <u>"Security"</u> Word on back side<br/>           Color as per sample, available at CUI-Lahore Campus</p> | 108 Nos. |   |                  |                   |

**Special Terms and conditions:**

1. Please submit the bid (s) on COMSATS University Islamabad, Lahore Campus prescribed BoQs with complete terms and conditions signed, stamped and clearly mention the quoted model / brand, otherwise your bid (s) may be rejected.
2. Multiple rates of an item may lead to the rejection of bid / item.
3. Purchase order shall be awarded on item wise basis.
4. List of sizes of T-Shirts shall be provided to successfull bidder.

**Signature & Stamp of the Bidder**

**GENERAL TERMS AND CONDITIONS**

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of COMSATS University Islamabad, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.**
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **10 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes and to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
5. The quotation should be submitted in a sealed envelope.
6. The envelope shall also bear the word **"CONFIDENTIAL"** and the title of procurement of **"T-Shirts for Security Staff"**

Secretary Purchase Committee

**Signature of Contractor with Stamp**

**COMSATS University Islamabad, Lahore Campus****Defence Road off, Raiwind Road, Lahore****Tel: 042-111-001-007, Ext: 875**

7. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery and installation, and COMSATS University Islamabad, Lahore acceptance / inspection thereof.
8. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes and **valid for at least 60 days**.
9. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
10. COMSATS University Islamabad, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;
  - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
  - ii. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
  - iii. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
  - iv. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened;
  - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
  - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
  - ix. The bid found to be the lowest evaluated bid shall be accepted.
11. If the vendor fails to deliver the goods / services to CUI-Lahore Campus in time then the penalty will be charged as under:-
  - a. 1% per day of the invoice price for 5 working days.
  - b. 2% per day of the invoice price for further 5 working days.
  - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled.
12. The bid should be submitted in a sealed and stamped envelope up to **June 27, 2018 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.

**Signature of Contractor with Stamp**

13. The COMSATS University Islamabad, Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
14. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:** .....