



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-19-1253

Case #2720

Single Stage Two Envelop Procedure

Title of Tender: **Uniform Items for Entitled Staff Members**

TERMS AND CONDITIONS

1. *All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
2. *Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
3. *Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender. In addition to this, firm must meet qualification criteria is given in technical criteria.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. **The exact completion/delivery time from the date of the purchase / work order will be 45 days. The handing over / completion time for this contract is of critical importance.**
8. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
10. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. The bid should be submitted in a sealed envelope up to **April 17, 2019** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
12. 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. and
 - x. The bid found to be the lowest evaluated bid shall be accepted.
13. The envelope should be marked as under;
- Secretary, Purchase Committee**
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875
14. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Uniform Items for Entitled Staff Members”**.
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 16. If the vendor fails to deliver the goods / services to COMSATS University Islamabad, 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, earnest money and payment may be forfeited.
17. 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 supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

19. 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 / installation, and COMSATS acceptance / inspection thereof.
20. All prices should be quoted on F.O.R (Pak Rupees).
21. 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, LAHORE CAMPUS to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in tenders / works.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI-Lahore reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
25. **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 crossed in favor of “COMSATS University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. COMSATS University Islamabad, Lahore 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
 - v. The offer is conditional
 - vi. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
27. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender otherwise the tender will not be considered under any circumstances.
28. 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:**
 - **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

BoQs of Uniform Items for Entitled Staff Members, CUI-Lahore Campus

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-Lahore Campus. 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-Lahore Campus. BoQ may lead to rejection of bid (fully or partially).	Qty.	Have you provided the Sample(s) with meeting the all specifications Yes / No
	Item's Name Specifications		
1	<p>Uniform (Pant & Shirt / Shalwar Qamees) As per approved Color Shade</p> <p><u>Fabric with Stitching Navy Blue Pant & Sky-Blue Shirt (as per individual size)</u> Category:- (Naib Qasids / Qasid / Helpers / Equivalent) etc. Shirt:</p> <ul style="list-style-type: none"> • Fabric Color = Sky Blue • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>Single front Pocket with COMSATS Logo</u> • Stitching Size as per actual measurement <p>Pant:</p> <ul style="list-style-type: none"> • Fabric Color =Navy Blue • Cotton / polyester blend • GSM Min 190 • Weave twill • Stitching Size as per actual measurement <p>Complete with all aspects</p>	176	Sets (Pant & Shirts)
2	<p><u>Fabric with Stitching Navy Blue Pant & Sky-Blue Shirt (as per individual size)</u> Category:- (Drivers / Equivalent) etc. Shirt:</p> <ul style="list-style-type: none"> • Fabric Color = Sky Blue • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>Double pocket & Flap, Shoulders</u> • Stitching Size as per actual measurement <p>Pant:</p> <ul style="list-style-type: none"> • Fabric Color =Navy Blue • Cotton/ polyester blend • GSM Min 190 • Weave twill • Stitching Size as per actual measurement <p>Complete with all aspects</p>	94	Sets (Pant & Shirts)

3	<p><u>Fabric with Stitching Navy Blue Shalwar & Sky Blue Qamees & Navy Blue Chaddar (as per individual size)</u> <u>Category:-Female Employees (Naib Qasid/ Attendant/ Helper / Equivalent) etc.</u> <u>Qamees: same as in shirt</u></p> <ul style="list-style-type: none"> • Fabric Color = Sky Blue • Cotton Polyester /viscose blend • GSM min 110 • Collar 2 piece • Bukram min 150 gsm • Wearable in summer and winter season • <u>Single front Pocket with COMSATS Logo</u> • Stitching Size as per actual measurement <p><u>Shalwar:</u></p> <ul style="list-style-type: none"> • Fabric Color =Navy Blue • Cotton/ polyester blend • GSM Min 190 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	10	Sets (Shalwar Qamees)	
4	<p><u>Fabric with Stitching Brown Pant & Shirt with Double Pocket & Shoulder (as per individual size)</u> <u>Category:- (Security Guards)</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color =Brown • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>Double pocket & Flap, Shoulders</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =Brown • Cotton Polyester / blend • Gram per Sq. Meter (GSM) min 110 • Wearable in summer and winter season • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	100	Sets (Pant & shirts)	
5	<p><u>Fabric with Stitching Gray Shalwar Qamees (as per individual size)</u> <u>Category:-Horticulture Mali / equivalent</u> <u>Qamees:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>One Pocket with Logo of COMSATS in front</u> • Stitching Size as per actual measurement 	122	Sets (Shalwar & Qamees)	

	<p><u>Shalwar:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton/ polyester blend • GSM Min 110 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>			
6	<p><u>Fabric with Stitching Gray Pant & Shirt (Safari Style with full Sleeves) (as per individual size)</u></p> <p><u>Category:-Sanitary Worker</u></p> <p><u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>One Pocket with Logo of COMSATS in front</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton/ polyester blend • GSM Min 110 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	02	Sets (Pant & Shirts)	
7	<p><u>Fabric with Stitching White Pant & Shirt (as per individual size)</u></p> <p><u>Category:-Dispenser</u></p> <p><u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color =White • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>One Pocket with Logo of COMSATS in front</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =White • Cotton/ polyester blend • GSM Min 110 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	02	Sets (Pant & Shirt)	
	Shoes			
8	<p><u>Shoes (as per individual size)</u></p> <p><u>Category:- Drivers, Naib Qasids, Helpers , Sanitary Wokers, Mali, and Dispenser</u></p> <p>Upper: Leather</p> <p>Lasses Article</p> <p>Sole: Polyurethane</p>	198	Pair	

	Milli Shoes or equivalent Complete with all aspects			
9	Shoes (as per individual size) Category:- Security Guards Upper: Leather Lasses Article Sole: Polyurethane heavy duty Gripper with ground Servis / Bata or equivalent Complete with all aspects	50	Pair	
10	Shoes (as per individual size) Category:-Electrician Safety Shoes (Wellington Boots) Upper: Leather Lasses Article Sole: Polyurethane heavy duty Gripper with ground Complete with all aspects	10	Pair	
11	Shoes (as per individual size) Category:- Female , Naib Qasids, Helpers and attendant etc. Upper: Leather Sole: Polyurethane Milli Shoes or equivalent Complete with all aspects	05	Pair	

1. Detail about Technical Evaluation:

Sr.#	Category	Description	Documents/ evidence required
1	Sample Quality	Sample will be evaluated for quality of fabric /stitching as per detailed requirements given in BoQs above. Shoes will also be evaluated for each category as per requirement	Sample of each item in stitched / ready to wear form must be provided alongwith the technical bid for evaluation of the technical committee, <u>failing which the bid may be rejected</u>
2	Professional Experience	Having own setup / prior experience of providing in the relevant field of uniform related items	Registration certificate of Company
3	List of Clients with uccessfully Completed Projects		Complete Detail of Clients with Company Name, Contact Person Name, Contact No, Email Address and Postal Address Purchase / Work Orders details or any other document evidence

2. Evaluation Criteria :(Total Marks 100)

Qualifying Marks: 70 Nos.

Sr.#	Parameters	Max Marks	Details	Individual Score
1	Sample Quality	50	As per BoQ /sample of CUI Lahore	50
2	Professional Experience	25	<ul style="list-style-type: none"> • 1-3 Years • 3.1 to 5 Years • 5.1 to 7 Years • 7.1 years to 9 years • 9.1 years and Above` 	5 10 15 20 25

3	List of Clients with Successfully Completed Projects	25	• 01 - 03 Nos.	05
			• 04-06 Nos.	10
			• 07 – 09 Nos	15
			• 10 – 12 Nos.	20
			• 13 & Above	25

Note: To qualify in technical bid the bidder should obtain min 40 marks in sample quality criteria.

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope with Complete Terms & Conditions)

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus. 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-Lahore Campus. BoQ may lead to rejection of bid (fully or partially).

Rates to be quoted inclusive of all (applicable) taxes

Sr. #	Item Name & Specification	Qty.	Quoted Model / Brand	Unit Price (Rs.)	Total Amount (Rs.)
	Uniform (Pant & Shirt / Shalwar Qamees) on Turnkey Basis				
1	<p><u>Fabric with Stitching Navy Blue Pant & Sky-Blue Shirt (as per individual size)</u> <u>Category:- (Naib Qasids / Qasid / Helpers / Equivalent) etc.</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color = Sky Blue • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>Single front Pocket with COMSATS Logo</u> • <u>Stitching Size as per actual measurement</u> <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =Navy Blue • Cotton / polyester blend • GSM Min 190 • Weave twill • <u>Stitching Size as per actual measurement</u> <p><u>Complete with all aspects</u></p>	176	Sets (Pent & Shirts)		
2	<p><u>Fabric with Stitching Navy Blue Pant & Sky-Blue Shirt (as per individual size)</u> <u>Category:- (Drivers / Equivalent) etc.</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color = Sky Blue • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 	94	Sets (Pant & Shirts)		

	<ul style="list-style-type: none"> • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>Double pocket & Flap, Shoulders</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =Navy Blue • Cotton/ polyester blend • GSM Min 190 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>					
3	<p><u>Fabric with Stitching Navy Blue Shalwar & Sky Blue Qamees & Navy Blue Chaddar (as per individual size)</u> <u>Category:-Female Employees (Naib Qasid/ Attendant/ Helper / Equivalent) etc.</u> <u>Qamees: same as in shirt</u></p> <ul style="list-style-type: none"> • Fabric Color = Sky Blue • Cotton Polyester /viscose blend • GSM min 110 • Collar 2 piece • Bukram min 150 gsm • Wearable in summer and winter season • <u>Single front Pocket with COMSATS Logo</u> • Stitching Size as per actual measurement <p><u>Shalwar:</u></p> <ul style="list-style-type: none"> • Fabric Color =Navy Blue • Cotton/ polyester blend • GSM Min 190 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	10	Sets (Shalwar Qamees)			
4	<p><u>Fabric with Stitching Brown Pant & Shirt with Double Pocket & Shoulder (as per individual size)</u> <u>Category:- (Security Guards)</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color =Brown • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>Double pocket & Flap, Shoulders</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =Brown • Cotton Polyester / blend • Gram per Sq. Meter (GSM) min 110 • Wearable in summer and winter season • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	100	Sets (Pant & shirts)			

5	<p><u>Fabric with Stitching Gray Shalwar Qamees (as per individual size)</u> <u>Category:-Horticulture Mali / equivalent Qamees:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>One Pocket with Logo of COMSATS in front</u> • Stitching Size as per actual measurement <p><u>Shalwar:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton/ polyester blend • GSM Min 110 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	122	Sets (Shalwar & Qamees)			
6	<p><u>Fabric with Stitching Gray Pant & Shirt (Safari Style with full Sleeves) (as per individual size)</u> <u>Category:-Sanitary Worker</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>One Pocket with Logo of COMSATS in front</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =Gray • Cotton/ polyester blend • GSM Min 110 • Weave twill • Stitching Size as per actual measurement <p><u>Complete with all aspects</u></p>	02	Sets (Pant & Shirts)			
7	<p><u>Fabric with Stitching White Pant & Shirt (as per individual size)</u> <u>Category:-Dispenser</u> <u>Shirt:</u></p> <ul style="list-style-type: none"> • Fabric Color =White • Cotton Polyester /viscose blend • Gram per Sq. Meter (GSM) min 110 • Collar 2 piece • Bukram min 150 GSM • Wearable in summer and winter season • <u>One Pocket with Logo of COMSATS in front</u> • Stitching Size as per actual measurement <p><u>Pant:</u></p> <ul style="list-style-type: none"> • Fabric Color =White 	02	Sets (Pant & Shirt)			

	<ul style="list-style-type: none"> • Cotton/ polyester blend • GSM Min 110 • Weave twill • Stitching Size as per actual measurement Complete with all aspects					
	Shoes on Item wise basis					
8	<u>Shoes (as per individual size)</u> Category:- Drivers, Naib Qasids, Helpers , Sanitary Wokers, Mali, and Dispenser Upper: Leather Lasses Article Sole: Polyurethane Milli Shoes or equivalent Complete with all aspects	198	Pair			
9	<u>Shoes (as per individual size)</u> Category:- Security Guards Upper: Leather Lasses Article Sole: Polyurethane heavy duty Gripper with ground Servis / Bata or equivalent Complete with all aspects	50	Pair			
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11	<u>Shoes (as per individual size)</u> Category:- Female, Naib Qasids, Helpers and attendant etc. Upper: Leather Sole: Polyurethane Milli Shoes or equivalent Complete with all aspects	05	Pair			

Special Terms and conditions:

- **The successful bidder (s) shall be responsible to take the measurement of Pant & Shirts, Shalwar Oamees and Shoes of all employees individually before stitching / supply.**
- Purchase / Work order will be award for Sr. 1 &7 on grand total amount / turnkey basis and Sr. # 8 to 11 on Item Wise Basis.
- Please submit the technical and financial bid (s) on our prescribed BoQs and clearly mention the quoted model brands, otherwise your bid (s) may be rejected and also attach the terms and conditions (signed, stamped) with both bids.
- **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
- Multiple rates of an item may lead to the rejection of bid / item.
- The sample should be proper tagged and stamped.