



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-22-1614

Case # 3635

Single Stage Two Envelope Procedure

Title of Tender: **Rate Contract for Acquiring Courier Services**

A. GENERAL 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 (GST & Income Tax), are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad (CUI), Lahore Campus.
5. Unqualified bidders cannot challenge the findings of the evaluation.
6. Agreement will be awarded to the lowest evaluated bidder based on both technical and financial bid evaluations on grand total basis
7. Initially, the Courier Service Agreement shall be valid for One year and it may be extendable on the consent of both of the parties subject to the satisfactory performance
8. In case the services are found unsatisfactory, or any breach of agreement is observed, the agreement shall be terminated rendering immediate cancellation of services.
9. The bidders/companies having well established online tracking systems shall be entertained only and should be bound to facilitate the University if track record of letter is required.
10. Documents along with Pay Order / Demand Draft amounting to **Rs.1,500/-** as a tender document fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad (CUI), Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
11. Part / Advance payments is not allowed.
12. Your bid proposal should be inclusive of all taxes delivered Services at COMSATS University Islamabad (CUI), Lahore Campus's premises.
13. After opening of bids, COMSATS University Islamabad (CUI), Lahore Campus will examine the bids for completeness as per tender document.
14. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
15. The bid should be submitted in a sealed envelope up to **October 26, 2022** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders. In case of any holiday is

announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.

16. COMSATS University Islamabad (CUI), 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 COMSATS University Islamabad (CUI), Lahore Campus without being opened.
 - v. The COMSATS University Islamabad (CUI), Lahore Campus 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 COMSATS University Islamabad (CUI), Lahore Campus, 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 shall be accepted.
17. The envelope should be marked as under.
- Secretary, Purchase Committee**
COMSATS University Islamabad (CUI), Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875
18. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Rate Contract for Acquiring Courier Services**”
19. The bid form (BoQs) must be duly filled in, stamped, and signed by the authorized representative of the bidder.
20. If the delivered 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 provide services as per requirements mentioned in our BoQs, otherwise the Contract will be cancelled after issuance of Show Cause Notice along with confiscation of earnest money.
21. Income Tax and any other tax will be deducted at source according to Government prevailing rules.
22. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad (CUI), Lahore Campus” with a copy of delivery challan (s) after the complete order has been done, inspected, and accepted which includes delivery and COMSATS acceptance / inspection thereof.

23. All prices should be quoted on F.O.R (Pak Rupees).
24. All prices should be valid for at least **One Year**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI- Lahore to forfeit the earnest money in favor of the CUI-Lahore and /or put a ban on such vendor participation in tenders / works.
25. It is the sole responsibility of the Service Provider to comply with the applicable laws, be national or international.
26. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
27. The prices / cost will be considered as inclusive of all applicable taxes.
28. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous, or incomplete.
29. **The bidder is required to furnish in form of Bank deposit/CDR /Pay Order of Rs.6,500/- as Earnest Money crossed in favor of “COMSATS University Islamabad (CUI), Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
30. **The successful bidder shall furnish a pay order/bank draft/bank guarantee of Rs. 15,000/- in favor of COMSATS University Islamabad (CUI), Lahore Campus as Security Money which shall be retained till the completion of the period of agreement, however, his already submitted CDR amount of Rs.6,500/- shall be released on his request on the letterhead.**
31. COMSATS University Islamabad (CUI), 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 blacklisted by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
32. 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.
33. I/We the undersigned certify that I/we have read and understood the terms and conditions as contained in the document “Tender Notice for Acquiring Courier Services” by COMSATS University Islamabad (CUI), Lahore. I/we solemnly hereby declare that these terms and conditions are accepted by me/us and that in case of selection of my/our rate(s), a legal contract/agreement in the prescribed form shall be entered.
 - **Company / Vendor Name:.....**
 - **Postal Address:.....**
 - **Tel. / Mobile:.....Email:.....**
 - **NTN# :.....GST#:.....**
 - **PRA Registration No..... SECP Registration No.....**

- **Signature:**
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

B. THIS FORM IS TO BE PROVIDED WITH THE TECHNICAL BID

The above-mentioned terms & conditions have been carefully read and are hereby unconditionally accepted.

Sr. #	Factors	Description
1	Name of the Organization / Contractor	
2	Date of Establishment	
3	Corporate Status	
4	Owner / Proprietor / MD / CE Name	
5	CNIC No.	
6	Mailing Street Address	
7	Contact No(s).	
8	Cell No(s).	
10	Fax No(s).	
11	Email Address	
12	NTN Registration No.	
13	GST Registration No.	
14	PRA Registration No.	
15	SECP Registration No.	

C. Technical Evaluation Criteria

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

1. The bids shall be evaluated to strictly ensure that the quoted services meet all the BoQ/ specification requirements given in the bidding document for each head.

2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements (if any), as set forth in this tender document.
3. Supporting literature (where available / required) of the quoted services must be attached for verification & technical evaluation of the required specification by the technical committee. In case of any clash is found between the quoted services and the supported literature may lead to rejection of bid.

Marks on the technical grounds shall be calculated on the following parameters. Relevant documentary proof in support of the information provided against each parameter must be attached along with the bid. Detail of the documentary proof/supporting documents must be provided in form of a table of contents by referring to relevant annexure or page reference.

Sr. #	Description	Max. Marks																		
1	NTN, GST Number (5 + 5)	10																		
2	<p>Work Experience</p> <p>Work Experience in Years (last 5 Years) Verifiable certificate of experience</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sr. No.</th> <th style="text-align: left;">Year</th> <th style="text-align: left;">Marks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>20<u>21</u>-22</td> <td>8</td> </tr> <tr> <td>2.</td> <td>2020-<u>21</u></td> <td>6</td> </tr> <tr> <td>3.</td> <td>2019-20</td> <td>3</td> </tr> <tr> <td>4.</td> <td>2018-19</td> <td>2</td> </tr> <tr> <td>5.</td> <td>2017-18</td> <td>1</td> </tr> </tbody> </table> <p>Minimum experience 6 month and above will be considered for marks</p>	Sr. No.	Year	Marks	1.	20 <u>21</u> -22	8	2.	2020- <u>21</u>	6	3.	2019-20	3	4.	2018-19	2	5.	2017-18	1	20
Sr. No.	Year	Marks																		
1.	20 <u>21</u> -22	8																		
2.	2020- <u>21</u>	6																		
3.	2019-20	3																		
4.	2018-19	2																		
5.	2017-18	1																		
3	<p>List of Clientage with valid references</p> <p>List of Clients for last 5 years work order/agreement for last 5 years</p> <p>50-100 Clients =10 marks, 101-200 Clients =15 marks above 200 =20 marks</p>	20																		
4	<p>Audited financial Statement (Income statement and Balance Sheet)</p> <p>Financial Position (Copy of bank Statement)</p> <p>(Turnover of Last Six Months, Only Credit Entries)</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">1. Rs. 10 Million to 13 Million</td> <td style="text-align: right;">=5 marks</td> </tr> <tr> <td>2. Above Rs. 13 Million to 16 Million</td> <td style="text-align: right;">=10 marks</td> </tr> </tbody> </table>	1. Rs. 10 Million to 13 Million	=5 marks	2. Above Rs. 13 Million to 16 Million	=10 marks	20														
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	3. Above Rs. 16 Million to 19 Million =15 marks Above Rs. 19 Million and above =20 marks	
5	Registration from SECP or Pakistan Private Courier Services Regulatory Authority (PPCSRA)	10
6	List of Service Centre in Pakistan	05
7	Detail of distribution covered.	05
8	Proof of Company as legal entity	05
9	Affidavit that the company is not black listed by any Organization	05
	Total Marks	100
	Qualifying Marks	70

D. FINANCIAL PROPOSAL

Financial Portion (Price to be mentioned only in Financial Proposal in a separate sealed envelope strictly on our BoQs form)

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-LHR. 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-LHR. BoQ may lead to rejection of bid (fully or partially).		Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Weight	Unit Price (Rs) Within Province	Unit Price (Rs) Other Province
	Overnight Services		
1	Up to 250 Grams		
2	251 Grams to 500 Grams		
3	501 Grams to 1 Kg		
4	Additional KG (Per KG Rate)		
	Local Services	Unit Price Rs.	
5	Up to 500 Grams		
6	501 Grams to 1 Kg		
7	Additional KG (Per KG Rate)		
	Detain Services		
8	Minimum Up to 5 KG		
9	Additional KG		
	Overland Services:		
10	Minimum Up to 10 KG		
11	Additional KG (Per KG Rate)		

E. Special Terms and conditions;

1. Initial contract will be valid for One Year starting from the date of approval. Vendor will be responsible to arrange the stamp paper of Rs. 100/- for signing the contract with COMSATS University Islamabad (CUI), Lahore Campus.
2. The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
3. *The above-mentioned rates shall be valid for One Year; however, Services shall be acquired as and when required within contract period.*
4. Bidders are requested to quote genuine services without compromising on quality. The delivered services shall be inspected by our technical experts with respect to BoQs requirements and quality standards.
5. Bidders are advised to submit the bid on the prescribed BoQs (bidding documents) of COMSATS University Islamabad (CUI), Lahore Campus and clearly mention the services as required in the BoQs with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.
6. Multiple rates of a services may also lead to the rejection of bid.
7. Contract shall be executed with evaluated lowest bidder meeting the specification requirements on Turnkey / Grand Total Amount basis.