



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

Tender No. CUI-LHR-TN-23-1697  
 Case # 3830

# Invitation to Bid

## (Single Stage One Envelope Procedure)

### Rate Contract for Labor Services for Paint Work for CUI-Lahore Campus

#### Part: 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 & PRA), 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, Lahore Campus.
5. Tender Fee & Earnest Money/CDR
  - a. Documents along with Pay Order / Demand Draft amounting to **Rs. 2,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
  - b. 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", which shall be released after the completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
6. Part / Advance payments is not allowed.
7. 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.

Signature & Stamp of Bidder

8. Your bid proposal should be inclusive of freight and all taxes to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
9. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
10. Multiple rates of an item / job may also lead to the rejection of bid / item.
11. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
12. In case more than one bidder have quoted same rates for an item / job; the bidder securing more items / jobs (in terms of cost) will be awarded the specific item / job.
13. Purchase order (s) will be awarded to the evaluated lowest bidder (s) on **turnkey / grand total amount basis**.
14. The bid should be submitted in a sealed envelope up to **October 11, 2023** 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.
15. 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

The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of  
**"Rate Contract for Labor Services for Paint Work for CUI-Lahore Campus"**.

16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;
  - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
  - b. A penalty upto 10% of the invoice value may be charged.
  - c. Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
18. 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.

**Signature & Stamp of Bidder**

19. Any defective / sub-standard item (s)/ services will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item / services, CUI-Lahore may issue PO to next lowest bidder to supply the item / services while the difference of amount will be deducted from the 1st lowest bidder's earnest money.
20. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
21. Payment will be made as per PPRA rule 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.
22. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all applicable taxes.
23. 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.
24. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
25. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
26. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
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. 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.
30. 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.
31. 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:**.....

**Signature & Stamp of Bidder**

- **NTN#** :.....**GST#**:.....
- **Signature**: .....

Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

**Part: B. BoQs of Rate Contract for Labor Services for Paint Work for CUI-Lahore Campus**

Vendors are required to provide both unit and total price of each job 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 job 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 modification in CUI-Lahore Campus BoQ may lead to rejection of bid (fully or partially).	Rates to be quoted inclusive of all (applicable) taxes
--	--

S r. #	Work / Job Name & Specifications	Qty		Unit Price (Rs.)	Total Price (Rs.)
1	<p><b><u>Labor Services for Emulsion Paint</u></b>                      Providing services for applying three coats of emulsion paint on old surface, including cost of plaster of Perris , sand paper grinding ,brushes , ruler, scraping, rubbing, Scaffolding smoothness of surface etc, complete in all respect and as per entire satisfaction of engineer In charge.                      Estimated Paint Area 550000Sft                       Note: CUI will only provide the Emulsion Paint.</p>	Sft	550,000		
2	<p><b><u>Labor Services for Enamel Paint</u></b>                      Providing services for applying three coats of enamel paint material on old surface, including wall border, Chairs, desks windows. Walk way Sheds sitting sheds ,Iron cots and doors including cost of material Kerosene oil , paper tape ,sand paper, brushes, white cement ,acrylic, Gillu, scaffolding etc, complete in all respect and as per entire satisfaction of engineer In charge.                      Estimated Paint Area 260,000Sft                       Note: CUI will only provide the Enamel Paint.</p>	Sft	260,000		

3	<p><b><u>Labor Services for wall Texture/Graphy paint</u></b></p> <p>Providing services for applying wall Texture/Graphy paint on old surface, including cost of removing texture from old surface, grinding, scraping, rubbing, Scaffolding smoothness of surface etc, complete in all respect and as per entire satisfaction of engineer In charge. Estimated Paint Area 80,000 Sft</p> <p>Note: CUI will only provide the <u>wall Texture/Graphy paint</u>.</p>	Sft	80,000		
4	<p><b><u>Labor Services for wall putty(filling)</u></b></p> <p>Providing the services for wall putty(filling) two cotss on old surface including the cost of putty/Plaster of Paris, smoothness of surface, sand paper (where required) complete in all respects. Estimated Paint Area 120,000 Sft</p> <p>Note: CUI will only provide the wall putty(filling)</p>	Sft	120,000		

### **Part C: Bid 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. Please submit the technical and financial bid (rates) on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise your bid (s) may be rejected.
2. The bids shall be evaluated to strictly ensure that the quoted services meet all the BoQ/ specification requirements given in the tender document for each job.
3. 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.
4. Bidders are requested to quote genuine quality services without compromising on quality. The supplied services shall be inspected by our technical experts with respect to BoQs requirements and quality standards.

### **Part D. 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 / legal paper for signing the contract with COMSATS University Islamabad, Lahore Campus.

**Signature & Stamp of Bidder**

2. The Contract will be extendable on mutual consent of both parties and subject to satisfactory performance.
3. An estimated amount of total area /number of units to be painted are mentioned against each job in the BoQ form. However, Purchase / Work Order shall be issued as per requirement of the University during the contract period and payment shall be made as per actual measurement.
4. Contract shall be executed with evaluated lowest bidder (s) meeting the specification requirements **on turnkey basis.**