

TENDER DOCUMENT



Refurbishment/Fabrication of CUI Wah Bus (RLC-8959).

(Single Stage Two Envelope Basis)

**COMSATS University Islamabad Wah Campus
G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

Invitation to Bid

COMSATS University Islamabad CUI, a public sector University of the Ministry of Science & Technology (MoST) invites sealed bids from the reputed workshops/ companies etc registered with income Tax and Sales Tax Departments for **Refurbishment/Fabrication of CUI Wah Bus (RLC-8959)**.

2. Only registered firms 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 providing services, the 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", at price of **Rs.1,000/-**. This amount shall be paid in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without the tender documents' fee. Tender document may be down loaded from PPRA Website and document price money (DD / Pay order) may be attached with documents once deposited. **(FTN No 9013701-9)**
4. Bus can be inspected in the Parking of COMSATS University Islamabad, Wah Campus, G.T. Road, Wah Cantt during office hours (0900 to 1600 hours) from Monday to Friday before **09-07-2023**.
5. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **10-07-2023 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.



Purchase Officer
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 Two Envelop Procedure

Title : **Refurbishment/Fabrication of CUI Wah Bus (RLC-8959 Hino Bus, Model 2005).**

TERMS AND CONDITIONS

1. The tenderer should have executed works of similar nature and financial quantum in the last ten (10) financial years with Government Organizations.
2. The tenderer should have its own workshop for repairing buses/ heavy-duty vehicles.
3. The tenderer should have completed the refurbishment/fabrication work mentioned above within thirty (30) days after the award of the tender.
4. The Earnest money shall be @ 2%. The tenderer shall have to deposit the Earnest Money Deposit in the form of Demand Draft payable to COMSATS University Islamabad, Wah Campus (FTN No. 9013701-9) with the tender document.
5. If the tender is accepted, the amount of earnest money will be retained and adjusted as security deposited for the due and faithful fulfillment of the contract.
6. The Earnest Money of the unsuccessful Tenderer(s) will be returned within a reasonable time.
7. Quoted rates/prices should be inclusive of all Governmental duties/taxes.
8. The rate shall be fixed and not subject to escalation for any reason what so ever till the execution of the entire contract.
9. In case, the tenderer alters/modifies /withdraws his bid after opening the commercial bid and within the validity period, the tender submitted by the tenderer shall be liable to rejection and Earnest Money would be forfeited.
10. Tenders for the work shall remain open for acceptance for a period of fifteen (15) days, from the date of opening of tenders.
11. The successful bidder, on award of the contract, must have the contract executed within 15 days and as per the work order. Any deviation will be considered a breach of contract and will be dealt with accordingly.
12. In the event of failure of the successful bidder to submit the signed work order within a period of ten days of the issue of work order to start the work as an acceptance of terms & conditions of work together with the entire earnest money deposited by the firm shall be forfeited and acceptance of the tender withdrawn.
13. The vehicle lost or damaged in transit or in the workshop shall be the responsibility of the successful bidder and the firm will be responsible for the restoration work to the satisfaction of the university's administration.

14. All disputes arising out of the work order to be issued against this tender shall be referred to the sole arbitration of a person selected by the authority nominated by the COMSATS University Islamabad, Wah Campus and the decision/award shall be final and binding on the contractor.
15. The general sales tax, services tax, work contract tax etc., if applicable, should be mentioned. Unsealed, unsigned tenders (on all pages) shall be liable to rejection. The tender should be complete in all respect including submission of requisite.
16. COMSATS University Islamabad, Wah Campus reserves the right to reject, accept or prefer any tender or to abort the bidding process as per the University /PPRA rules. Although ordinarily the suitable responsive bid amongst the bids submitted by tenders and considered by University as qualified and competent shall be preferred, the university reserves the right not to accept the lowest bid if, in its opinion, this would not be in the interests of the work.
17. The Tenders will be opened at the assigned date and time in the presence of the committee of COMSATS University Islamabad, Wah Campus and/or tenderer(s) / their authorized representatives.
18. Local Bidders from Wah Cantt, Taxila, Rawalpindi, and Islamabad will be given the preference. In case out-of-city bidder participating in the tender will bear the handling/mobilization charges.

We/I have read the terms & conditions, specifications, and detail of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item. The quoted price is one single price rounded to two decimal places, all-inclusive.

Signature of Authorized Signatory of the
Bidder with Name, Address & Seal

Preparation of Technical Bid

Following points may be kept in mind while preparing Technical Bid:

SR. #	DOCUMENTS REQUIRED	ATTACHED
TECHNICAL PROPOSAL		
1.	Bidding Forms	
2.	Legal Status of the bidder (Incorporation Certificate- showing its location and the date of registration etc., partnership deed & Form C/D (as applicable) Affidavit and any other valid supporting document in case of sole proprietorship)	
3.	Proof of valid Income Tax Registration (NTN).	
4.	Proof of valid Punjab Sales Tax & General Sales Tax.	
5.	Proof of valid Professional Tax Certificate. (FY 2022-23)	
6.	Bidding Document Fee – Evidence shall be pasted outside of the main envelope, the evidence shall be presented at the time of bid submission.	
7.	Bid Security (Original) attached with Technical Bid/proposal	
8.	Signed & stamped bidding document and all attachments (All type of appendices & statements).	
9.	Submission of an undertaking of legal duly stamped (PKRs. 100/=one hundred Rupees) and signed that the firm, company, is not blacklisted or involve in any corrupt or illegal practice or banned or declared ineligible / blacklisted by any procuring agency/PPRA.	
11.	The valid authorization letter from the bidder to its representative to attend the bid opening meeting on bidder's behalf and original identity card or any other legal proof of the bidder/representative.	
12.	Proof of Relevant Experience.	

a)	Brief Profile of the Firm	Mention Company Introduction , Type of Business , Offices & Services in Pakistan , NTN & GST Registration Number with Copy of NTN & GST Certificates , Professional Staff (Administrative & Technical) , Verifiable Office addresses, Telephone & Cell No., E-mail address for Contacts.
b)	Details of Experience	Provide list of contracts in-hand/ performed by the bidder so far clearly mentioning for each contract, the name of organization, complete address, year of contract, contract value, date of contract award and date of contract completion. Proof of Relevant Experience.
c)	Reliability of work as per BoQ	Prof of relevant work with Government Organizations.
d)	Bidder's corporate Status	Whether the bidder firm is: Manufacturer, Business Partner of Manufacturer, Sole Distributor of Manufacturer, Authorized Distributor/Agent/Reseller/Supplier or any other affiliation Note : Provide certificate/letter issued from manufacturer .
e)	Technical Resources & Services Support	Details of firm's ability / facility available for provision, installation, upgrading , training and after sales services.
f)	Warranty/Guarantee	The bidder shall offer at least 01 year warranty/guarantee and after work service.
g)	Blacklisting Certificate	Submission of undertaking of legal duly stamped (PKRs. 100/=one hundred Rupees) and signed that the firm, company, is not blacklisted or involve in any corrupt or illegal practice or banned or declared ineligible / blacklisted by any procuring agency/PPRA.
h)	Original Identity Card	The valid authorization letter from the bidder to its representative to attend the bid opening meeting on bidder's behalf and original identity card or any other legal proof of the bidder/representative
i)	Work completion period	Firms should specify the completion period from the date of issue of Work Order

Bids Evaluation Criteria for Technical Bid. Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose, following mandatory scales of evaluation shall be taken into consideration.

Sr #	Parameter	Scale of Evaluation
a.	Technical Experience over 10 Years	50 Marks
b.	Brief Profile of the Firm	05 Marks
c.	Experience related to BoQ with Govt Organizations	10 Marks

d.	Workshop of Heavy Vehicles	10 Marks
e.	Bidder's Corporate Status	05 Marks
f.	Technical Resources & Services Support	10 Marks
g.	Warranty/ Guarantee	05 Marks
h.	Consignment completion period	05 Marks
Total Marks:		100
Minimum Qualifying Marks:		75

Preparation of Financial Bid:

Financial Bid will be prepare in following manner.

a.	Bid Prices	<ul style="list-style-type: none"> ➤ Each offered item to be entered separately with unit & total price. ➤ The bid must be made on BoQ attached with Tender Document and signed by manufacturer or the authorized Firm/dealer / representative. ➤ Alternate item (s) / Price (s) will not be quoted
b.	Bid Validity	90 Days from the date of opening of Financial Bid.

23. **Criteria for awarding Purchase / Works Order:**

- a. On receipt of Technical Evaluation Report from Technical Evaluation Committee (TEC), all participating firms will be informed for their Qualification / Disqualification
- b. Date of opening of Financial Bids will be communicated to the firms declared **Qualified** by the TEC.
- c. Disqualified firm(s) will be asked to collect their Earnest money along with their sealed Financial Bids.
- d. On opening of Financial Bids, Comparative Statement (CST) will be prepared and Work Order(s) will be issued to technically qualified / lowest quoting firm (s), on **Grand Total Wise**, as convenient to CUIW.

24. *The envelope shall bear the word “CONFIDENTIAL” and also bear the tender Name and Number (i.e) **CUIW/PS/TEN/22-23/23** “Refurbishment/Fabrication of CUI Wah Bus (RLC-8959)”, and should be dispatched on following address*

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

SPECIMEN CONTRACT AGREEMENT (REFURBISHMENT/FABRICATION OF CUI WAH BUS (RLC-8959))

This contract agreement is made on day_____ of _____, 2023 at Wah Cantt between COMSATS University Islamabad (CUI), Wah Campus through Purchase Officer hereinafter called "The Client" and M/ s..... hereafter called "The Contractor". The expressions of the client (CUI Wah) and the contractor/firm shall include their representatives, heirs, successors, and administrators.

1. That this contract is made for a period of days commencing from date of for repair/ maintenance of Buses (as per scope of work provided in tender/bid documents dated June 19, 2023).
2. That, the contractor shall repair the vehicles as per instructions/ scope of work attached with the tender documents up to entire satisfaction of the client.
3. That, upto standard material/parts will be used in the repair/maintenance of the vehicle and no sub standard parts/material will be allowed to be used. In case of sub-standard material/parts are used, the amount of such parts/material will be deducted from the bill/ invoice and same will be replaced by up to standard material/parts at the cost of the contractor.
4. That, the Contractor shall deploy qualified and skilled personnel for repair/maintenance of the vehicle and no untrained/non-professional/unskilled mechanic/helper will be allowed to work on CUI Wah vehicle.
5. The contractor will park the vehicles in safe place during working period. The security of vehicles will be the responsibility of the contractor during the repair/ maintenance period. Any loss/damage to the vehicle during custody of the contractor will be payable by the contractor.
6. That, the contractor shall provide services as per the scope of work given in the Bid Documents. Any diversion shall be liable for termination of the contract immediately.
7. That an amount equal to 2% of total bid value (each vehicle) shall be deposited by the Contractor in favour of CUI Wah as security which shall be released within 60 days after successful completion of the contract.
8. That, if the Contractor fails to provide due satisfactory services as per contract agreement, the work will be carried out by the Client by other sources and amount to be incurred in this regard either will be deducted from the bill of Contractor or recovered from the amount of security deposit of Contractor and the contract shall be terminated without any advance notice.
9. That, in the event of any dispute arises out of this contract: -
 - (a) In case of dispute, a committee of officers of Authority shall be appointed (as per PPRA Rules) with the approval of the Competent Authority, CUI Wah for deciding the dispute. The decision of the Arbitrator shall be final and binding on both parties.

10. Terms and conditions of tender document Page-3 to 4 shall be signed by the bidder and shall be an integral part of this agreement.

11. In Witness whereof the parties aforementioned have signed this Contract Agreement in token of their acceptance of terms and conditions thereof,

The Client

Purchase Officer
CUI Wah Campus

Witness -I

The Contractor

M/s _____
Sign & Stamp

Witness-II

Annex-**Specimen-Affidavit**

I/We, _____ resident _____ of holding CNIC No. _____ do hereby solemnly affirm and declare as under:-

(i) That I am the sole proprietor of the firm established in the name of _____ located at _____.

(ii) That M/s _____ have never been black listed, disqualified or debarred from any Government Department, Semi Government Organization, Private Company or Corporation.

(iii) That, there is no other partner in the above said firm and there is no case against our firm.

(iv) That, M/s _____ has never been or is involved in litigation, arbitration with any Government Department.

(v) That, all the data submitted with Bid Documents is complete and accurate.

(vi) Firm has neither been black listed nor any contract rescinded due to the nonfulfillment of contractual obligations in the past.

(vii) That the firm shall pay all the taxes to the government as per prevailing law/ rules.

(viii) That the firm will provide the services to CUI Wah through skilled persons of relevant field.

2. It is certified that declaration given above is true to the best of my knowledge and belief and nothing has been kept hidden.

Deponent:

For and on behalf of

M/s: _____

Date: _____

Place: _____

BILL OF QUANTITY (BoQ)

Sr. No	Nature of Work
1	Front & Rear bumper Complete Repair/denting.
2	Complete (Inner & Outer) Roof Sheet New with moldings, Formica.
3	Front & Rear New Lights & indicators, wirings etc, roof inner lights, pipes etc.
4	Fixation of Heaters with windscreen.
5	Side Sheets complete new, complete repairing of structure with replacement of Bars (wooden & iron), etc.
6	Driver & Passenger Doors with Lock.
7	Front Screen rubber bidding new.
8	Back trunk, side trunk, and driver doors repair.
9	Rooftop window replacement.
10	Mud Guards Complete New.
11	Windows Complete Fitting New with channels, rubber beading, Bearings, emergency door rubber bidding etc,
12	Floor Iron & Ply Wood Sheets replacement/repair (if any) with overlay PVC Matting and Moldings.
13	Upholstery of all seats with necessary repairing, foaming, seat covers, and additional half covers (Imported Raxin).
14	Complete good quality paintwork (inner/outer) and stickers, University Name and Monogram on the body.
15	Repair of footrest front and passenger door.
16	Any other work not mentioned above but necessary to keep the vehicle in normal running condition.

The quoted amount should include all applicable taxes and must be valid for a contract of 02 months.

Total amount in words (Rs) _____

We/I have read the terms & conditions, specifications, detail of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item. The quoted price is one single price rounded to two decimal places, all-inclusive.

Signature of Authorized Signatory of the
bidder with Name, Address & Seal