

Tender Document

Supply of Consumable items



COMSATS University Islamabad
Park Road, Islamabad

Table of Content

Tender Notice	3
Key Points	4
Table # 1	4
Technical Evaluation Criteria:	4
Table # 2: Mandatory Requirements:.....	4
FINANCIAL PROPOSAL	5
Technical Compliance Performa	14
General Terms & Conditions of the Tender	22
Contact person and Submission of Bids:	22
Validity of Bids:	22
Price of the Bid:	22
Bid Currencies & Bid Security:.....	23
Clarification of Bidding Document:.....	23
Opening of Bids:	24
Influencing the evaluation process:.....	24
Qualification & Evaluation of Bids:	24
Notification of Evaluation Reports:.....	25
Corrupt or Fraudulent Practices & Blacklisting:.....	25
Right to Accept or Reject Bids:	26
Award of Contract:	26
Notification of Award:.....	26
Delivery Information for deliverable items:	26
For Services Information:.....	27
Legal Document.....	27
Declaration Form	28

1. Tender Notice

COMSATS University Islamabad CUI-Proc/(TN-601/06/2025)

Supply of Consumable items

1. COMSATS University Islamabad (CUI), a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Two-Envelope**” method from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR.
2. The Bid Security for the Bid is **Rs.40,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: 9013701-9); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date & time of the tender to COMSATS University Islamabad on the address given below.
3. The complete Tendering process shall be carried out through EPADS.
4. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk> and submit their tender documents on EPADS.
5. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
6. Closing date of submission is **June 17, 2025, by 1100 hours**. The technical bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present, in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
7. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



In-Charge Procurement

COMSATS University Islamabad

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

Tel:0336-5524334,051-90495242,051-9049-5154,051-9049-5122,

Email: wajidkamran@comsats.edu.pk

2. Key Points

Table # 1

S.N	Detail	Specification
1.	Validity of Bid	90 Days from the date of Closing of Bids
2.	Award of Contract / W.O	Item-wise Basis
3.	Delivery time	Within 30 Days
4.	Method	Single Stage Two Envelope
5.	Closing Date & Time	June 17, 2025, by 1100 hours
6.	Opening Date & Time	Half Hour after the Closing Time on the same day
7.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	Rs.40,000 /- (Refundable)
8.	Delivery Location (Arrangement of Labor included in the cost)	Store Section entry through Gate 1, behind Main Library Building. The Store (Mr. Noor Wali 051-9049-6035)

3. Technical Evaluation Criteria:

Table # 2: Mandatory Requirements:

	Detail	Criteria	Envelope
1.	Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion shall dis-qualify the bidder from the bidding process</i>	Mandatory	Financial Bid
2.	Draft of Bid Security (To be Physically Submitted to Purchase Section on the Closing Date)	Mandatory	Technical Bid
3.	Declaration Form	Mandatory	
4.	Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory	
5.	Certificate of non-blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) OR letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client	Mandatory	
6.	Compliance with CUI requirement/Specification Blank technical sheet shall be treated as non-compliance and may result rejection of tender / bid	Mandatory	
7.	Submission of Tender document through EPADS as well as one hard copy (Technical Bid Envelope, Financial Bid Envelope, Bid Security as per prescribed time in the tender notice).	Mandatory	
8.	Professional Experience List of 3 executed/ similar contracts of over Rs.500,000/- each for Different Clients in the last 5 Year (attached proof is mandatory).	Mandatory	

- Failing in any of the mandatory requirements shall disqualify the bidder from the bidding process.
- After evaluation of bidders in technical evaluation process, financial bids of technically qualified bidders shall be only opened later on prior notice.
- DO NOT attach any information or portfolio which is not requested. Only provide the demanded information.**

4. FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Supply of Consumable items

SN	Specification	Qty	Unit Price (GST Excl)	GST Amount (If any)	Unit Price (GST Incl)	Total Cost (GST Incl)
Consumable Items						
1.	Mitutoyo Screw gauge (non-digital) Specifications: Measurement Range: 0-25mm Resolution: 0.01mm (or 0.001mm for higher precision models) Accuracy: Typically, within $\pm 0.005\text{mm}$	10				
2.	Tricircle Vernier caliper (non-digital) Specifications: Measurement Range: 0-150mm Resolution: 0.05mm Accuracy: $\pm 0.05\text{mm}$	8				
3.	Stop Watches QnQ HS43 Measure Unit: 1/100th of a second Working Range: Up to 23 Hr 59 Min 59 Sec Split Time, Count Down Timer	10				
4.	Banana plugs 4mm Specifications: Diameter: 4mm. Material: Metal and Plastic. Connector Type: Screw Connector	40 Pairs				
5.	Alligator clips 28mm Specifications: Length: 28mm Sleeve Material: PVC	40 pairs				

	Clamp Material: Nickel-plated iron					
6.	Hard jumper wire Specifications: Diameter: 0.6mm ² Color: Black & White	200 m				
7.	9V battery (Power plus) Specifications: Nominal Voltage: 9V	100				
8.	AAA Battery (Power plus) Specifications: Nominal Voltage: 1.5V	20				
9.	AA Battery (Power plus) Specifications: Nominal Voltage: 1.5V	20				
10.	Camelion LR44 Button cell Specifications: Nominal Voltage: 1.5V	20				
11.	Camelion Lithium Battery CR2032 Specifications: Nominal Voltage: 3.0V	20				
12.	Meter rods (Wooden) Specifications: Length: 100cm, 1000mm Material: Wood	10				
13.	60-watt Tungsten bulb E27 Specifications: Power rating: 60 watts	10				
14.	Digital Multimeter UNI-T UT55 Specifications: voltage: 200mV/2V/20V/200V/1000V AC voltage: 2V/20V/200V/750V DC current: 2mA/20mA/200mA/20A AC current: 20mA/200mA/20A Resistance: 200Ω/2kΩ/20kΩ/200kΩ/2MΩ/20MΩ/200 MΩ Frequency: 20kHz, Capacity: 20 mikro F	10				

	Manual range, Diode test, Continuity buzzer Temperature measurement in Celsius degrees (from -20°C to +1000°C) Sleep mode, Transistor measurement					
15.	GL No-12 Breadboard Specifications: Full-size breadboard Total 830 holes Standard 2.54mm (0.1") spacing between two holes Dimension: 16.5x5.5cm Common Rating: 1A @ 5V or 5 Watt	10				
16	Potentiometer 1K Specifications: Linear Taper Rotary Type Potentiometer Variable Resistor with Lever Model: B1K PCB Mounted Breadboard Friendly Resistance Value: 1K ohm Power: 1/2W Adjustment Type: Top Adjustment Type: Single Linear (Type B) Features: Knurled Shaft Shaft Diameter: 6mm / 0.23" Shaft Length: 13mm/0.51" Mounting Hole: 7.5mm / 0.29" Base Height: 7mm/0.27" Base Diameter: 16mm / 0.62"	50				
17	Potentiometer 5K Specifications: Linear Taper Rotary Type Potentiometer Variable Resistor with Lever Model: B5K PCB Mounted Breadboard Friendly Resistance Value: 1K ohm Power: 1/2W	50				

	Adjustment Type: Top Adjustment Type: Single Linear (Type B) Features: Knurled Shaft Shaft Diameter: 6mm / 0.23" Shaft Length: 13mm / 0.51" Mounting Hole: 7.5mm / 0.29" Base Height: 7mm / 0.27" Base Diameter: 16mm / 0.62"					
18	Potentiometer 50K Specifications: Linear Taper Rotary Type Potentiometer Variable Resistor with Lever Model: B50K PCB Mounted Breadboard Friendly Resistance Value: 1K ohm Power: 1/2W Adjustment Type: Top Adjustment Type: Single Linear (Type B) Features: Knurled Shaft Shaft Diameter: 6mm / 0.23" Shaft Length: 13mm / 0.51" Mounting Hole: 7.5mm / 0.29" Base Height: 7mm / 0.27" Base Diameter: 16mm / 0.62"	100				
19	Laboratory Thermometer Mercury 110' C Zeal England Brand or equivalent Specifications: General Purpose Mercury Filled Thermometer Range: -10 to 110°C Division: 1.0 Color: White Length: 300 mm	10				
20	Straight suction connector Glass Valve 24/29 Specifications: Joint with Glass stopcock, Standard ground mouth, Flow control Adapter 180 Degree,	6				

	Size 24/29 mm					
21	Electrical insulation Tape (Osaka) or equivalent Specifications: Color: Black	5				
22	750ml Polyurethane Spray	2				
23	INGCO Brand or equivalent 18 pieces screwdriver set HKSD1828 Specifications: Material: CRV steel with black finish Slotted Screwdrivers: SL1.5 x 50mm, SL2 x 50mm, SL2.5 x 50mm, SL3 x 50mm, SL5.5 x 75mm, SL6.5 x 38mm, SL6.5 x 100mm, SL8 x 150mm Phillips Screwdrivers: PH0 x 50mm, PH1 x 75mm PH2 x 38mm, PH2 x 100mm PH3 x 150mm, Torx Screwdrivers: T6 x 50mm, T8 x 50mm T10 x 50mm	1				
24	20-gram slotted weights with Hanger Specifications: Weights: 4x20g Weight Holder: 20g Total Weight: 100g Holder Diameter: 22mm	5				
25	500ml Beaker Brand (Pyrex) or equivalent Specifications: Capacity: 500 mL Beaker Style: Berzelius Graduation Increment: 50 mL Height: 136 mm (approx.) O. D: 75 mm (approx.) Graduation Range: 50 mL - 450 mL	6				
26	25 section wall mount Resistors Box Specifications: Box Dimensions: 22.3 X 30.3 X 12.5 cm Each Drawer Dimensions 1.25 x 2 x 4 inches	2				

27	5000mA fuse Specifications: Current Rating 500mA Voltage Rating 250V ac Overall Length 20 mm Diameter 5mm	1000				
28	TNI-U-TU- 093D + 60w Adjustable Temperature control soldering iron with 5 pieces Copper soldering tips kit Specifications: Rated Power: 60Watt Temperature control: Adjustable Fast heating, LED indicator, Soldering iron tips material: Copper	1				
29	SUOER Brand or equivalent 60/40 Soldering wire 400g Specifications: Brand: SUOER or equivalent Origin Made in Taiwan FLUX 1.8% to 2.0%. Wire diameter: 0.8 mm Melting point: 183-202°C. Net Weight: 400 grams	1				
30	Soldering Flux Paste 50g pack Brand: Mechanic or equivalent	2				
31	Digital vernier caliper Brand: Roebuck or equivalent Specifications: Top quality material. 150mm measuring range. Precision reading, laser reticle. Measuring Range: 0-150 millimeter or 0-6 inch. Resolution: 0.01 millimeter or 0.0005 inch. Repeatability: 0.01 millimeter or 0.0005 inch. Maximum measurement speed: 1m/s	3				
32	Digital Scale 500g x 0.01g TH-500 Specifications:	3				

	Capacity/accuracy: 500g/0.01g Unit switch: g/oz Display: LCD					
33	Digital Scale 5Kg x 0.1g TH-5000 Specifications: Capacity/accuracy: 5Kg/0.1g Unit switch: g/oz/ Display: LCD	3				
34	MCS Brand or equivalent Galvanometer -30 to +30 Specifications: Measuring Range: -300 μ A~0~+300 μ A Accuracy: \pm 2.5% F.S. Sensitivity: G0=30mV; G1 = 750mV Dimensions: 133mm x 97mm x 100mm	10				
35	Glass prism Specifications: Angle Type: 60° x 60° x 60° Unit Dimensions: 50mm x 50mm x 50mm	5				
36	Rectangular Glass slab Specifications: Length: 75mm Width: 50mm Height: 12mm	5				
37	Thorlabs Pinhole set Specifications: Set includes: 1x0.2mm ² , 1x0.3mm ² , 1x0.4mm ² , 1x0.5mm ² Housing Material: Aluminum	5				
38	8mm Heat Shrink sleeve	03 meters				
39	Mecrury Bulb 100Watt with Power supply enclosed in box Specifications: Bulb color Temperature: 4200K Average lifetime: 8000h Power supply: 200 Watt	10				

40	Sodium Lamp GP20Na with Discharge Ballast circuit 20–125-Watt Box enclosed	8				
41	3B Scientific Set of 5 Single Slit slide Specification: Slide Dimensions: 50mm ² , x 50mm ² , Slit Width: 0.1mm, 0.2mm, 0.4mm, 0.8mm, 1.6mm	10				
42	5m W Red Dot Laser Module with power adapter Specifications: Industrial Class, Glass Lens Head Input voltage: 3.0-5.0v Input current: <40mA Size: 12mm x 35mm Wavelength: 650nm Adapter: 5v, 500mA Plug n Play connectivity	10				
42	Adjustable Variable DC Power Supply YH305D Specifications: Supply power: 0--30V DC 5A Stable Voltage: Yes Output voltage between 0 and nominal value continuously adjustable Stable Current: Yes Output current between 0 and nominal value continuously adjustable Power Stability: 0.1% +3mA Load Stability: 0.2% + 3mA Ripple Noise: <2mArms(RMS) Product weight: 4.6kg/pc Size : 13*25.5*15cm	5				
Total Cost (Inclusive of GST)						

- The bid is submitted without any conditions.
- All the terms and conditions set forth by COMSATS University Islamabad in this tender are acceptable unconditionally, including **bid validity, delivery time.**

Name of Authorized Person:

Date:

Signature

Official Company Seal:

5. Technical Compliance Performa

(On Company's Letterhead)

Ref No:

NTN:

Date:

GST:

Supply of Consumable items

SN	Specification	Brand Name being offered if any	Compliance	Non-Compliance	Higher if any
Consumable Items					
1	Mitutoyo Screw gauge (non-digital) Specifications: Measurement Range: 0-25mm Resolution: 0.01mm (or 0.001mm for higher precision models) Accuracy: Typically, within ± 0.005 mm				
2	Tricircle Vernier caliper (non-digital) Specifications: Measurement Range: 0-150mm Resolution: 0.05mm Accuracy: +/- 0.05mm				
3	Stop Watches QnQ HS43 Measure Unit: 1/100th of a second Working Range: Up to 23 Hr 59 Min 59 Sec Split Time, Count Down Timer				
4	Banana plugs 4mm Specifications: Diameter: 4mm. Material: Metal and Plastic. Connector Type: Screw Connector				
5	Alligator clips 28mm Specifications: Length: 28mm Sleeve Material: PVC Clamp Material: Nickel-plated iron				

6	Hard jumper wire Specifications: Diameter: 0.6mm ² Color: Black & White				
7	9V battery (Power plus) Specifications: Nominal Voltage: 9V				
8	AAA Battery (Power plus) Specifications: Nominal Voltage: 1.5V				
9	AA Battery (Power plus) Specifications: Nominal Voltage: 1.5V				
10	Camelion LR44 Button cell Specifications: Nominal Voltage: 1.5V				
11	Camelion Lithium Battery CR2032 Specifications: Nominal Voltage: 3.0V				
12	Meter rods (Wooden) Specifications: Length: 100cm, 1000mm Material: Wood				
13	60-watt Tungsten bulb E27 Specifications: Power rating: 60 watts				
14	Digital Multimeter UNI-T UT55 Specifications: voltage: 200mV/2V/20V/200V/1000V AC voltage: 2V/20V/200V/750V DC current: 2mA/20mA/200mA/20A AC current: 20mA/200mA/20A Resistance: 200Ω/2kΩ/20kΩ/200kΩ/2MΩ/20MΩ/200 MΩ Frequency: 20kHz, Capacity: 20 mikro F Manual range, Diode test, Continuity buzzer Temperature measurement in Celsius degrees (from - 20°C to +1000°C) Sleep mode, Transistor measurement				

15	GL No-12 Breadboard Specifications: Full-size breadboard Total 830 holes Standard 2.54mm (0.1") spacing between two holes Dimension: 16.5x5.5cm Common Rating: 1A @ 5V or 5 Watt				
16	Potentiometer 1K Specifications: Linear Taper Rotary Type Potentiometer Variable Resistor with Lever Model: B1K PCB Mounted Breadboard Friendly Resistance Value: 1K ohm Power: 1/2W Adjustment Type: Top Adjustment Type: Single Linear (Type B) Features: Knurled Shaft Shaft Diameter: 6mm / 0.23" Shaft Length: 13mm/0.51" Mounting Hole: 7.5mm / 0.29" Base Height: 7mm/0.27" Base Diameter: 16mm / 0.62"				
17	Potentiometer 5K Specifications: Linear Taper Rotary Type Potentiometer Variable Resistor with Lever Model: B5K PCB Mounted Breadboard Friendly Resistance Value: 1K ohm Power: 1/2W Adjustment Type: Top Adjustment Type: Single Linear (Type B) Features: Knurled Shaft Shaft Diameter: 6mm / 0.23" Shaft Length: 13mm / 0.51" Mounting Hole: 7.5mm / 0.29" Base Height: 7mm / 0.27" Base Diameter: 16mm / 0.62"				
18	Potentiometer 50K				

	<p>Specifications:</p> <p>Linear Taper Rotary Type Potentiometer</p> <p>Variable Resistor with Lever</p> <p>Model: B50K</p> <p>PCB Mounted</p> <p>Breadboard Friendly</p> <p>Resistance Value: 1K ohm</p> <p>Power: 1/2W</p> <p>Adjustment Type: Top Adjustment</p> <p>Type: Single Linear (Type B)</p> <p>Features: Knurled Shaft</p> <p>Shaft Diameter: 6mm / 0.23"</p> <p>Shaft Length: 13mm / 0.51"</p> <p>Mounting Hole: 7.5mm / 0.29"</p> <p>Base Height: 7mm / 0.27"</p> <p>Base Diameter: 16mm / 0.62"</p>				
19	<p>Laboratory Thermometer Mercury 110° C Zeal</p> <p>England Brand or equivalent</p> <p>Specifications:</p> <p>General Purpose Mercury Filled Thermometer</p> <p>Range: -10 to 110°C</p> <p>Division: 1.0</p> <p>Color: White</p> <p>Length: 300 mm</p>				
20	<p>Straight suction connector Glass Valve 24/29</p> <p>Specifications:</p> <p>Joint with Glass stopcock, Standard ground mouth,</p> <p>Flow control Adapter 180 Degree,</p> <p>Size 24/29 mm</p>				
21	<p>Electrical insulation Tape (Osaka) or equivalent</p> <p>Specifications:</p> <p>Color: Black</p>				
22	750ml Polyurethane Spray				
23	<p>INGCO Brand or equivalent 18 pieces screwdriver set HKSD1828</p> <p>Specifications:</p> <p>Material: CRV steel with black finish Slotted</p> <p>Screwdrivers:</p> <p>SL1.5 x 50mm, SL2 x 50mm, SL2.5 x 50mm, SL3 x 50mm, SL5.5 x 75mm, SL6.5 x 38mm, SL6.5 x 100mm, SL8 x 150mm</p>				

	Phillips Screwdrivers: PH0 x 50mm, PH1 x 75mm PH2 x 38mm, PH2 x 100mm PH3 x 150mm, Torx Screwdrivers: T6 x 50mm, T8 x 50mm T10 x 50mm				
24	20-gram slotted weights with Hanger Specifications: Weights: 4x20g Weight Holder: 20g Total Weight: 100g Holder Diameter: 22mm				
25	500ml Beaker Brand (Pyrex) or equivalent Specifications: Capacity: 500 mL Beaker Style: Berzelius Graduation Increment: 50 mL Height: 136 mm (approx.) O. D: 75 mm (approx.) Graduation Range: 50 mL - 450 mL				
26	25 section wall mount Resistors Box Specifications: Box Dimensions: 22.3 X 30.3 X 12.5 cm Each Drawer Dimensions 1.25 x 2 x 4 inches				
27	5000mA fuse Specifications: Current Rating 500mA Voltage Rating 250V ac Overall Length 20 mm Diameter 5mm				
28	TNI-U-TU- 093D + 60w Adjustable Temperature control soldering iron with 5 pieces Copper soldering tips kit Specifications: Rated Power: 60Watt Temperature control: Adjustable Fast heating, LED indicator, Soldering iron tips material: Copper				
29	SUOER Brand or equivalent 60/40 Soldering wire 400g Specifications: Brand: SUOER or equivalent Origin Made in Taiwan FLUX 1.8% to 2.0%.				

	Wire diameter: 0.8 mm Melting point: 183-202°C. Net Weight: 400 grams				
30	Soldering Flux Paste 50g pack Brand: Mechanic or equivalent				
31	Digital vernier caliper Brand: Roebuck or equivalent Specifications: Top quality material. 150mm measuring range. Precision reading, laser reticle. Measuring Range: 0-150 millimeter or 0-6 inch. Resolution: 0.01 millimeter or 0.0005 inch. Repeatability: 0.01 millimeter or 0.0005 inch. Maximum measurement speed: 1m/s				
32	Digital Scale 500g x 0.01g TH-500 Specifications: Capacity/accuracy: 500g/0.01g Unit switch: g/oz Display: LCD				
33	Digital Scale 5Kg x 0.1g TH-5000 Specifications: Capacity/accuracy: 5Kg/0.1g Unit switch: g/oz/ Display: LCD				
34	MCS Brand or equivalent Galvanometer -30 to +30 Specifications: Measuring Range: -300μA~0~+300μA Accuracy: ±2.5% F.S. Sensitivity: G0=30mV; G1 = 750mV Dimensions: 133mm x 97mm x 100mm				
35	Glass prism Specifications: Angle Type: 60° x 60° x 60° Unit Dimensions: 50mm x 50mm x 50mm				
36	Rectangular Glass slab Specifications: Length: 75mm Width: 50mm Height: 12mm				

37	Thorlabs Pinhole set Specifications: Set includes: 1x0.2mm ² , 1x0.3mm ² , 1x0.4mm ² , 1x0.5mm ² Housing Material: Aluminum				
38	8mm Heat Shrink sleeve				
39	Mecrury Bulb 100Watt with Power supply enclosed in box Specifications: Bulb color Temperature: 4200K Average lifetime: 8000h Power supply: 200 Watt				
40	Sodium Lamp GP20Na with Discharge Ballast circuit 20–125-Watt Box enclosed				
41	3B Scientific Set of 5 Single Slit slide Specification: Slide Dimensions: 50mm ² , x 50mm ² , Slit Width: 0.1mm, 0.2mm, 0.4mm, 0.8mm, 1.6mm				
42	5m W Red Dot Laser Module with power adapter Specifications: Industrial Class, Glass Lens Head Input voltage: 3.0-5.0v Input current: <40mA Size: 12mm x 35mm Wavelength: 650nm Adapter: 5v, 500mA Plug n Play connectivity				
43	Adjustable Variable DC Power Supply YH305D Specifications: Supply power: 0--30V DC 5A Stable Voltage: Yes Output voltage between 0 and nominal value continuously adjustable Stable Current: Yes Output current between 0 and nominal value continuously adjustable Power Stability: 0.1% +3mA Load Stability: 0.2% + 3mA Ripple Noise: <2mArms(RMS) Product weight: 4.6kg/pc				

	Size : 13*25.5*15cm				
--	---------------------	--	--	--	--

- The bid is submitted without any conditions.
- All the terms and conditions set forth by COMSATS University Islamabad are acceptable unconditionally, including **bid validity, delivery time.**
- I understand that blank technical sheet / non-mentioning of Brand and Model shall make my bid non-responsive and may result rejection of my bid.

Name of Authorized Person:

Date:

Signature

Official Company Seal:

6. General Terms & Conditions of the Tender

- i. No tender/bid shall be considered if: -
 - a) Not uploaded through EPADS.
 - b) Received without required documentation or deficiency in required documentation.
 - c) Received without bid security.
 - d) In contradiction with the specification given by the CUI.
 - e) Received with any condition.
 - f) The bidder is in litigation with CUI or is blacklisted by any organization or is notified as blacklisted on PPRA website.

7. Contact person and Submission of Bids:

- i. Contact Person for all inquiries, clarifications and bid submission shall be:

In-Charge Procurement
COMSATS University Islamabad
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
Tel: 0336-5524334, 051-90495242, 051-9049-5154, 051-9049-5122
Email: wajidkamran@comsats.edu.pk

8. Validity of Bids:

- i. The Bid shall remain valid as mentioned in **Table 1** of the tender document.
- ii. Any bidder/firm/ company which refuses to accept the Work Order based on market price escalation shall result in forfeiting the bid security. CUI may also impose a ban from business with it for a period of 6 months.

9. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account.
- ii. Applicable Income tax and GST shall be deducted at source and as per rules. In case of exemption, please mention and attach proper documentation duly verified from the concerned tax authorities. However, CUI may accept the exemption certificate. In case of non-acceptance, CUI shall deduct all applicable taxes as per tax rate. CUI shall provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In the case of tie in rates of the bidders, award of contract shall be decided through balloting in the presence of the of the bidders.
- iv. Unit price shall be taken up to 1 decimal point. The total cost shall be round-up to zero decimal.
- v. In case of any conflict in the price/cost quoted by the bidder, the unit cost (Exclusive of GST) quoted by the bidder shall be considered for calculation.
- vi. In case GST is not mentioned, the prices shall be considered as inclusive of GST.

10. Bid Currencies & Bid Security:

- i. Bid prices shall be quoted in Pak Rupees.
- ii. The currency of the bid security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, bid security as specified in **Table 1** of the tender document. The bid security is required to protect CUI against the risk of Bidder's default which would warrant the security's forfeiture.
- iv. The bid security shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following form:
 - a. Bank Draft
 - b. Pay Order
- v. A scanned copy of bid security is required to be uploaded through EPADS and hard copy must be submitted physically on the closing date of the tender to COMSATS University Islamabad on the address given in the tender notice.
- vi. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.
- vii. The bid security found deficient of the required amount shall not be considered.
- viii. Unsuccessful bidders' bid security shall be released and returned promptly as the successful bidder gives consent to the work order or signs the contract agreement, whichever is applicable.
- ix. The bid security of the bidder shall be forfeited if the bidder:
 - a. Requests for withdrawal of his bid during the evaluation process.
 - b. Does not accept the correction of arithmetic errors in its bid.
- x. The bid security of the successful bidder shall be forfeited if the bidder:
 - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.
 - b. Fails to comply with the requirement of the bid and contract.

11. Clarification of Bidding Document:

- i. During evaluation of the bid(s), CUI may, at its discretion, ask the Bidder for a clarification of its bid and such information imperative for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In case the bidder fails to respond within given deadline, the bidder shall be considered as non-responsive and shall be disqualified from the bidding process.

12. Opening of Bids:

- i. CUI shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

13. Influencing the evaluation process:

- i. No Bidder shall contact CUI on any matter relating to evaluation of its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through EPADS.
- ii. Any effort by a Bidder to influence CUI during bid evaluation may result in disqualification of the bid.

14. Qualification & Evaluation of Bids:

- i. CUI shall determine whether the Bidder is qualified to perform the Contract satisfactorily, in accordance with the criteria & qualification specified in the tender document.
- ii. The qualification shall be based upon an examination of the documentary evidence submitted by the Bidder, as well as such other information as CUI deem necessary and appropriate.
- iii. CUI shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.
- iv. The bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. CUI shall examine the bids as whether:
 - a. They are complete in all respect;
 - b. Any computational errors have been made;
 - c. Required financial sureties have been furnished;
 - d. The documents have been properly signed.
- vi. Arithmetical errors shall be rectified on the following basis:
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of tax) shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, the bid shall be rejected, and the bid security shall be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- vii. CUI may waive any minor non-conformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

- a. *Explanation: A minor non-conformity is one that is merely a matter of form and not of substance. It also pertains to some immaterial deficiency in a Bid or variation of a bid from the exact requirements of the tender document that can be corrected or waived without being prejudicial to other bidders. The deficiency is immaterial when the affect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI shall either give the bidder an opportunity to correct any deficiency in a bid or waive the deficiency, whichever is advantageous to CUI.*
- viii. Prior to the detailed evaluation, CUI shall determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- ix. Deficiency in bid security, Applicable Law and Taxes and Duties shall be deemed to be a material deviation. The CUI 's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- x. If a bid is not substantially responsive, it shall be rejected and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

15. Notification of Evaluation Reports:

- i. The evaluation report shall be notified through EPADS.

16. Corrupt or Fraudulent Practices & Blacklisting:

- i. The bidders shall be required to observe the highest standard of ethics during the procurement and execution of contracts. For the purpose of this provision, the terms set forth below are defined as under:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI;
 - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- ii. CUI shall have the right to reject a proposal for award if it determines that the bidder had been engaged in corrupt or fraudulent practices in the past with any organization.
- iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA shall be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.

- iv. If it at any time, CUI determines that the firm has engaged in corrupt, fraudulent, or collusive practices in competing for, or in executing the contract, it shall sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules.

17. Right to Accept or Reject Bids:

- i. Under PPRA Rule 33(1), CUI may reject bids or proposals at any time prior to the acceptance of a bid or proposal, without incurring any liability to the bidder(s).

18. Award of Contract:

- iii. After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS, and the work order/purchase order shall be issued on the basis of most advantageous bid as mentioned in **Table 1** of the tender document.
- ii. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

19. Notification of Award:

- i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI will promptly notify the unsuccessful bidder(s) and will release its bids security.
- iii. Quantity may increase/Decrease as per CUI requirements subject of availability of funds.

20. Delivery Information for deliverable items:

- i. The supply shall be made to CUI as mentioned in **Table 1** of the tender document.
- ii. In case of delay in delivery and installation the vendor may submit a written request for extension in delivery time, giving valid justification with proof.
- iii. CUI may extend the delivery time and installation according to the reason of delay with the condition of deductions in percentage (0% to 10%) from the total bill as penalty. The decision shall be communicated to the vendor for extension along with [percentage of deduction, if any]. In case of non-responsiveness/non-acceptance by the vendor, the work order shall automatically be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with it for a period of six months.
- iv. CUI may reject the request for extension, in which case, the work order shall be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with CUI for a period of six months.

- v. Vendor may ensure the delivered equipment shall be brand new including all necessary accessories, otherwise delivery shall not be accepted.
- vi. The bills along with delivery challan (duly signed by authorized official of CUI) shall be submitted to the Procurement Office for further necessary payment process. Any deficiency in bill/supporting documentation shall be removed by the vendor.
- vii. Any defective item(s) shall be replaced by the vendor during the warranty period, free of cost, within one-week is time. In case of failure to supply the specific item, CUI shall purchase the item on risk and cost of the supplier, to be deducted from the bidder's bid security or performance guarantee.
- viii. Payment shall be made as per actual quantity delivered & accepted to CUI.
- ix. Samples are mandatory where specifically demanded and bid without samples shall be considered non-responsive. No sample(s) shall be accepted after the closing date of the tender. Sample(s) other than the demanded item(s) shall not be considered.
- x. After technical evaluation of bids, sample(s) provided by bidders may be picked up from the procurement section within 30 days from the date of technical bid evaluation announcement. Failure on the part of the bidder(s) to collect his samples within the stipulated time shall allow CUI to dispose-off the samples.
- xi. In cases lowest evaluated bidder refuses or fails to supply the item(s)/execute the work within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.

21. For Services Information:

- i. All services payment shall be released on the completion of the particular service with the provision of evidence/ completion document that the awarded work has been performed successfully.
- ii. Services should be provided with in the defined timeline given in the tender document or as per the project needs.

22. Legal Document

- i. The Tender document and Contract agreement/Work Order/Purchase Order altogether shall have legal binding on all bidders.

23. Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of CUI in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, CUI is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period of six months.

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	

1. Tender Notice

COMSATS University Islamabad CUI-Proc/(TN-601/06/2025)

Supply of Consumable items

1. COMSATS University Islamabad (CUI), a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on "Single-Stage Two-Envelope" method from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR.
2. The Bid Security for the Bid is **Rs.40,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of "COMSATS University Islamabad" (FTN/NTN: 9013701-9); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date & time of the tender to COMSATS University Islamabad on the address given below.
3. The complete Tendering process shall be carried out through EPADS.
4. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk> and submit their tender documents on EPADS.
5. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
6. Closing date of submission is **June 17, 2025, by 1100 hours**. The technical bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present, in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
7. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



In-Charge Procurement
COMSATS University Islamabad
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
Tel: 0336-5524334, 051-90495242, 051-9049-5154, 051-9049-5122,
Email: wajidkamran@comsats.edu.pk