

# **Tender**

## **Selection of Vendor for annual contract for Change of Lubricant (Mobil Oil) in Official Vehicles**



**COMSATS University Islamabad**  
**Park Road, Tarlai Kalan, Islamabad**  
**051-9049-5415 / 051-9049-5060**

**Invitation to Bid for selection of Vendor for annual contract for**  
**Change of Lubricant (Mobil Oil) in official vehicles**  
CUI-PS/22(06)/1944

COMSATS University Islamabad (CUI), Principal Seat, invites sealed bids on “**Single-Stage-One-Envelope**” basis for **Change of Lubricant (Mobil Oil) in official vehicles within a vicinity of COMSATS University Islamabad.**

The firm/company should be on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR.

2. The Bids must be accompanied with the **earnest money @ 20,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad, Principal Seat, (FTN/NTN: 9013701-9). The earnest money of the qualified bidder will be withheld as security amount for the period of contract.
3. The Sealed Bids prepared in accordance with instructions in the bidding document, must reach **Treasurer Department, 3<sup>rd</sup> Floor, Faculty Block-II, COMSATS University Islamabad** latest by **July 26, 2022 by 1100 hours (Sharp).**
4. **NO BID WILL BE ACCEPTED AFTER THE CLOSING TIME.**
5. Bids will be opened on the same day **Half hours after tender closing time** at **Room No. G-6/G-8, Ground Floor, Faculty Block-I, CUI.** This advertisement/complete tender is also available on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as CUI's website at [www.comsats.edu.pk](http://www.comsats.edu.pk)



**Muhammad Qasim**  
Senior Program Officer  
**COMSATS University Islamabad**  
3<sup>rd</sup> Floor, Faculty Block-II, Park Road, Islamabad.  
**Tel:** 051-9049-5060, **E-mail:** m.qasim@comsats.edu.pk

## General Terms & Conditions

1. No proposal will be considered if: -
  - i Received without required documentation or found incomplete.
  - ii Received later than the date and time fixed for submission.
  - iii The Proposal is unsigned/unstamped.
  - iv The Proposal is signed/stamped by the unauthorized agent of the Firm/company.
  - v The Proposal is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization.
  - vi The Proposal is received by telephone/telex/fax/telegram.
  - vii received without earnest money.
  - viii In contradiction with the specification given by the CUI.
2. The bidder should be on the Active Taxpayer List for GST and Income Tax of FBR.
3. No advance payment will be permissible.
4. Applicable taxes will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned authorities. Acceptance/Rejection of Exemption Certificate is the discretion of CUI and refund (if any) may be claimed from FBR.
5. In case, the selected/successful bidder(s) impose any conditions at a later stage; the earnest money will be forfeited AND/OR will be bar from further work with CUI for a period of one year.
6. Deadlines will strictly be observed, and penalty will be imposed if deadlines are not met.
7. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of the bid.
8. CUI reserves the right to accept or reject any or all proposals, at any time, as per PPRA Rules.
9. In case of any clarification, please visit the office of the undersigned before the closing date.
10. The prices should be quoted in PKR.
11. No request for correction will be entertained after opening of the bid.
12. CUI shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous, or incomplete.
13. In case of any conflict in the price/cost/Rate quoted by the bidder; the **unit price/cost** quoted by the bidder will be considered.
14. In case 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. Do not submit any other document other than demanded.
16. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's

responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.

17. The earnest money of successful bidder will be retained as security amount throughout the period of contract.
18. Payment will be made on monthly basis on submission of consolidated invoice to CUI. The payment will be made for actual quantity of lubricant, filter(s) required/used, as per the vehicle engine specification.
19. A separate contract will be signed with the successful bidder.
20. The rate of lubricant will be as per company's Announced Rates/Retail Price.

## Eligibility Criteria & Qualification:

Detail			Criteria
1. Draft of Earnest Money. Will be retained by CUI till the contract period			<b>Mandatory</b>
2. Declaration Form			<b>Mandatory</b>
3. GST and NTN Registered			<b>Mandatory</b>
4. Active Taxpayer List (ATL) of FBR. Status as "Active" in I.T and Compliance Level is 100% in GST			<b>Mandatory</b>
5. <b>Proof of purchase of lubricant from authorized distributor of M/s SHELL Co. Ltd</b> The bidder MUST provide/submit proof of purchase of the lubricant from authorized distributor of <b>Shell Company Ltd</b> for this region (Isb/Rawalpindi). The latest invoices/bank statement showing the dealer transaction is required as proof.			<b>Mandatory</b>
6. The bidder must have availability of filter(s) of vehicles (Toyota, Honda, Suzuki & other brands) (Surprise visit will be made by CUI officials to evaluate)	<b>Total Marks</b>	<b>Required Marks</b>	<b>34 marks required out of Total 50 Marks</b>
(i) Brand: Toyota (Corolla, Altis, Yaris, APV)	12	09	
(ii) Brand: Honda (Civic, City, BRV, CRV)	12	06	
(iii) Brand: Suzuki (Mehran, Alto, Cultus, Swift, Wagon R, Bolan)	18	15	
(iv) Other Brand: Marking will be for upto maximum 4 Brands	08	04	
7. The bidder must have amicable setup & required tools for changing of lubricant and filter(s). (Surprise visit will be made by CUI officials to evaluate). Setup= 10 Marks; Tools= 10 Marks			<b>15 marks required out of Total 20 Marks</b>
8. The rate of lubricant will be as per company's Announced Rates/Retail Price.			<b>Mandatory</b>
9. Discounted Rate/Percentage of discount on the company announced rate/retail price 05 Marks per %age (1% = 4 Marks, 2% = 8 Marks, 3% = 12 Marks, more than 5% = 30 Marks) <b>The offered discount percentage will remain valid and fixed throughout the contract period. In case of non-compliance, contract will be cancelled, and security amount will be forfeited.</b>			<b>20 marks required out of Total 30 Marks</b>
10. Distance from CUI, Islamabad (The nearest will be preferred) Within 6 km from CUI = 10 Marks; Deduction of 1 mark per km			<b>6 marks required out of Total 10 Marks</b>

Total Marks = 100. Required marks for qualification are 74 Marks. Securing required marks in each category as mentioned above is mandatory for qualification.

# Proposal

*[Letterhead of the Firm/Company]*

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

## Provision of Lubricant

Detail of Specifications	Total Cost (Inclusive of Applicable Taxes)
Lubricant	As per Company announced/approved rate-list
Added facilities	
Discount	_____ % (on the company announced rate)
Address/location of the shop	

**Name & Signature with Official Seal**

**Cell Number**

# 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:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I/We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI.

<b>Tender No.</b>	
<b>Name of Firm/ Company</b>	
<b>Year of Establishment</b>	
<b>Name of Owner/Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	
<b>Valid Telephone No.</b>	
<b>Valid Cell No.</b>	
<b>Valid E-mail</b> (For Official Correspondence)	
<b>Signature &amp; Stamp</b> (Authorized Representative)	

**Check List** *(To be filled by Applicants)*

***This page must be placed on Top of the complete bidding document***

*Prepare & Submit the Bid in this Order*

Detail	Yes ✓	No ✗
Draft of Earnest Money		
Bid /Quotation		
Declaration Form		
GST and NTN Registered		
Active Taxpayer List (ATL) of FBR		
Proof of purchase of lubricant from authorized distributor of M/s SHELL Co. Ltd		

***Samples can be seen in office of the undersigned.***

**For queries and further clarification, you may**

- ✓ write to us on [m.qasim@comsats.edu.pk](mailto:m.qasim@comsats.edu.pk)
- ✓ Visit us at 3rd Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5415 / 051-9049-5060

**Signature & Stamp**  
(Authorized Representative)