

COMSATS University Islamabad, Wah Campus



EOI for the Hiring of Services of Contractor for Photocopier Shop

Tender No: CUIW/PS/TEN/25-26/32

**Incharge Purchase Section
COMSATS University, Wah Campus, G.T Road, Wah Cantt.
Phone No: 051- 4534200-2, Ext: 222, Fax No: 051-4546850**

Tender Notice
Single Stage –Two Envelope
COMSTS University Islamabad, Wah Campus
Tender No: CUIW/PS/TEN/25-26/32
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COMSATS University Islamabad-Wah Campus, a Public Sector University invites Expression of Interest from well renowned, experienced and financially sound vendors/ firms/ companies through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single Stage - Two Envelope**” procedure basis from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for the **Hiring of Services of Contractor for Photocopier Shop**

1. The Bid Security for the Bid is **Rs. 10,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in Favor of “COMSATS University Islamabad Wah Campus” (FTN/NTN: **9010814-5**); 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 of the tender to COMSATS University Islamabad, Wah Campus on the address given below.
2. **The complete Tendering process shall be carried out through EPADS.**
3. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents.
4. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051 -111-137-237.
5. Closing date of submission is **April 02, 2026, 11:00 am**. The bids shall be opened half hour after the closing time in the presence of the bidders who wish to be present, in Purchase office Admin Block, COMSATS University Islamabad, Wah Campus.
6. 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
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DOCUMENTS REQUIRED

Firms having valid NTN and GST registration are eligible to submit their proposals with following information & documents.

1. Full name with location of the Office, along with postal address, e-mail, details of administrative setup.
2. Status of Firm (Limited Company, Partnership or Proprietorship) with year of establishment, showing number of years in relevant field / business, supported by documentary evidence.
3. Copy of NTN Certificate.
4. Copy of GST Registration Certificate.
5. Firm's Bank Account Statements for the period of **One (01) year** and a current certificate of Sound Financial Stability from a Scheduled Bank in Pakistan.
6. Firm Experience must be attached (**Atleast 2 years**)
7. List, quantity and present location of All Equipment etc. owned by the Firm.
8. Affidavit worth Rs.50/- that the **contractor is not black listed** from any government department and is not involved in any litigation with any party.
9. **Submission of Bid Security / Earnest money of Rs. 10,000/- (Refundable)** in shape of DD/Pay Order in favour of COMSATS University Islamabad, Wah Campus. The bids without the earnest money will be rejected (Attach Earnest money with Technical Bid)

QUALIFICATION CRITERIA

10. **Physical ground checks will be made by the committee to verify the information in the documents and firm's setup.**
11. **Documentary proof will be required for satisfactory performance / execution of similar tasks in near past.**

KEY RESPONSIBILITIES

12. The firms will provide their complete services as and when required.
13. The firms must have the capability to cope with crucial circumstances during any event/conference/seminar etc.
14. Pay Order / Demand Draft amounting to **Rs. 200,000/- for Photocopier Shop** as performance

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- security fee (Refundable and to be retained up to the expiry of contract period, initially for 1 year and extendable after committee satisfaction) in favour of COMSATS University Islamabad, Wah Campus to the address given below before issuance of the contract.
15. The Contractor shall pay **Rent of the Photocopier Shop** on the monthly basis @ Rs. **25,000/-** (Twenty-Five Thousand Only) per month latest by 10th of each month to CUI Wah Campus or as decided by the committee, whereas rent will not be charged for Semester break and Holy month of Ramadan.
 16. The Contractor will be responsible to maintain the University's property handed over to him at the time of agreement.
 17. The Contractor shall pay all the Utility Charges (Electricity etc.) at actual reading on monthly basis latest by 10th of each month.

OTHER TERMS & CONDITIONS

18. **Disqualification of Suppliers and Contractors:** CUI Wah Campus will disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
19. **Blacklisting:** If the supplier fails to execute order as per laid down terms and conditions in the tender / order or the performance is not satisfactory or is found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firms/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to Director (CUI Wah Campus) whose decision will be final.
20. Tender will be on "**Single Stage - Two Envelope**" basis on EPADS and in hard form as
 - a. **Envelope Number 1(Technical Bid).** Containing desired document e.g. NTN, GST, Bank Statement, Technical Expertise etc. as asked at page 6 of the Tender Document. On tender opening date, technical bid will be opened and the participants who will qualify, their Business Site(s) will be visited by the Committee from CUI Wah Campus on the basis of sites visit the committee qualify or disqualify the participant.
 - b. **Envelope No 2 (Containing Rate List)** of only qualified participant will be opened, for which date will be communicated to all the qualified participant on the completion of sites visit.
 - c. Finally, the Committee will approve the bidder for award of the contract. The decision of the committee will final and acceptable to all parties
21. CUI Wah Campus reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rules. The decision in this regard will be firm, final and binding on all bidders.

Services Assessment Form

1. Name of Firm: _____
2. Address of the Firm: _____

3. Name of the Owner (s): _____
4. CNIC No. of the Owner (s): _____
5. Contact Nos.: _____

Sr. No.	Particulars	Status (Yes/No)
a.	Address	
b.	Status of Firm	
c.	NTN No	
d.	GST No	
e.	Bank Statement	
f.	List of Managerial and Support Staff	
g.	Company Assets	
h.	Affidavit Attached	

Note: Please write "Yes" or "No" in above "**Status**" Column as per required documents attached by you with this tender document.

**Sign/ Stamp
Owner/Bidder**

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Photocopier Shop (List of Items)

S#	Description	Paper Weight	Rate (Rs.)
1.	Photo Copy (Single Side)	70 Gram	
2.	Photo Copy (Double Side)	70 Gram	
3.	Photo Copy (Single Side)	80 Gram	
4.	Photo Copy (Double Side)	80 Gram	
5.	Print (Single Side)	70 Gram	
6.	Print (Single Side)	80 Gram	
7.	Stationary Items	Register	
		Copy	
		Pages	
		Ball Pen	
		Board Markers	
		Scale	

Date: _____

Sign: _____

Name: _____

CNIC No: _____

Address: _____

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