

# **EOI Document**

## **Hiring of Photocopier Shop Services**



**COMSATS University Islamabad, Abbottabad Campus**  
**University Road Tobe Camp Abbottabad**  
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**UAN: 0992 111-001-007**

# EXPRESSION OF INTEREST

## Hiring of Miscellaneous Services

1. COMSATS University Islamabad (CUI) Abbottabad Campus, a public sector University of the Ministry of Science & Technology (MoST) invites Expression of Interest (EOI) through EPADS from renowned experience catering firms/Hotels/Restaurants/Contractors/Supplier, , registered with Income Tax and Sales Tax Department of FBR/Khyber Pakhtunkhwa revenue authority (KPRA) as services provide and also on Active Tax Payer List (ATL) of FBR and KPRA for the below mentioned services. Method of selection (Quality Based) will be used.

Sr. No	Title	Tender Reference No	Bid Receiving & Opening Date Time	CDR Amount
01	Hiring of Messes, Fast Food, Tuck Shops, & Photocopier Shops Services.	CUI/Atd/Hiring of Services/30 (2024-2025)/3	January 15, 2025, 1100 Hrs & January 15, 2025 1130Hrs	25000

2. Expression of Interest documents containing detailed requirements, terms and conditions is available for the registered bidders on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) The Scan copy of EIOI to be uploaded through EPADS and hard-copy of sealed bidding document must be submitted physically on the closing date on the address given below.
3. The complete Tendering process shall be carried out through EPADS. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their bidding documents. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
4. The expression of Interest, should be prepared in accordance with the instructions given in the EOI documents. The closing date & time of submission is mentioned as above. The EOI will be opened on same day & time as mentioned above in the table.
5. 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



Purchase Officer  
**COMSATS University Islamabad, Abbottabad Campus**  
 University Road, Tobe Camp, Abbottabad  
 Tel: 0992-383591-6, 0992-383863  
 Email: [nisarahmed@cuiatd.edu.pk](mailto:nisarahmed@cuiatd.edu.pk)

## **PART B: PREPARATION OF EOI PROPOSALS**

Potential firms/companies/Contractors are advised to prepare the EOIs in line with following requirements:

### **Format of EOI Proposal:**

EOI proposal (sealed in separate envelope) must contain following sections information/documentation:

<p><b>Section-I</b></p>	<p><b>Brief Profile of the bidder on letter Head with relevant supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Name, address, telephone, fax numbers and email address etc. of the Participating bidder.</li> <li>• Legal Ownership (Whether the bidder is Supplier/Contractor/ Sole proprietary firm or partnership business concern)</li> <li>• Year of establishment</li> <li>• Organizational Structure of the Bidder's Business (whether it is a private, public sector, public private limited firm registered under the prevalent Government laws). Copy of registration documents is required.</li> <li>• Complete list of Professional Staff including Managerial and Operational/Working Staff detailing their professional qualification (degrees/diplomas) in relevant field. Bio-data/CVs of staff must be provided.</li> <li>• Detail of Business Volume (number of business points &amp; addresses within Rawalpindi/ Islamabad/Abbottabad and other cities).</li> <li>• Copy of NTN and GST or Services Provider registration certificate <b>(Mandatory)</b>.  <b>Note: Registration as service provider with KPRA</b> will be mandatory for successful bidder, if contract is awarded to him after evaluation.</li> <li>• (Note: Form is given on Page No.12-13, that is required to be filled and printed on the letter head and must be attached with the EOI.)</li> </ul>	<p><b>NTN &amp; GST Registration is mandatory</b></p>
<p><b>Section -2</b></p>	<p><b>Photocopying Machine and Other Equipment:</b></p> <ul style="list-style-type: none"> <li>• Please attach the complete list of Machinery/ Equipment (Photocopier Machines, Number of Machines, their brands etc and other equipment like Binding Machines with features, color and computer printing and scanning machines etc.</li> </ul>	
<p><b>Section -3</b></p>	<p><b>Financial Soundness:</b></p> <ul style="list-style-type: none"> <li>• Last One year Bank Statement showing sound financial position or a letter from bank confirms financial soundness of the firm/contractor.</li> </ul>	

Section -4	<b>Legal Integrity of Bidder/Contractor</b> Affidavit on legal Stam paper of appropriate value ( <i>duly attested by the notary public</i> ) that the company is neither blacklisted nor in litigation with any of its public sector clients signed by the owner.	Mandatory
Section -5	<b>Experience:</b> <ul style="list-style-type: none"> <li>• <i>The Bidder must have minimum (5year) of verifiable relevant work experience of running the business in field of Photocopying, stationery services.</i> The bidder who has executed the same/similar contracts and have in hand Same/similar contracts with public sector/government offices since establishment of the business will be given preference.</li> <li>• Please provide/attach the copies of with copies of contracts/agreements/work orders etc. along with satisfactory performance letter issued by the clients.</li> </ul> <b>Note: Experience will be counted from the date of Registration (NTN registration with FBR).</b>	

No EOI of a firm/authorized agent will be considered, if:-

- a. Received without required documents/information or found incomplete.
- b. Received without uploading on EPADs (E-Pak Acquisition & Disposal System)
- c. Received later than the date and time fixed for EOI submission
- d. Each page of EOI or documents attached are unsigned/ unstamped. (All photocopies of documents must be signed & stamped by the bidder).
- e. EOI is signed/ stamped by the unauthorized agent instead of owner.
- f. The EOI is from a party which is blacklisted by public sector organization.
- g. The EOI is received by telephone/telex/fax/telegram.
- h. No EOI will be considered if the required documents are not annexed according to the check list Annex-B at page No. 16 of these documents.

## **PART C: SELECTION (EVALUATION CRITERIA )**

### **Phase-I: Evaluation of Firms**

- At first, EOIs of Companies/ Suppliers/Contractors shall be evaluated based on the mandatory requirements mentioned in “**Part-B**” of this document and responsive substance provided by applicant bidder thereto in terms of completion of mandatory documentation.
- Short listing of firms will be made by evaluating EOI proposals. Following evaluation criteria will determine pre-qualification of firms leading towards award of Prequalification/ Contract.

<b>S #</b>	<b>Evaluation Parameter</b>	<b>Requirement</b>	<b>Marks</b>
1.	Brief Profile/Introduction	As per Section-1 of EOI format	15
2.	Financial Soundness	As per Section-3 of EOI format <ul style="list-style-type: none"> <li>• Bank Statement or a letter from Bank showing sound financial Position.</li> </ul>	15
3.	Expertise in photocopying and stationery business	As per Section-2 of EOI format <ul style="list-style-type: none"> <li>• Marks will be awarded against expertise given in the section-2 of Part-B of this document)</li> </ul>	10
4.	Experience	As Section-5 of EOI format <ul style="list-style-type: none"> <li>• <b>Relevant Work Experience (15 Marks): experience</b> The bidder must have at least 05 years of relevant work experience as mentioned in Section-5 of Part-B. (Experience will be counted from the date of NTN registration with tax department (FBR). (<b>Note:</b> 5 marks for Minimum 05 years’ experience and 2 extra marks for each 1-year additional experience in addition to minimum experience. (<b>Maximum 10 extra marks can be awarded</b>).</li> <li>• <b>Same/Similar Contracts (Maximum 15 Marks)</b> Completed or in Hands in last 10 years; 5 marks will be given against each contract copies attached along with satisfactory performance/ experience reference letter issued by client. <b>Note:</b> The preference will be given to the bidders who have same/similar contracts and satisfactory performance letter issued by client. (All documents are subject to verification)</li> </ul>	30

1.	Physical Survey and Inspection of Services Quality and Professional Standard and Interview of bidder	On-spot/Physical visit at business points/ locations to be made to evaluate following key factors;  1. Quality and standards of photocopying, Binding, Printing Machines etc (10 Marks) 2. Stationery and other items (5 Marks) 3. Expertise for Professional Staff (5 Marks) 4. Past Performance/Feed Back by Clients (10 Marks)	30
<b>Total Marks:</b>			<b>100</b>

- The Contractor/Bidder meet mandatory requirements and obtaining a minimum of 70 Marks will be considered pre-qualified.

## **Phase-II: Final Evaluation and Award of Contract/Agreement.**

The Prequalified bidders (Suppliers /Contractors/Companies etc) will be awarded contracts for providing required services to COMSATS University Islamabad, Abbottabad Campus on the terms & conditions specified in the contract/agreement/tender document.

- The Contractor/Bidder meet mandatory requirements and obtaining a minimum of 70 Marks will be considered pre-qualified. However, the numbers of Photocopying Shops/Points are limited, so initially the first 3 bidders obtaining relatively higher marks shall be awarded contract for period of One year which is extendable maximum up to 03 years on basis of satisfactory performance. The rest of pre-qualified bidders shall remain on waiting list and may be awarded contract incase if any contractor fails to perform contract during above mentioned period.

Detail of Photocopying/Stationery Shops is as following:

1. Photocopying/Stationery Shops (Qty=02) at CUI Main Campus, Under Shed
2. Photocopying/Stationery Shops (Qty=1) at CUI Dhamtore Campus

The CUI, Abbottabad Campus can disqualify firm (s) at any stage; If it finds that the information submitted for qualification was either significantly inaccurate or incomplete/fake.

The Prices/rates of the items will be fixed on mutual consensus between the Campus Service Committee and the contractors.

## **PART D: TERMS OF REFERENCE (TORs) OF CONTRACT**

1. The contractor will provide photocopying and stationery services for 12 hrs (from 0800 hrs to 2000 hrs), 07 days a week. Scope and quantum of the photocopying and stationery services could be increased or decreased as and when required by COMSATS University Islamabad, Abbottabad Campus.
2. This agreement shall take effect from the date of signing and shall continue in force as desired by the competent authority. Initially The Contract will be issued for one year, which is extendable up to Three (03 years subject to satisfactory performance). The contractor will be on probation for the first three months from the date of signing this contract and if the performance of the contractor does not remain satisfactory, the contract will be awarded to the next successful bidder on waiting list.
3. The contractor or his authorized NOMINEE will remain present at his business point.
4. The Food and Service Committee (F&SC) will carry out detailed inspection of business Point before start of operation and Upon satisfactory report, contractor will be allowed to start operation.
5. The Contractor will ensure neat and clean turnout of his employees and shall be responsible for cleanliness of cafeteria/mess. The staff and cafeteria will be inspected at any time, if found unsatisfactory, it will be answerable for mismanagement before the CUI, Abbottabad Campus administration.
6. The contractor shall undertake to sell a good quality items on the approved rates, quantity and quality as approved by the Food & Service Committee (F&SC). The members of the Committee will pay a surprise visit on weekly, fortnightly or monthly basis to check quality of Photocopying items being provided by the contractor. Penalties mentioned against each irregularity (if found) will be charged to the contractor as follows:

i. Low quality items	Rs. 5,000 on every inspection
ii. Non-Provision of Bill	Rs. 5,000 on each genuine Complaint
iii. Over Pricing	Rs. 10,000 on each complaint
7. An annual rates variation (increase/decrease) up to 10% of items will be admissible depending upon the circumstances and as Food & Services Committee (F&SC) of CUI, Abbottabad Campus.



8. The contractor will be independent & all services rendered under this contract are to be performed as such, and being understood that the direction and manner of performance of services of the contractor's employees/attendants shall be solely within the control of the contractor. Also, the contractor shall be responsible for payment of all his employees' wages and salaries. According to laws of Pakistan, Child Labor is not allowed. The same will be implemented.
9. The contractor will provide complete record/Biodata and any other relevant information of his employees to the Security Section and (F&SC) of CUI Abbottabad Campus as per requirement. In case of any change of his staff, the contractor will intimate to the Security Section and (F&SC) of CUI Abbottabad Campus.
10. The contractor will follow the directives/regulations as assigned by the CUI, Abbottabad Campus Administration and ensure good conduct and morality.
11. The contractor shall be responsible that no objectionable or abusive language is used in the cafeteria.
12. Subletting of The Photocopying Shop is not allowed. In case of any evidence found of such an event, the contract will immediately be cancelled or terminated, and performance guarantee of the contractor will be confiscated as penalty.
13. The contractor should not close Photocopier Shop services due to any reason, even for a single working day without prior permission/exception allowed by the competent authority of CUI, Abbottabad Campus.
14. The contract will be renewable on a yearly basis subject to performance & approval of the competent authority and on the mutual consent of the parties.
15. An amount of **Rs.200,000/-** as performance security will be submitted by the contractor in the form of DD/Pay order in the name of CUI, Abbottabad Campus which will be retained up to the expiry/extension of contract period. The security deposited shall be refunded in full or in part after adjustment.
16. No party hereto shall be held responsible for any delay or failure to perform any or all the obligations imposed upon such party in case of "Force Majure".
15. The provision of Furniture (Tables/Desks etc) and electric fitting if required, fans and lighting arrangements will be solely the responsibility of contractor and CUI, Abbottabad Campus will not honor any claim against expenses incurred by contractor on these facilities. Utility Services (supply of electricity etc.) will be charged as per actual consumption.

16. Besides providing good quality items, the contractor shall be responsible for providing/managing for Photocopying:
- Provision of Printed Bills to all the customers at their demand.
  - Daily cleaning/decoration of the Photocopying Shop.
  - Furniture and Fixture for Service Counters.
  - Dustbin/trash bin must be installed at appropriate places.
17. In case of the occurrence of a disciplinary problem, a remedial action will be taken which may lead to a financial **Rs.10,000** penalty of /- (to be deducted from security deposits) on each occasion or termination of contract as per gravity of the incident.
18. The performance of the contractor will be continuously monitored, Upon issuance of three warning letters, the contractor will be put on probation and if the performance of the contractor does not improve, it may lead to cancellation/termination of its contract.
19. The Electricity and Gas bill shall be charged as per actual consumption, The contractor will make payment as per the following formula:  
**= Total Amount of Bill paid by The University/Total No. units consumed by University X Actual Number of Units Consumed by the contractor.**
- In case of non-payment of dues within the stipulated period, electricity/gas connection will be cut off and only will be restored upon payment of Rs. 50,000 as restoration/re-connection charges.
20. Rent is waived off till Feb 28, 2025, After February, the rent will be charged Rs. 10,000 or as approved by the competent authority. The contractor shall pay rent in advance but not later than the 5th of every month. The rent will be revised every year.
21. The contractor will be held responsible for any loss/damage made to the CUI, Abbottabad Campus property intentionally or unintentionally by him or by his any employee.
22. Both parties of this contract shall have the right to terminate this contract at any time upon 60 days prior written notice. However, The University reserves the right to terminate the contract or charge a penalty, if the contractor commits severe violation.
23. The contract shall display the approved rate list (F/A) of food items duly signed by the authorized official of CUI, Abbottabad Campus.
24. In case of any dispute, the decision of the CUI, Abbottabad Campus, Food & Services Committee will be final and binding upon the parties.

<b>FOR AND ON BEHALF</b> COMSATS University Islamabad, Abbottabad Campus	<b>FOR AND ON BEHALF</b> M/S
Name & Designation Signature .....	Name & Designation Signature .....
Witness: .....	Witness: .....
Name: .....	Name: .....
NIC No: .....	NIC No: .....
Signature: .....	Signature: .....

**(TO BE PRINTED AND TYPED ON COMPANY'S LETTERHEAD  
and attach with Bid/EOI)**

**Basic Information for Prequalification**

Name of Company/Firm /Business \_\_\_\_\_

Nature of Business (s): \_\_\_\_\_

National Tax No. \_\_\_\_\_

General Sales Tax (GST Number) \_\_\_\_\_

Active Taxpayer Status: Yes/No. (Attach copy of certificate download from FBR Website within three days from last date of tender submission)

**Business Detail**

Proprietor/Owner/Managing Director Name: \_\_\_\_\_

Company/Firm/Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Business Contact No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

**Company / Supplier Banking Details**

Bank (s) Name			
Title of Account			
Account Number		Branch/City	
Type of Account		Closing Balance on Dec 31, 2024	

**List of Contract/Agreement/Work Order Completed/ In hands (in Last 10 Years)**

	Name of Company/Organization	Title of Agreement or Contract	Years (Contract Start & Closing date)	Approximate Value of Business per Year (Sale per Year)
1				
2				
3				

(Attach documentary proof with proper reference for the companies / organizations mentioned above along with Satisfactory reference/work completion letter issued by Client.

**Administrative Setup (Snapshots)**

- 1.
- 2.
- 3.

**No. of Personnel & Capabilities (Mention detail)**

**Any Other Information (If Any)**

# UNDERTAKING

The above-mentioned Terms of Reference (TORs)/Terms & Conditions have been carefully read and are hereby unconditionally accepted.

**Name of Bidder Firm/Company:** \_\_\_\_\_

**Name & Designation of Authorized Official:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Company Stamp:** \_\_\_\_\_

**Tel / Cell Nos.** \_\_\_\_\_

**E-mail Addresses:** \_\_\_\_\_

*The filled in EOI document along with other required documents should be forwarded to:*

**Purchase officer,  
COMSATS University Islamabad, Abbottabad Campus.  
University Road Tobe Camp, Abbottabad.**

**(Following TO BE PRINTED AND TYPED ON COMPANY'S  
LETTERHEAD to ensure these documents are attached)**

Annex-B

Tender No. Hiring of Services/30 (2024-2025)/3

Date-----

Tender Due Date-----

**CHEKCLIST of Documents/Detail Provided With EOI**

1. Profile (Complete attach as required: \_\_\_\_\_  YES  NO  
(Name/office address/contact Nos./administrative setup and locations etc.)
2. Copies of NTN/GST certificate etc. (attach with EOI): \_\_\_\_\_  YES  NO  
(Showing number of years in food/catering business)
3. Affidavit of Non Black listing: \_\_\_\_\_  YES  NO
4. Detail chefs and supporting staff along with their experience and Qualification.  
: \_\_\_\_\_  YES  NO
5. Copies of Executed/In Hand Same/Similar Contracts: \_\_\_\_\_  YES  NO
6. Bank Statement for the last One & Half years: \_\_\_\_\_  YES  NO  
(A sound Bank Statement from a scheduled bank of Pakistan.)
7. Undertaking acceptance of TORS: \_\_\_\_\_  YES  NO  
of tender without any condition.

\_\_\_\_\_  
**Sign & Seal**

**Note: It must be filled and attached with EOI documents, and the supporting documents should be attached with EOI as sequence given in it.**