



**COMSATS UNIVERSITY ISLAMABAD,
ABBOTTABAD CAMUS
University Road Tobe Camp Abbottabad**

AUCTION OF OLD/PAPERS/ANSWER SHEETS (Auction Document)





**COMSATS UNIVERSITY ISLAMABAD,
ABBOTTABAD CAMUS
University Road Tobe Camp Abbottabad**

Tender Ref # CUI/ATD/Exam Sheet/Auction/44 (2024-2025)

Auction/Disposal of Answer Sheets etc.

EPAD #

COMSATS University Islamabad-Abbottabad Campus, a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Single-Envelope**” procedure basis from Income Tax registered Firms/Companies who are on the Active Taxpayer List (ATL) for Income Tax of FBR for **Auction/Disposal of Answer Sheet etc.**

1. The Bid Security for the Bid is **Rs. 20,000.00** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: 9010420-7); 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, Abbottabad 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 **August 06, 2025, by 1100 hours**. The bids shall be opened **on same day after Half an Hour of closing time** in the presence of the bidders who wish to be present, in Purchase Office Admin Block, COMSATS University Islamabad, Abbottabad 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



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





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Auction Form

Auction No.CUI/Atd/44/ Exam Sheet/Auction/2024-2025

Note:

- Firm/Bidder must fill in all the details as required in the form.
- Use Capital letters.

Business/Individual Name: _____

Father/Husband Name (if Individual): _____

Name(s) of Owner(s): _____

CNIC No: _____

NTN: _____

Business Address: _____

Telephone: _____ **Fax:** _____

Cell No: _____ **Email:** _____

Authorized Signature/Stamp

Date _____





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1. Documents for Eligibility & Responsiveness

Please tick the documents attached with Auction Bid. If any of the documents is found missing, then CUI Abbottabad campus reserve the right to reject the Bid of that Firm/Bidder.

Documents for Eligibility, Responsiveness & Qualification

- Copy of NTN Certificate.
- Any document/print as proof of being Active Taxpayer.
- Earnest Money Deposit (refundable) of Rs. 20,000/- in name of COMSATS University Islamabad Abbottabad Campus”.
- Fresh certificate, for being not black listed ever, on legal paper.
- Completely filled Auction Documents.
-

2. Selection/Evaluation Criteria

- Selection Criteria will be heights bid subject to clearance of Basic Eligibility & Responsiveness.
- Financial Bid of Eligible and Responsive bidders will be considered for evaluation.
- If same price of bid is quoted by more than one bidder than preference will be given to bidder who has more experience as tax payer.

Authorized Signature/Stamp

Date_____





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3. Terms and conditions

- The material/items will be disposed of on “**as is where is**” basis.
- The bidder will be required to submit this document completely filled.
- Complete Auction Document along with Auction items detail is available on EPADs.
- Earnest Money Deposit Rs. 20,000/- (refundable) in name of “COMSATS University Islamabad Abbottabad Campus” should accompany the Auction Bid. Earnest Money of unsuccessful bidders will be returned immediately after closing of bidding process.
- All bids without Earnest Money or with less Earnest Money, will be rejected.
- The material/items can be inspected at COMSATS University Islamabad Abbottabad Campus University Road tobe Camp Abbottabad Administration Block from July 23 2025 to August 04, 2025 in office hours and working days only.
- Interested bidder/s must have attached required documents of Eligibility and Responsiveness with Auction Documents. In case of failure, Bids will be rejected.
- Late bids will not be accepted.
- The validity of the offered bids must not be less than ninety (90) days from the date of bid opening.
- In case of any disqualification (ineligibility or non-responsiveness) of most advantageous (highest) bidder, auction may be offered to 2nd most advantageous (highest) bidder after approval from Competent Authority.
- Only that bidder will be allowed to participate in the bidding who has deposited Earnest Money (EMD).
- The paper and Answer Sheets will be auctioned to the highest bidder.
- On completion of auction process, successful bidder shall deposit 25% of the total bid amount in Cash on same day. Remaining 75% amount will be deposited in the CUI Abbottabad Bank account within 24 working hours after receiving letter from CUI Abbottabad campus.
- Successful bidders will remove the stores within 48 hrs after the complete payment.
- If the successful bidder (s) fails to remove the stores within stipulated period. CUI Atd has the right to charge demurrage to the bidder @2% per day of the total bid amount.
- All type of terms & conditions submitted with auction bid of any bidder will be considered as null & void if found contradictory with terms & conditions mentioned in the auction documents issued by CUI Abbottabad Campus.





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- CUI Abbottabad reserves the right to initiate proceedings for blacklisting as per Rule-PPRA Rule, if a bidder is found to be indulging in corrupt or fraudulent practices.
- The successful bidder will be required to pay all applicable Govt. taxes including withholding/income. 18% GST Taxes will be calculated above the total auction value offered by the bidder as per Financial Bid Performa. Successful bidder will be required to pay the total taxes value currently 18% GST and withholding tax applicable as per rule.
- The CUI Abbottabad campus employees and their families will not be entitled to participate in the auction/bidding process.
- CUI Abbottabad reserves the right to cancel/reject any or all bids totally/partially on the basis of any reason disclosed to concerned authority.
- SEALING AND MARKING OF BIDS:
 - Auction Bids shall be submitted in sealed envelopes marked as under, after mentioning the type of bid on top i.e. Bid for Auction

Purchase Officer

COMSATS University Islamabad, Abbottabad Campus.

- The Auction Bid envelopes shall also bear the word “CONFIDENTIAL” and following identifications: -
 - If the envelope is not marked, as instructed above, the CUI Atd will assume no responsibility for the misplacement or premature opening of the bid.
 - The bids should reach this office before or by August 06, 2025 at 1100 Hrs. All Auction Bids will be opened on the same day at 1130 Hours in the presence of representatives of bidders who wish to participate.
 - Preference will be given to recycling the papers at Hattar Haripur, handled by the selected contractor.
 - The contractor will be responsible for all loading and unloading and transportations charges of material.
 - The contractor will segregate all material if required at CUI, Abbottabad campus.





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- All material will be sealed in sacks according to their category and weighed either at CUI Abbottabad or using the computer weighing instrument at small industries Abbottabad.
- The material will be uplifted and transported directly to the recycling factory on the same day. The contractor will not store any material in a warehouse.
- Upon the completion of recycling process, the contractor will issue a certificate to CUI Abbottabad Campus confirming the safe disposal of all materials in a recycling facility.
- The material shall only be used for recycling purpose and not for any other use.
- The contractor will undertake the activity on the working day during working hours, allowing CUI officials to supervise and witness the weighing of materials.

Authorized Signature/Stamp

Date_____



Tender No. CUI/Atd/44/Exam Sheet/Auction for Auction of Answer Sheets and paper

Firm/Bidder Name: _____

4. Financial Bids for Auction.

Items Description	a	b	c= a + b	2	
	Unit Rate /Kg Exclusive of GST	18% GST	Unit Rate/Kg Inclusive of GST	Earnest Money (Rs). 20,000/-	
White Exam Paper				Pay Order No.	
Color Paper					
Grand Total					

Note: -

- All interested bidders are encouraged to submit bids for both items.
- Non-Filer is not allowed to participate in Auction

Authorized Signature/Stamp

Date

