



# COMSATS University Islamabad

## Sahiwal Campus

No. CUI/SWL/Procurement/RFQ/FY 2022-23/04

Dated: 05-07-2022

### Request for Quotations- Items for Admissions Campaign FALL 2022

COMSATS University Islamabad, **Sahiwal Campus**, a Public Sector University of Ministry of Science & Technology (MoST) intends to procure Items for Admissions Campaign Fall 2022 of CUI, Sahiwal through Request for Quotations Method of Procurement and detail is as under: -

Sr.No	Description	Quantity	Unit Rate (Rs.)	Total Amount (Rs.)
01.	<b><u>Printed Mugs with Printed Box</u></b>  (As Per Sample Equivalent OR Higher)	100		
02.	<b><u>Wooden key chain with Printing- A Sample is Required for Selection.</u></b>  Both side logos (As Per Sample Equivalent OR Higher)	1,000		
03.	<b><u>Hand Bags</u></b>  10.75'' x 13'' x 3'' inches, 4 Color Bleach Card 300 gm Double Side Printing with Lamination and Dori. (As Per Sample Equivalent OR Higher)	100		
04.	<b><u>Printing of F.A.Q</u></b>  Size A4, art paper 128 gram, two colors printing on front and back sides.	1,000		
	<b><u>Grand Total in Pak Rupees with all applicable taxes and delivery charges</u></b>			

### General Terms and Conditions (Request for Quotations Method)

- Bidding is open to all firms and persons meeting the following requirements:
  - Registered with Income and Sales Tax Departments, Government of Pakistan

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**Purchase and Store Department.** COMSATS Road, Off G.T Road, Sahiwal-57000, Pakistan.  
Tel: +92-40-4305001-05, Fax: +92-40-4305006  
[www.sahiwal.comsats.edu.pk](http://www.sahiwal.comsats.edu.pk)

- b) and who are on Active Taxpayers List (ATL) of Federal Board of Revenue (FBR), Government of Pakistan.
2. All prices should be valid for at least **30 days** from the last date of submission.
  3. The Purchase/Work Order will be awarded on **Item Wise Basis.**
  4. The Unit rate must be inclusive of all applicable taxes and we need delivery of items at our premises.
  5. The exact completion/delivery time from the date of the purchase / work order will be **30 days.** The handing over / completion time for this contract is of critical importance.
  6. Before quoting, the bidder in his own interest can visit to know the specifications of each item the Store Section of CUI Sahiwal Campus OR Concerned Office. This will help him in proper assessment of the work. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The cost of visiting the site shall be borne by the vendor and shall be at his own responsibility and risk.
  7. Please submit your quotations before **July 06, 2022 (Wednesday) in sealed envelopes OR through official emails and quotations on their letterheads with sign and stamp.** All bids submitted after the time prescribed shall be rejected and returned.
  8. In case, the opening date is declared as a public holiday by the Government, the next working day shall be deemed the date for submission and opening of the quotations at same time and venue.
  9. After the opening of bids, bidders are not allowed to alter or modify his bid. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
  10. The Quotations shall be checked for any arithmetic errors which shall be rectified. The Quotation Price as determined after arithmetic corrections shall be termed as the Corrected Total Quotation Price which shall be binding upon the vendor.
  11. Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the quotation documents.
  12. The Employer will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BoQ. The inspection will be conducted at the final destination.

13. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
14. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
15. COMSATS University Islamabad, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CUI, Sahiwal Campus will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.
16. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
17. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise, the purchase / work order will be cancelled after the due date and the Purchase order will be awarded to the second lowest bidder.
18. Part / Advance payments are not allowed. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Sahiwal Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
19. A procuring agency can permanently or temporarily bar from participation in its respective procurement proceedings, the suppliers and contractors who either consistently failed to provide satisfactory performances or found to be indulging in corrupt or fraudulent practices.
20. In case of any grievances, the matter will be redressed as per PPRA Rules.
21. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Sahiwal Campus.
22. The quantities given in the Bill of Quantities are estimated and provisional and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Bidder and verified by the Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where

applicable, and otherwise at such rates and prices as the Employer may fix as per the Contract.

23. The CUI, Sahiwal Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
24. In the case of repeat orders, fifteen percent (15%) of the Original Procurement within the bid validity period will be considered as the permissible limit to issue variation.
25. COMSAT FTN Registration No. 9010416

With profound regards,

**Muhammad Umar Irshad**  
**In-charge Purchase & Store Department**  
**0300-6907240**

**Printed Mugs with Printed Box**



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**Wooden Key Chain Both Sides**



## Hand Bag



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## FAQ Front Side



### COMSATS University Islamabad, Sahiwal Campus

(A Public Sector Degree Awarding Institution under Ministry of Science and Technology)  
Government of Pakistan

## Frequently Asked Questions (FAQ)

**What is COMSATS?**

COMSATS stands for "Commission on Science & Technology for Sustainable Development in the South". The CUI is a federally chartered institute under Ministry of Science & Technology, Govt. of Pakistan.

**Who is Patron and Vice Chancellor of CUI?**

President of Pakistan is "Patron" and Federal Minister for Science & Technology is "Chancellor" of CUI.

**Is CUI a Public Sector or Private Sector University?**

CUI is a Public Sector University *Under Ministry of Science & Technology, Govt. of Pakistan.*

**Does CUI have Degree Awarding Status?**

Yes. CUI have received Charter from the Federal Government as a Degree Awarding Institute. The CUI is now slated for upgradation as a university by the name of 'COMSATS University' through an Act of the Parliament.

**How many Campuses CUI have in Pakistan?**

CUI have seven (07) fully functional campuses at Islamabad, Abbottabad, Lahore, Wah, Attock, Sahiwal, Vehari and One Virtual Campus while, more campuses at Gujrat, Toba Tek Singh, Karachi, Larkana, Quetta, Peshawar, Jaffarabad, Kotli, Gojra, Sialkot, Azad Kashmir and abroad are in advance planning stage.

**What is ranking of CUI among Pakistani University / DAIs?**

CUI have been Ranked at No. 1 (in CS & IT Category) by Higher Education Commission. Besides, CUI have also been placed at No. 3 in overall Top 10 HEIs of Pakistan out of 132 universities in General Category.

**Does CUI have linkages with Foreign Universities?**

CUI have signed more than 233 MOUs with International Institutions/Universities for collaborative research, academic exchange, faculty development, MS/PhD level training, scholarship exchange.

**Does CUI have its permanent campus in Sahiwal Campus?**

Yes. CUI have purpose built campus on 36 Acres on canal bank. Its location is on COMSATS Road, near View Hotel, Off G.T Road, Sahiwal.

**Is CUI Sahiwal Campus certified by ISO 9001-2008?**

Yes. CUI Sahiwal Campus has been certified by International Standard Organization (ISO 9001-2015) in year 2018.

**Have CUI Sahiwal Campus accredited by PEC?**

Yes. CUI Sahiwal Campus's Engineering programs are accredited by Pakistan Engineering Council (PEC).

**What is current enrollment of students in CUI Sahiwal Campus?**

Currently, CUI Sahiwal Campus have 3000+ students under different degree programs.

**When can I apply for Admission at CUI Sahiwal Campus?**

CUI Sahiwal Campus offers admissions twice in a year after every six months in Spring and Fall Semesters. [Visit website for more details. \(www.Sahiwal.comsats.edu.pk\)](http://www.Sahiwal.comsats.edu.pk)

**What is application procedure for Students Awaiting their Results?**

Students awaiting their results can also apply for Admission upon submission of hope certificate/affidavit on a stamp paper of Rs. 20/- and a copy of Roll No. Slip of last Exam.

**How to apply for admission at CUI Sahiwal Campus?**

- Log on to <http://admissions.comsats.edu.pk>
- Sign up and create your login by providing basic information
- Fill in the online admission form and upload scanned documents
- Take print of challan form of admission processing fee and NTS (if required)
- Upload paid challans on your admission portal to complete all formalities, before the admission closing date.

**How to get registered for the Entry (NTS) test?**

- Option No. 1:** Candidates may apply for NTS test online at: <http://datacell.nts.org.pk/> and then download the bank deposit slip from NTS online Portal. Send the original bank deposit slip to NTS Islamabad whereas, copy of bank deposit slip along-with admission form and supporting documents may be sent to Admission Office within due date.
- Option No. 2:** Download "NTS registration form" along-with "Bank deposit slip" from campus website ([www.sahiwal.comsats.edu.pk/how\\_to\\_apply.aspx](http://www.sahiwal.comsats.edu.pk/how_to_apply.aspx)). Submit filled form along-with original bank deposit slip and admission form in Admission Office within due date.

**What can I study at COMSATS University Islamabad, Sahiwal Campus?**

CUI Sahiwal Campus Offers twenty (20) different degree programs i.e. MS in Mechanical Engg., MS in Management Sc. (Finance, Management and Marketing), MS in Computer Sc., MS in Biosciences, MS in Mathematics, MBA (1.5 Year), MBA (Executive), BBS, MCS, M.Sc. Mathematics, BS (BA), BS (Accounting & Finance), BS (CS), BS (TN), BS (Software Engg.), (BS (Bioinformatics), BS (Food Science & Nutrition), BS (Mechanical Engg.), BS (Electrical Engg.) and BS (Civil Engg.).

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## FAQ Back Side

### What is the Eligibility Criteria for Admission?

Program	Eligibility Criteria
<b>MS in Mechanical Engineering (MSME)</b>	A 16-years degree (or equivalent) in relevant field from an accredited educational institution with minimum 2.5/4.00 CGPA (or 60% marks in annual system) along-with valid GAT score. No third division or D grade in academic career.
<b>MS in Management Sciences (MSMS)</b>	A 16-years degree (or equivalent) in relevant field: Business Administration, Administrative Sciences, Public Administration, Commerce, BBS and MBA from an accredited educational institution with minimum 2.5/4.00 CGPA (or 60% marks in annual system) along-with valid GAT score. No third division or D grade in academic career.
<b>MS in Computer Science (MSCS)</b>	A 16-years degree (or equivalent) in relevant field: Computer Science, Information Technology from an accredited educational institution with minimum 2.5/4.00 CGPA (or 60% marks in annual system) along-with valid GAT score. No third division or D grade in academic career.
<b>MS in Biosciences (MSBS)</b>	A 16-years degree (or equivalent) in relevant field: Biosciences, Bioinformatics, Bio-chemistry, Biology, Life sciences from an accredited educational institution with minimum 2.5/4.00 CGPA (or 60% marks in annual system) along-with valid GAT score. No third division or D grade in academic career.
<b>MS in Mathematics</b>	A 16-years degree (or equivalent) in relevant field: M.Sc. Mathematics (2-years) or BS Mathematics (4-years) from an accredited educational institution with minimum 2.5/4.00 CGPA (or 60% marks in annual system) along-with valid GAT score. No third division or D grade in academic career.
<b>MBA (1.5 Year)</b>	A 16-years degree (or equivalent) in relevant field: Business Administration, Administrative Sciences, Public Administration, Commerce, BBS and MBA from an accredited educational institution with minimum 2.5/4.00 CGPA (or 60% marks in annual system) along-with valid GAT score. No third division or D grade in academic career.
<b>MBA Executive</b>	Bachelor degree (14 years of education) in relevant field with 4 years of working experience, having minimum 2.0/4.0 CGPA (semester system) or minimum 50% marks (annual system) from an accredited educational institution along-with valid NAT score.
<b>MCS &amp; BBS (2 Years)</b>	Bachelor degree (14 years of education) in relevant field with minimum 2.0/4.0 CGPA or 50% marks (annual system) from an accredited educational institution along-with valid NAT score.
<b>M.Sc. Mathematics</b>	Bachelor degree (14 years of education) with Mathematics as major subject having minimum 50% marks from an accredited educational institution along-with valid NAT score, without any third division (annual system) or D grade (semester system) in academic career.
<b>BS (BA), BS (TN), BS (A&amp;F)</b>	Intermediate or equivalent, with minimum 50% marks, from an accredited educational institution along-with valid NAT score.
<b>BS (Software Engineering) BS (Computer Science)</b>	Intermediate with mathematics or equivalent with minimum 50% marks from an accredited educational institution along-with valid NAT score.
<b>BS (Bioinformatics)</b>	Intermediate with Pre-Medical, Pre-Engineering, ICS or equivalent with minimum 50% marks from an accredited educational institution along-with valid NAT score.
<b>BS (Food Science &amp; Nutrition)</b>	Intermediate with Pre-Medical or 3 Years diploma holders for food sciences and technology with minimum 50% marks from an accredited educational institution along-with valid NTS score.
<b>BS (Mechanical Engg.) BS (Electrical Engg.)/ BS (Civil Engg.)</b>	Intermediate with Pre-Engineering/DAE in relevant discipline as specified by Pakistan Engineering Council (PEC) with minimum 60% marks from an accredited educational institution along-with valid NAT score. 2% quota for DAE.

### What is Merit Calculation Criteria?

Degree/Certificate	BS Programs	Masters Programs	MS Programs
Matriculation	10%	10%	05%
Intermediate	40%	15%	10%
Bachelor	-	30%	25%
Entrance Test	50%	45%	40%
Interview	-	-	20%

### Following Scholarship are available at CUI Sahiwal Campus?

CUI Sahiwal Campus is dedicated to provide quality education to the students of under-privileged and remote areas. We offer various scholarships/support schemes to help students pay for their education at CUI Sahiwal Campus.

- **Campus Funded Scholarships:**
  - > Free Education for Top 10 Board Position Holders.
  - > CUI Sahiwal Campus Talent Hunt Scholarships
  - > Unlimited Merit Scholarships (equivalent to 75% tuition fee waiver for non engineering programs).
  - > Special Subsidy for every admitted student in MCS, M.Sc. Math, MBA 1.5, MBA Executive, BBS, BS (BA), BS (Accounting & Finance) and BS (BI) programs.
  - > CUI Qarz-e-Hasna (Interest free loan) for 10 Years.
  - > Kinship/Siblings Concession.
- **External Funded Scholarships:**
  - > Pak-USAID Merit & Needs Based Scholarship Program.
  - > HEC Needs Based Scholarship program.
  - > Punjab Educational Endowment Fund (PEEF) Scholarship Program.
  - > Ihsan Trust (Meezan Bank) Qarz-e-Hasna
  - > Punjab Worker Welfare Fund (PWWF) Scholarship Program. (Fully funded scholarships equivalent to waiver of full fee, hostel fee, meal charges, books allowance, stipend etc)
  - > Prime Minister's National ICT R&D Fund Scholarship (Fully funded scholarships equivalent to waiver of full fee, hostel fee, meal charges, books allowance, stipend etc)
  - > Shahbaz Sharif Merit Scholarship (SSMS).
  - > NTS Needs Based Scholarship program.
  - > French & German Needs Based Scholarship Program.
  - > Tariq Farid Foundation & ICE-AGE Industries Scholarship.

### What is Contact Information of CUI, Sahiwal Campus?

**Main Campus:**  
COMSATS Road, Near View Hotel, Off G.T Road, Sahiwal.  
Ph: 040-4305005, Cell: 0333-6908100, 0333-6908200

### How many students have been graduated from CUI Sahiwal Campus?

2331 students have been graduated in eleven batches who are serving different organizations / institutions.

### What facilities are available in CUI Sahiwal Campus?

- Highly qualified faculty having PhD/MS qualifications from reputed international universities.
- High Tech fully air conditioned Computer Labs connected with high speed internet.
- Class rooms equipped with multimedia, free Wireless Internet connectivity in entire campus.
- State of the Art Computer, Biosciences/ Bioinformatics, Mechanical, Electrical, and Civil Engineering Labs.
- Library equipped with latest original books about Management Sciences, Business Studies, Computer Science, Telecom & Network, Biosciences, Bioinformatics, Software Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Literature etc.
- Free access to HEC's Digital Library.
- Hostels for male and female students facilitated with stand alone generators, 24 hours wireless internet connectivity in rooms and pick & drop facility.
- Transport for pick & drop facility of students in Sahiwal Campus, Okara, Chichawatni, Arifwala and Pakpattan cities.
- Directorate of Student Affairs for curricular and extra curricular activities.
- Free Career Counselling Seminars/training workshops. Students Financial Aid Office (SFAO). Career Development Cell, Alumni Association, Masjid, Girls Common Room, Cafeteria, Photocopy Centre, Grassy lawns, playgrounds.

**Admissions Schedule for Sahiwal Campus**  
(Visit website for details): [www.sahiwal.comsats.edu.pk](http://www.sahiwal.comsats.edu.pk)

**APPLY ONLINE AT: [ADMISSIONS.COMSATS.EDU.PK](http://ADMISSIONS.COMSATS.EDU.PK)**

### City Office:

COMSATS University Islamabad, Sahiwal Campus  
Liaqat Road, Near Red Crescent Hospital, Sahiwal. Ph: 040-9200100

**Purchase and Store Department.** COMSATS Road, Off G.T Road, Sahiwal-57000, Pakistan.

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