

COMSATS University Islamabad
Sahiwal Campus

TENDER DOCUMENTS

For

**Procurement of Catering Services about 3500 Persons for Event
of Convocation-2022 at CUI Sahiwal
(To be held in Mid of May-2022)**

Submission and Opening Date for Tender:

April 15, 2022 (Friday)

Submission Time: 1100 Hours

Opening Time: 1130 Hours

April 2022



Purchase and Store Department

COMSATS Road, Off G.T.Road, Sahiwal

Tel: 040-4305666 Ext 128 & 186 Web: www.sahiwal.comsats.edu.pk

Signature & Stamp of Bidder

Invitation to Bid
(Tender No. CUI-SWL/Procurement-21-22/147)

Procurement of Catering Services about 3500 Persons for event of Convocation-2022 of CUI Sahiwal.

1. COMSATS University Islamabad, Sahiwal Campus, a public sector organization invites sealed bids from renowned catering & event management firms/hotels/restaurants registered with income tax and sales tax departments and who are on active taxpayers list (ATL) of FBR for Procurement of Catering Services about 3500 persons for event of Convocation-2022 of CUI Sahiwal.
2. Bidding documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at “Purchase and Store Department, COMSATS Road, Off G.T.Road, Sahiwal”. Non-refundable fee of bidding document is Rs. Rs. 1000 (One Thousand Rupees) in shape of pay order/Demand Draft in favour of CUI, Sahiwal.
3. The bidders are required to furnish in the form of Bank deposit / CDR / Pay order equivalent to 2% of the total bid price (refundable) as a Bid Security in favor of “COMSATS University Islamabad, Sahiwal Campus,”. Any bid not accompanied by an acceptable bid security shall be rejected by the Employer as non-responsive and without any right of appeal.
4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Procurement department, COMSATS Road, Off G.T.Road, Sahiwal on or before 1100 hours on April 15, 2022 (Friday). Bids will be opened at 1130 hours on the same day, in the presence of bidder’s representatives who choose to attend at the same address. This advertisement is also available on PPRA website at www.ppra.org.pk and on Campus Website at <http://sahiwal.comsats.edu.pk/Procurement/Tenders.aspx>

Muhammad Umar Irshad
In-charge Purchase & Store Department
Cell No: 0300-6907240

Signature & Stamp of Bidder

TERMS AND CONDITIONS OF THE TENDER

1. **Eligible Bidders.** - Bidding is open to all firms and persons meeting the following requirements:
 - a) Registered with Income and Sales Tax Departments, Government of Pakistan
 - b) and who are on Active Taxpayers List (ATL) of Federal Board of Revenue (FBR), Government of Pakistan.
2. **Tender Document Fee (Non-Refundable).** - Bidding documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Sahiwal Campus to the address given below. No bid will be accepted without tender documents' fee.
3. **Bid Security (Refundable).** - The bidder is required to furnish in the form of Deposit at Call (CDR) or a Bank Guarantee issued by a Scheduled Bank in Pakistan equivalent to 2% of the total bid price as a Bid Security in favor of "COMSATS University Islamabad, Sahiwal Campus. Any bid not accompanied by an acceptable bid security shall be rejected by the Employer as non-responsive and without any right of appeal.
 - a. The bid securities of unsuccessful bidders will be returned upon award of contract/Issuance of Purchase Order to the successful bidder or an expiry of validity of Bid Security whichever is earlier.
 - b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity
 - ii. If a bidder does not accept the correction of his bid price
 - iii. in case of a successful bidder, if he fails to sign the contract agreement or execute the work as specified in bill of quantities (BoQ).
4. **Bid validity.** - All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI to forfeit the earnest money in favor of the CUI and / or put a ban on such vendor participation in CUI tenders / works
5. All prices should be quoted on F.O.R (Pak Rupees).
6. **Delivery time or Completion Schedule.** – Convocation has been scheduled **in Mid of May**. All arrangements are required to be physically furnished before one **day (4:00 pm)**. The handing over / completion time for this contract is of critical importance.
7. The bid proposal should be inclusive of freight and all other taxes and we need delivery of items at COMSATS University Islamabad, Sahiwal Campus's premises.

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8. All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected
9. Any addition, deletion or modification of any clause of the procurement terms & conditions of CUI by any vendor will not be acceptable and may lead to rejection of the bid.
10. **Site Visits/Concerned Office.** - Before quoting, the bidder in his own interest can visit the **Store Section of CUI Sahiwal Campus/Concerned Office for sample/specifications/requirements of each item** and to know the full implications of the assignment. This will help him in proper assessment of the work. Failure to do so will not absolve the contractor 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 Tenderer and shall be at his own responsibility and risk.
11. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
12. **Method of Procurement.** – COMSATS University Islamabad, Sahiwal Campus, will follow the PPRA rule of open competitive bidding. Each bid shall comprise one single envelope containing financial proposal and will be evaluated in the manner prescribed in the bidding document.
13. **Submission and Opening of bids.** - The bid should be submitted in a sealed envelope in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **April 15, 2022 (Friday)** on or before **1100 hours** and will be opened on the same date **at 1130 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
14. The envelope should be marked as under;

Secretary, Purchase Committee
COMSATS University Islamabad, Sahiwal Campus
COMSATS Road, Off G.T Road, Sahiwal.
Tel: 040-4305001-05, Ext: 128
- The envelope shall also bear the word “CONFIDENTIAL” and following identification quotation of **“Procurement of Catering Services about 3500 persons for event of convocation 2022 of CUI Sahiwal”**.
15. After opening of bids, COMSATS University Islamabad, Sahiwal Campus will examine the bids for completeness as per tender document.
16. **Evaluation Criteria:** Technical bids will be evaluated on the basis of following criteria:

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- Tender will be evaluated on **Grand Total Basis for Part A and Grand Total Basis for Part B separately.**
- The bidder can participate in one part OR in both parts of the tender.
- Experience of the firm/renowned catering & event management firms/hotels/restaurants for organizing such events/convocations/functions to any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Please attach Purchase Orders/Work Orders with financial proposals.
- Tenderer is a bidder who has not been blacklisted by any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. The vendor will provide this undertaking on judicial stamp paper with Financial Proposal.

17. Evaluation of bids. - Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the bidding documents.

18. Clarification of bids. - After 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.

19. The Tender shall be checked for any arithmetic errors which shall be rectified. The Tender Price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall binding upon the Tenderer.

20. One Bid per Bidder. - Conditional or alternative bids are not allowed. Bidders are required to quote one bid/one brand. If bidders quote two bids/different brands then their bids are liable to be rejected.

21. COMSATS Institute of Information Technology, Sahiwal Campus reserves the rights to reject the bid if;

- i. Received without earnest money
- ii. Received later than the date and time fixed for tender submission
- iii. The tender is unsigned/ unstamped
- iv. The offer is ambiguous
- v. The offer is conditional

- vi. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer (If, required).
 - vii. The offer is from a firm, which is black listed by any Govt. Office.
 - viii. The offer is received by telephone/telex/fax/telegram.
 - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
- 22.** It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 23.** 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.
- 24. Rejection of bids.** - 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 will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds
- 25.** The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Sahiwal Campus
- 26. If the vendor fails to deliver the goods / services to CUI-Sahiwal in time then the penalty will be charged as under: -**
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
- 27.** 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 due date with confiscation of earnest money.
- 28.** The Employer will inspect the supplied and provided services to verify their conformity to the Specifications given in BoQ. The inspection will be conducted at final destination.
- 29. On account payments.** - 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.

- 30. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
- 31. **Blacklisting of Suppliers and Contractors.** - 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.
- 32. In case of any dispute, decision of the Director, CUI Sahiwal will be final and binding upon the parties.
- 33. 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.
- 34. The CUI reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 35. In case of repeat orders fifteen per cent (15%) of the Original Procurement will be considered as the permissible limit to issue variation.
- 36. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise, the tender will not be considered under any circumstances.
- 37. I / We hereby confirm to have read carefully the terms and conditions of your Tender Enquiry dated for opening on..... for the purchase of

We agree to abide by all these terms and conditions/instructions.

- 38. Certified that the prices quoted against advertises tender dated..... are not more than the prices charged from any other purchasing agencies in the county in the financial year..... and in case of any discrepancy, We/I hereby undertake to refund the price charged in excess if and when asked to do so.
- 39. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

Company / Vendor Name:.....

Name of Tenderer:.....

Postal Address:.....

Tel. / Mobile:.....**Email:**.....

NTN#:.....**GST#:**.....

C.N.I.C No:.....

Signature of Tenderer:.....

Date and Stamp:.....

- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

BoQ for Catering Services about 3500 persons for event of Convocation at CUI Sahiwal
(To be held in Mid of May)

(Grand Total Basis) Part-A (Catering Arrangements)

Sr.#	Item name & Specification	Qty		Rates to be quoted Per Head inclusive of all taxes	
				Unit Price (Rs)	Total Price (Rs)
Catering Arrangements (Grand Total Basis)					
01	Main Pandaal Official Sitting Arrangements of 3500 persons that includes: <ul style="list-style-type: none"> • Neat and sober colored Dera/Tent that could incorporate the sitting of 3500 persons with below given arrangements. • Total Carpet that includes the coverage of whole Dera/Tent, stage and sides of main stage. • Chairs with proper covers 4800 • Sofa sets with neat covers 200 (first two or three rows) • Centre Tables (Glass) 20 • Water arrangements in main Pandal (Glass, waiters and plane water) • Fans 200 	3500	Persons		

Signature & Stamp of Bidder

02	<p>Sound System</p> <ul style="list-style-type: none"> • Sound System well appropriate for convocation. It must be faultless. 	01	Job		
03	<p>Chillers</p> <ul style="list-style-type: none"> • Six Chillers those could maintain the temperature of above-mentioned Dera/Tent till around 28 C. Chillers must be supported with appropriate capacity generator (s). Diesel will provide by CUI Sahiwal. 	06	Nos.		
04	<p>Registration Tent</p> <ul style="list-style-type: none"> • A Tent covering 14x14 space with four tables and 16 chairs (with proper covers). 	01	Job		
05	<p>Lighting and Generators</p> <ul style="list-style-type: none"> • Light arrangements to cover the above said <i>dimensions of Pandal and Paths.</i> <p>Generator (s) that/those could supply electricity (uninterrupted) to Sound systems, Fans, Lights and Cameras etc. Back up arrangements are supposed to be the part of this deal in case of any mechanical/electric fault. Diesel will be provided by CUI Sahiwal.</p>	01	Job		
	<i>Note:</i>				

	<ul style="list-style-type: none"> Runners (pathway) from main entrance of the venue to all tents are also the part of above given details that may have a length of 500 to 700 meters. <p>All arrangements are required to be physically furnished before one day of event (04:00pm).</p>				
	Total-A (Rs.)				
	Total in words				
Rates to be quoted Per Head inclusive of all taxes					

Part-B of the Tender

Sr.#	Item name & Specification	Qty		Rates to be quoted Per Head inclusive of all taxes	
				Unit Price (Rs)	Total Price (Rs)
Lunch (Grand Total Basis)					
1	<p><u>Meal</u></p> <p><u>Lunch Box for 3500 persons</u></p> <ul style="list-style-type: none"> Chicken Biryani (Rice Packed with Quarter Chicken Piece, Leg or Chest) Chicken Shami Kabab (One Piece) Sweet (Barfi and Ghulab Jaman) Cold Drink/Juice <p>Note:</p> <ul style="list-style-type: none"> Meal should be packed in Good Quality Box having Partition 	3500	Persons		

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	<ul style="list-style-type: none"> • There exists zero tolerance about electricity and sound interruption. So sound system and generator (s) must be of best quality. These should be deployed and tested before timings. • Chillers should be installed before one day of event (Evening). These should be operationally tested on the same evening. • Chiller’s requirements can be revised (may be nill), subject to the weather conditions. • Electricians’ sound and chiller operators should be on site during all operational time. • Water arrangements are needed to be installed well before time on convocation day. • Lunch Box are required to be furnished well before the time mentioned on invitation cards. Simultaneously, these must be hot enough to be eaten as fresh during meal times. • All staff should be in proper dressings. 				
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	Total-B (Rs.)				
	Total in words				
	Rates to be quoted Per Head inclusive of all taxes				

Note:

1. All arrangements are required to be physically furnished before one day of convocation.
2. Water arrangements are needed to be installed well before time on convocation day.
3. All meals are required to be furnished well before the time mentioned on invitations cards. Simultaneously, it must be hot enough to be eaten during mealing time.
4. All staff should be in proper dressings.
5. Electrician and chiller operator should be on site during all operational time.
6. Chiller's requirements can be revised (may be nil), subject to the weather conditions.
7. Multiple prices of an item may lead to rejection of the item / bid.