

COMSATS University Islamabad
Sahiwal Campus

TENDER DOCUMENTS

For

**Procurement of Catering Services Including Lunch of about
1000 Persons for Event of Convocation FALL-2023 at CUI
Sahiwal
(To be held on November 14, 2023)**

Submission and Opening Date for Tender:

November 02, 2023 (Thursday)

Submission Time: 1400 Hours

Opening Time: 1430 Hours

November 2023



Purchase 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-23-24/4/170)

Procurement of Catering Services Including Lunch of about 1000 Persons for Event of Convocation FALL-2023 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 providing Catering Services Including Lunch of about 1000 Persons for Event of Convocation FALL-2023 of CUI Sahiwal.
2. The procedure of open competitive bidding is **Single Stage-One Envelope**.
3. 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. 1000 (One Thousand Rupees)** in shape of Pay Order/Demand Draft in favour of CUI, Sahiwal.
4. Security deposit of **Rs: 60,000/** in the form of Bank deposit / CDR / Pay order (refundable) as a Bid Security in favor of “COMSATS University Islamabad, Sahiwal Campus”. Any bid which is not accompanied along with bid security shall be rejected by the CUI, Sahiwal as non-responsive and without any right of appeal.
5. 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 **1400 hours on November 02, 2023 (Thursday)**. Bids will be opened at **1430 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
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).** - Security deposit of **Rs: 60,000/** in the form of Bank Deposit (CDR)/ Pay Order or a Bank Guarantee issued by a Scheduled Bank in Pakistan as a Bid Security in favor of "COMSATS University Islamabad, Sahiwal Campus". Any bid not accompanied by 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 on November 14, 2023. All arrangements are required to be physically furnished before **one day (11:00 Am) on Rehearsal Day.** 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.
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 **November 02, 2023 (Thursday)** on or before **1400 hours** and will be opened on the same date **at 1430 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 Including Lunch of about 1000 Persons for Event of Convocation FALL-23 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:

- Tender will be evaluated on **Grand Total Basis**
- Minimum three years' 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 Relevant Purchase Orders/Work Orders (Minimum 03) with financial proposals. Preference will be given for organizing convocations in the universities.
- 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. 0.5% per day of the Purchase Order for the first 10 working days.
 - b. 0.75% per day of the Purchase Order, after that, up to a maximum of 10% of the sum stated in the Purchase/Work Order. Once the maximum is reached, the Purchaser may terminate the contract, 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 Including Lunch of about 1000 Persons for Event of Convocation at CUI Sahiwal (To be held on November 14, 2023)

All Arrangements are required to be physically furnished before one day (11:00 Am) on Rehearsal Day (13th November, 2023).

(Grand Total Basis)

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	<p>Main Pandaal</p> <p>Official Sitting Arrangements for 1000 persons that includes:</p> <ul style="list-style-type: none"> • Neat and sober colored Dera/Tent that could incorporate the sitting of 1000 persons with below given arrangements and a stage of 40 x 20. • Total Carpet that includes the coverage of whole Dera/Tent, stage and sides of main stage. Runners from entrance to Dera/Tent • Chairs with proper covers 850-No's • Sofa sets with neat covers 150-No's (first two or three rows) • Centre Tables (Glass) 20-No's • Mineral Water arrangements in main Pandal (Glass, waiters and water) • Fans 100-N0s 	1000	Persons		

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02	<p><u>VIP Tent for Lunch</u></p> <ul style="list-style-type: none"> • A well-suited Tent/Dera for 250 persons • Sitting arrangements with sofa seats along with glass central tables. • Fans as per requirements • Buffet arrangements (Multiple dishes including water) for 250 persons with sufficient number of waiters. 	250	Person		
03	<p><u>General Meal (lunch) Tent</u></p> <ul style="list-style-type: none"> • A well-suited Tent/Dera for 750 persons • Sitting Lunch Arrangements for 750 persons (round table) with clean chair and table covers. • Buffet arrangements (single dish including water) for 750 persons with sufficient number of waiters. 	750	Person		
04	<p>Sound System</p> <ul style="list-style-type: none"> • Sound System well appropriate for convocation. It must be faultless. 	01	Job		
05	<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		

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06	<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> <p>Note: All arrangements are required to be physically furnished before one day of event (11:00Am) on Rehearsal Day.</p>	01	Job		
07	<p><u>Meal</u> <u>Lunch for 750 Persons</u></p> <ul style="list-style-type: none"> Chicken Karahi/Qourma Chicken Biryani/Palao Fresh Roghni Naan and Roti Green Raita Green Fresh Salad Sweet (Kheer/Firni) Mineral Water Kashmiri Tea 	750	Person		
08	<p>Meal for VIP Lunch for 250 Persons</p> <ul style="list-style-type: none"> Mutton Qourma/Karahi BBQ VIP Chicken Karahi/Qourma Chicken Biryani/Palao Fresh Roghni Naan and Roti Green Raita Green Fresh Salad Sweet (Kheer/Firni) Cold Drinks/Tin Pack Mineral Water 	250	Person		

Signature & Stamp of Bidder

	• Kashmiri Tea				
09	Assembly Pandal Covered pandal for faculty and passing out students with capacity 500-600 persons. • 50 chairs required for group photo • Carpets of decent color	500-600	Person		
10	Biryani on Rehearsal Day (13th, Nov) • 400-500 persons • Cold Drink • Raita • Fresh Salad	400-500	Person		
	Note: <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. • 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. • Electricians and sound operators should be on site during all operational time. • Tissue Box for VIP and Tissue (Party Pack) for General Meal will be Required. • Water arrangements are needed to be installed well before time on convocation day. • Lunch is required to be furnished well before the 				

	time mentioned on invitation cards. Simultaneously, this must be hot enough to be eaten and fresh during meal time. <ul style="list-style-type: none"> • All staff should be in proper dressings. 				
	Total- (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 Sound operator should be on site during all operational time.
6. Multiple prices of an item may lead to rejection of the item / bid.