



TENDER DOCUMENT

Single Stage Two Envelop Basis

**Tea , Food & Tentage arrangements for Open
house / Job Fair at CUI-Wah Campus**

Tender No.CUIW/PS/TEN/23-24/18

**COMSATS UNIVERSITY, ISLAMABAD
WAH CAMPUS**

**G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

Table of Contents

S.No	CONTENTS	Page
Part A	Notice	1
Part B	Evaluation Criteria	2
Part C	<ul style="list-style-type: none">• Terms and Conditions	3-5
Part D	<ul style="list-style-type: none">• Tender Acceptance Form	6
Part E	<ul style="list-style-type: none">• Technical Requirement	7
Part F	<ul style="list-style-type: none">• BOQ	8

Part-A

Invitation to Bid Single stage - Two Envelopes basis

1. COMSATS University Islamabad CUI, a public sector University of Ministry of Science & Technology (MoST) invites sealed bids from the Caterers & Event Management Services Provider registered with income Tax and Sales Tax Departments for **Tea Food & Tentage arrangements Job Fair/ Open House at CUI Wah Campus 28-December-2023**

2. Only Caterers & Event Management Services Provider who are on active taxpayers list (ATL) of FBR are eligible.

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 “Procurement Office Admin Block, CUI Wah Campus”, at price of **Rs.3,000/-**. This amount shall be paid in shape of pay order/DD in favor of COMSATS University Islamabad (CUI), Wah Campus. No bid will be accepted without tender documents’ fee. Tender document may be down loaded from PPRA Website and document price money (DD / Pay order) may be attached with documents once deposit.

(FTN No 9013701-9)

4. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus on **11-12-2023 at 11:00 am**. (The Tender document will not be received after 11:00 am). Bids will be opened the same day at 11:30 am.



Incharge Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2, Fax: 051-4546850

Part-B

Evaluation Criteria

1. The single stage- two envelope procedures will be used. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately, the Financial Proposal and the Technical Proposal. To avoid confusion these envelopes will be marked in bold letters as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** respectively
2. Submission of all information with relevant documents is mandatory otherwise bid will not be considered for process and will be rejected.
3. Initially the envelope marks “Technical Proposal” shall be opened.
4. The financial bid of Contractor/bidder who will meet the following conditions will only be opened.
 - a. Fulfills Technical Requirement
 - b. Provides Validity of the bid for 30 days
 - c. Submitted bid is unconditional
 - d. The participating bidders are capable of and ready to complete the job up to the satisfaction of Convocation Committee CUI Wah Campus, within given period of time, as shown in the Work Order.

Part-C

TERMS & CONDITIONS

Submission of Tender:

1. The last date of receipt of sealed tenders is **11-December-2023** by **1100 hours**.
The tenders will be opened on the same day at **1130 hours** in presence of Vendors or their representatives .
2. All bids should accompany 2% as **Earnest Money** in shape of bank draft/pay order in favour of CUIW Wah. The bid received without said earnest money will not be acceptable.
3. The bidders are required to fill in the unit price/ rate against each item on BOQ attached with the Tender Documents.
4. The rates inserted by the bidders shall be inclusive of the required delivery charges for service provision at **COMSATS University, Islamabad Wah Campus G.T Road Wah Cantt& inclusive of all applicable taxes**, which may be required together with all risks, liabilities contingencies and obligations imposed or implied by each and every one of the tender documents except where specifically and explicitly provided for otherwise.
5. The quantities shown in the Bill of Quantities (BOQ) are estimated and to be used only for computing bids.
6. All prices should be valid for **30 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI Wah to forfeit the Earnest Money and/or impose a ban on such vendor for future participation in CUI Wah tenders/ works.
7. No offer of a supplier/firm will be considered if:-
 - a. Received/ submitted to other than the officer/ office specified in the terms and conditions of this tender notice.
 - b. The tender is unsigned/ unstamped.
 - c. The offer is ambiguous.
 - d. The offer is from a firm which is black listed, by any Govt. Office.
 - e. The offer is received by telephone/telex/fax/telegram.
 - f. Document will not acceptable without tender documents & tender fee

8. Tenders shall be prepared by filling BOQ attached with Tender Documents completely and without alternations or modifications. All entries, numerals and the signatures of all persons signing the tenders shall be without cutting or erasures except those necessary to correct errors made by the bidders, in which case the cutting and erasures shall be initialed by the persons or persons signing the Tenders.
9. All entries in the Tender and supplementary information to be submitted in English language.
10. The Tender must be signed by a person authorized to do so on behalf of the bidder or if the Tender is submitted by a Partnership, it must be signed by each partner or by one holding a power of Attorney authorizing him to do so.

Doubt in Tender Document:

11. Any bidder who have any doubt or questions as to the true meaning of any part of the tender documents should apply through a written request to the Incharge Purchase Section for any clarification or answer thereof, prior to the date set for opening of the Tenders. Any explanations, revision, additions or deletions to the tender documents will be made only by formal addendum, fully signed and issued by the CUI Wah and mailed or delivered to each bidder, who has received a set of tender documents. Such addendum will become an integral part of the tender documents and receipt thereof must be acknowledged by return of the form issued with the addendum. Each addendum shall be signed by the bidder. The CUI Wah shall neither be responsible nor bound for any explanations, revisions, additions or deletions to the tender documents except those contained in the formal addendum signed and issued by the CUI Wah.
12. No unauthorized alteration shall be made in the tender document and the accompanying documents and if any such alteration is made or bill of quantities are not properly filled in or if these instructions are not fully complied with, the tender document is likely to be rejected by the CUI Wah.

Award of Contract:

13. The CUIW will award the contract to the bidder whose bid has been determined to be substantially responsive to the tender documents after fulfillment of Tech criteria.
14. The Earnest Money of the successful bidder will be retained by CUI Wah until completion of event, and from the date of issuance of Certificate of the satisfaction Completion of job. The Earnest Money of the unsuccessful bidders will be released once decision of award of contract is final.

Delivery:

15. The selected bidder will be bound to provide the said services at **COMSATS University, Islamabad. Wah. 28-December-2023**
16. In case of non-delivery, incomplete late delivery or defective/unsatisfactory delivery of goods, the bidder will be liable to the imposition of penalty in shape of forfeiture of earnest money or any such penalty as the case may be.
17. The provided services should comply with all specifications as per Work Order and laid down Term & Conditions.

General Conditions:

18. The contractor or his agent shall attend any or all meetings at his expense/cost when called by the CUIW Wah to discuss progress of the contract and other related matters at any time during the process of contract.
19. In case of any dispute, decision of the competent authority, CUIW will be final and binding upon the parties.
20. The CUIW reserves the right to change/modify goods specifications/ quantities at any time before the award of contract.
21. CUIW reserves the right to accept or reject part or whole of the tender at any time prior to the acceptance of the proposal as per PPRA rules. However, CUIW shall not be liable to justify the reasons of rejection.
22. Tender Document in a sealed envelop should be forwarded at following address.

Purchase Section

COMSATS University, Islamabad. Wah Campus.
G.T. Road, Wah Cantt.
Ph# 051-4534200

PART-D

Tender Acceptance Form

The Terms & Conditions shown in Part- B & C have been carefully read and are hereby unconditionally accepted.

Name of the VENDOR	
Name & Address of the authorized Contact Person	
GST No.	
NTN.	
Telephone No.	
Mobile No.	
Fax No.	
E-mail:	

Signatures & Stamp : _____

Dated : _____

PART-E

TECHNICAL REQUIREMENT

Technical Requirement stage A: (Documents)

Following documents are Mandatory for the technical evaluation at first stage

1. Copy of Tax registration certificate
2. The firm has at least 5 years Catering/Event Management experience
3. Undertaking of being Non-Blacklisted from any Govt./Semi-Govt. organization

Technical Requirement stage B: (Site Visit)

The Technical Evaluation Committee of CUI Wah Campus will visit the setup of bidders for the technical evaluation based on following parameters

1. Quality of available stock (Crockery, Cutlery, Glass ware) and Dera , Chairs Table
2. Hygenic Cooking Environment / Kitchen
3. Food Quality

Financial Bids will be opened only for technically qualified bidders

Signature and Stamp

BoQ

Sr. #	Menu	Qty		Unit Price with Taxes (Rs.)	Total Price with taxes (Rs.)
High Tea for Opening Ceremony @ 09:30AM					
1	<ul style="list-style-type: none">Mix Tea (without Sugar)Samosa A+ qualityBiscuit A+ quality (One Bite)Mineral waterIncluding Crockery, Cutlery & Glassware Complete with all aspects including serving services	200	Persons		
Lunch @ 01:00PM for Faculty & Staff					
2	<ul style="list-style-type: none">Vegetable PulawoChicken QormaNaan (Zero Size/ Mandrah)Fresh SaladRaitaMineral WaterCold drinkSweet Dish (Kheer)Green TeaDera150 x 90 (For Standing Lunch with Kannaat for Out Boundary)Lunch Including Crockery, Cutlery , Glassware with Buffet tables , Complete with all aspects including Serving services	400	Persons		
Dera Arrangement for Project / Interviews					
3	<ul style="list-style-type: none">Dera 180 x 180 with Kannaat for Outer boundariesSeparate Kannat (80 No)Chairs 300 with Covering Cloth & RibbonTables 150 (with Covering cloth and Frill)				

Special Terms and conditions:

1. Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
2. The Nos. of persons may be increased / decreased so the final payment will be made accordingly.
3. Food must be high quality and hygiene
4. Work order (s) will be awarded on **Grand Total** as mentioned in BoQs.
5. Multiple rates of an item may also lead to the rejection of bid / item