



TENDER DOCUMENT

Single Stage Two Envelops Basis

**Supply of Food , Seating arrangements and
Tentage services for Medal and Degree award
(Ceremony)
Held on 1st April-2022**

Tender No.CUIW/PS/TEN/21-22/19

**COMSATS UNIVERSITY, ISLAMABAD
WAH CAMPUS
G.T. Road, Wah Cantt
Land Lines - 051-4534200-2
Fax 051-4546850**

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Part-A

Notice Expression of Interest

COMSATS University, Islamabad (CUI), Wah Campus invites sealed bids from the authorized / suppliers registered with income Tax and Sales Tax Departments for **Supply of Food , Tentage and Seating arrangements Services at Wah Campus for Medal and Degree award (Ceremony) Held on 1st April-2022**

2. Only registered supplier, who are on Active Taxpayers List (ATL) of FBR are eligible to provide the desired services to Government departments.

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”. Price of the bidding documents is Rs. 5,000/- which shall be deposited in shape of pay order/DD in favour of CUI, Wah Campus before opening of the tender.

3. The bids, prepared in accordance with instructions in the bidding document, must reach at Procurement Office Admin Block CUI Wah Campus , by **11:00 am on 28 March 2022** . Bids will be opened the same day at 1130 hrs. This advertisement is also available on PPRA website at www.ppra.org.pk.



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 45 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 **28 March 2022** 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 Rs **50,000/-** 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 **45 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.

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.**
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 palenty 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.

Incharge 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	<input type="text"/>
Name & Address of the authorized Contact Person	<input type="text"/> <input type="text"/>
GST No.	<input type="text"/>
NTN.	<input type="text"/>
Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>
E-mail:	<input type="text"/>

Signatures & Stamp : _____

Dated : _____

PART-E

TECHNICAL REQUIREMENT

The Tender Documents of only for those firms will be consider for the process, who will fulfill the following requirements /Criteria . Please Tick ‘Yes’ or ‘No’ option in front of document.

Sr No	Requirement	Status	
		Yes	No
1.	The firm is registered as Caterer/Event Management. (Attach copy of registration, marked as Anex ‘A’).		
2.	The firm has at least 15 years Catering/Event Management experience (Attach documentary evidence marked as Anex ‘B’).		
3.	The firm has appropriate Tentage Staff. (Attach list with qualification marked as Anex ‘C’)		
4.	Previous contract agreements executed form 01.01.2021 to date (Attach copies of Purchase/Work Orders marked as Anex ‘D’).		
5.	Financial Position (Bank statement for last six months) (Attach copy marked as Anex ‘E’)		
6.	Undertaking of being Non-Blacklisted from any Govt./Semi-Govt. organization on Rs.20/- Stamp Paper marked as Anex ‘F’ .		

Note : The Technical Evaluation Committee of procuring agency will visit the vendor’s facilities for inspection of quoted items. The contract will be awarded after the approval of samples, colour scheme and them.

Signature and Stamp

PART-F**BOQ**

Sr #	Description	Per Head Rate with Food in Pak Rupees inclusive of all Taxes
1	Fixation and installation of Marquee for 3000 – 4500 persons having dimension 100 ft x 300 ft complete in all respect.	
2	Providing and fixing of fully Carpeted Venue complete in all respect as per approved sample.	
3	Providing and laying of Passage Carpet (Runners in Maroon Color) as per approved sample	
4	3000 Chairs with cover (Golden Color) and ribbon (Maroon, Black, Blue and Green) in Pandal.	
5	Providing and fixing of leathroid Sofas (120 Seats) with 18 glass tables (2 ft x 4 ft)	
6	Provision and installation of Sound System (SP 4) with 12 speakers, stands and 5 mics.	
7	Providing and fixing of lights for the venue.	
8	Flower arrangements for entrance, stage and venue as per direction of committee which includes: <ul style="list-style-type: none"> • Flower Pedestals (Multi Colour Glad) QTY - 16 • Flower arrangements (Multi Colour Glad) on front tables QTY - 18 • Flower arrangements (Multi Colour Glad) on stage Head Table (15 feet) QTY – 01 	
9	Tables with covers and frill having size 2.5 ft x 5 ft QTY - 12	
10	Kanats for covering of walls and area QTY - 80	
11	Lunch Menu: <ul style="list-style-type: none"> • Chicken Qorma • Chicken Pulao • Kheer / Trifle • Naan / Roti • Fresh Green Salad • Dahi • Cold Drink Approx. 4400 General Public Standing.* Placement of around 200 chairs for old age guests *Actual numbers will be communicated to vendor two days prior to the event after registration.	