



COMSATS Institute of Information Technology  
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-16-740  
Case # 1866

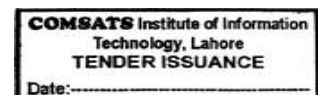
**Section: A**

**TERMS AND CONDITIONS**

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

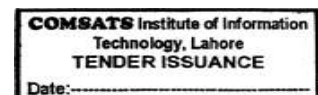
1. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.
2. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. The supplier is well established firm/company in the business of Food/Catering & Event Management with sound financial status.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
5. 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 Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. The exact date of required services is **October 15-16, 2016** as mentioned in BoQs. However any change in the date of the event shall be communicated to vendor well in time before the event.
8. **The whole arrangements must be finalized by 02:30 PM on 14<sup>th</sup> October 2016 (Friday) for final inspection.**
9. The bid proposal must be inclusive of freight and all other taxes delivered at CIIT-Lahore premises.
10. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
11. Purchase order (s) will be awarded to the lowest and technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
12. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure (Except for Air Conditioning Services where order shall be awarded to financially lowest bidder);**
  - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
  - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;

**Signature & Stamp of Bidder**



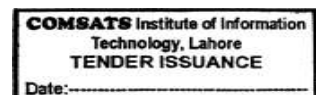
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
  - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
  - v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
  - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
  - ix. The bid found to be the lowest evaluated bid shall be accepted.
13. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
14. The bid should be submitted in a sealed envelope up to **October 10, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
15. The envelope should be marked as under;
- Secretary, Purchase Committee**  
**COMSATS Institute of Information Technology, Lahore Campus**  
 Defence Road, Off Raiwind Road, Lahore.  
 Tel: 042-111-001-007, Ext: 875
16. The envelope shall also bear the word **“CONFIDENTIAL”** and the Title of procurement of **“Supply of Food, Catering & Air Conditioning Services Required for Convocation 2016, CIIT-Lahore”**.
17. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 18. If the vendor fails to deliver the goods / services to CIIT-Lahore 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.
19. 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.
20. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

**Signature & Stamp of Bidder**



- 21. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, Lahore 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.
- 22. All prices should be quoted on F.O.R (Pak Rupees).
- 23. All prices should be valid for at least **90 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
- 24. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
- 25. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
- 26. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 27. **The bidder is required to furnish in form of Bank deposit / CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
- 28. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or 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.
  - 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.
- 29. 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.
- 30. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:** .....



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

## Section: B

### 1. Detail about Technical Evaluation (Only for Food & Catering):

Sr.#	Category	Value	Document required
1.	Professional Experience (Related to Food/Catering & Event Management)	_____ / (mention years / months)	Registration certificate of Company
2.	Financial Position (Turnover of Last Six Months, Only Credit Entries)	_____ / (Rs. In millions)	Bank statement with registered companies name for the last Six Months
3.	Previous experience with Universities/ Institutes	_____ / (mention numbers)	List of Universities/institutes with contact details of concerned official
4.	Relevant Projects	_____ / (mention numbers)	<ul style="list-style-type: none"> <li>• Purchase orders or other documentary evidence</li> <li>• List of organization with contact details of concerned official</li> </ul>

### 2. Evaluation Criteria :(Total Marks 100)

#### Qualifying Marks: 70

Sr.#	Parameters	Max Marks	Values	Individual Score
1	Professional Experience	20	<ul style="list-style-type: none"> <li>• 1-3 Years</li> <li>• 3.1 to 6 Years</li> <li>• 6.1 to 10 Years</li> <li>• Above 10 years</li> </ul>	05 10 15 20
2	Financial Position (Turnover of Last Six Months, Only Credit Entries)	40	<ul style="list-style-type: none"> <li>• Up to Rs. 5 Million</li> <li>• Rs. 5.1 to 7 Million</li> <li>• Rs. 7.1 to 9 Million</li> <li>• Rs. 9.1 Million &amp; above</li> </ul>	10 20 30 40
3	Previous experience of holding various events / conferences / convocations etc. with Higher Education Institutes / Public Sectors	20	<ul style="list-style-type: none"> <li>• 1-3 Universities</li> <li>• 4-6 Universities</li> <li>• More than 6 Universities</li> </ul>	10 15 20
4	Relevant Projects (Attach Purchase orders or other documentary evidence )	30	<ul style="list-style-type: none"> <li>• Minimum 3 &amp; upto 05 projects</li> <li>• 06-10 Projects</li> <li>• 11-15 Projects</li> <li>• 16 &amp; above</li> </ul>	05 10 15 20

Signature & Stamp of Bidder

**Section: C****BoQs of Food, Catering & Air Conditioning Services Required for Convocation 2016**

No change in the BoQs (Specs and Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).		Qty		Rates to be quoted In Pak Rupees Inclusive of all taxes	
				Unit Price (Rs.)	Total Price (Rs.)
Sr.#	Menu/Specification Detail				
<b>Food</b>					
01	<u><b>Lunch on October 15<sup>th</sup>, 2016</b></u> Chicken Karahi Chicken Pulao Firmi Badami Roghni Naan (Live) Raita Fresh Salad Mineral Water Soft Drink (With Crockery, Cutlery & Glassware)	1600	Persons		
02	<u><b>Dinner on October 15<sup>th</sup>, 2016</b></u> Chicken Qorma Chicken Biryani Kulfa Roghni Naan (Live) Raita Fresh Salad Mineral Water Soft Drink (With Crockery, Cutlery & Glassware)	1500	Persons		
03	<u><b>Lunch on October 16<sup>th</sup>, 2016</b></u> Chicken Karahi Chicken Biryani Firmi Badami Roghni Naan (Live) Raita Fresh Salad Mineral Water Soft Drink (With Crockery, Cutlery & Glassware)	1900	Persons		
<b>Catering</b>					

**Signature & Stamp of Bidder**

04	<b><u>Setup for Convocation Venue</u></b> Area to be covered with Dera: 230 x 80 feet VIP sofa Seats for 120 Nos. of Persons 2000 Nos. of Seats (foam chairs with cover & ribbon) Carpet for Venue (230x80 Feet) Passage Carpet (Red) 230 feet Stage Size: 60 x 30 Feet, with carpet & head table Lights for venue (according to setup requirement) Spot Light for Stage according to setup 50 Nos. of Fans Setup should be compatible for Air Conditioning	02 Day		
05	<b><u>Setup for Lunch/Dinner Venue</u></b> Area to be covered by Dera 240 x 240 Feet Standing Buffet (50-60 Nos.) 100 Nos. of Fan	02 Day		
06	<b><u>Setup for Gate Entry (02 Sets)</u></b> 02 Nos. Tables with skirting 06 Nos. of Seats 02 Nos. of Fans Canopy size: 12 x 12 feet Drinking water facility	02 Day		
07	<b><u>Setup for help Desk</u></b> 04 Nos. Tables with skirting 12 Nos. of Seats 04 Nos. of Fans Canopy Size:12 x 12 feet Drinking Water Facility	02 Day		
<b>Sub Total Amount (Rs)</b>				
<b>Air Conditioner Setup</b>				
08	<b><u>Air Conditioner Setup (sound proof) on Rent Basis (for 15 Hours)</u></b> 800HP with diesel & all Other & carriage charges Venue Area: 230 x 80 Feet open Lawn with Tentage Setup 2000 No of Persons (2 events on October 15, 2016 and 1 event on October 16, 2016, therefore total 3 events - 05 Hours run time for Each Event, therefore total run time = 15 hours	02 Day		

**Note:**

1. Please quote the rates on our BoQs, otherwise your bid may be rejected.
2. Purchase / work order (s) will be awarded on Sub Total basis for Sr.# 1 to 07 and Sr.# 08 on Item Wise Basis as mentioned in BoQs.
3. The bidders are required to bid for all items in each head. Partial offers/head will not be considered.
4. Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.

Signature &amp; Stamp of Bidder