



COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-19-1216

Case # 2636

Single Stage One Envelop Procedure

Title of Tender: **Food & Catering Arrangements for Applied Mathematics (ICRAAM-2019),
Department of Mathematics**

TERMS AND CONDITIONS

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
- 6. The supplier is well established firm/company in the business of Food/Catering & Event Management with sound financial status.**
7. Part / Advance payments is not allowed.
- 8. The exact date of Event is 03 Days (February 20-22, 2019). Setup should be ready uptill 04:00 Pm on February 19, 2019. The handing over / completion time for this contract is of critical importance.**
9. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at CUI, Lahore Campus's premises.
10. After opening of bids, CUI, Lahore Campus will examine the bids for completeness as per tender document.
11. 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.
12. The bid should be submitted in a sealed envelope up to **January 23, 2019** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. The envelope should be marked as under;
Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Food & Catering Arrangements for Applied Mathematics (ICRAAM-2019), Department of Mathematics”**.
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
16. **If the vendor fails to deliver the goods / services to CUI-Lahore Campus 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.
17. 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.
18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
19. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, 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.
20. All prices should be quoted on **F.O.R (Pak Rupees) inclusive of all taxes.**
21. 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-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in CUI tenders / works.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
25. **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 University Islamabad, Lahore Campus”.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights 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. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

27. 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.
28. 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.

**BoQs of Food & Catering Arrangements for Applied Mathematics (ICRAAM-2019),
Department of Mathematics**

Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:

1. The bid may be rejected on the reason of ambiguity (OR)
2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly

No change in the BoQs (Specs & Qty.) of CUI-LHR. as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI-LHR. BoQ may lead to rejection of bid (fully or partially).

**Rates to be quoted
inclusive of all (applicable)
taxes**

Sr. #	Menu	Qty		Unit Price (Rs.)	Total Price (Rs.)
First Day of Conference February 20, 2019					
High Tea for Opening Ceremony @ 10:00AM					
1	<ul style="list-style-type: none"> • Fruit Cakes • Samosas • Tea & Coffee Both • Including Crockery, Cutlery & Glassware Complete with all aspects	135	Persons		

Lunch @ 01:30PM					
2	<ul style="list-style-type: none"> • Chicken Karahi • Vegetable Rice • Green Tea (Kashmiri) • Fresh Salad • Raita Mint • Roti/Naan • Mineral Water. • Including Crockery, Cutlery & Glassware Complete with all aspects	135	Persons		
Regular Tea @ 04:00 PM					
3	<ul style="list-style-type: none"> • Mix Cookies • Tea • Including Crockery, Cutlery & Glassware Complete with all aspects	135	Persons		
Second Day of Conference; February 21, 2019					
Regular Tea @ 10:00AM					
4	<ul style="list-style-type: none"> • Mix Cookies • Tea • Including Crockery, Cutlery & Glassware Complete with all aspects	135	Persons		
Lunch @ 01:30 PM					
5	<ul style="list-style-type: none"> • Chicken Qorma • Chicken Biryani • Fresh Salad • Raita mint • Green Tea (Kashmiri) • Roti/Naan • Mineral Water • Including Crockery, Cutlery & Glassware Complete with all aspects	135	Persons		
Regular Tea @ 04:00PM					
6	<ul style="list-style-type: none"> • Mix Cookies • Tea • Including Crockery, Cutlery & Glassware • Complete with all aspects 	135	Persons		
Third Day of Conference; February 22, 2019					
Regular Tea @ 10:00AM					
7	<ul style="list-style-type: none"> • Mix Cookies • Tea • Including Crockery, Cutlery & Glassware Complete with all aspects	135	Persons		

Lunch @ 01:30 PM					
8	<ul style="list-style-type: none"> • Chicken Karhai • Matar Palao • Fresh Salad • Raita mint • Green Tea (Kashmiri) • Roti/Naan • Mineral Water • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	135	Persons		
Regular Tea @ 04:00PM					
9	<ul style="list-style-type: none"> • Mix Cookies • Tea • Including Crockery, Cutlery & Glassware <p>Complete with all aspects</p>	135	Persons		
Tentage and Sitting Arrangements for Three Days of Conference (February 20-22, 2019)					
10	<p>Dera 90ft x 90ft canopy full roof covered(neat condition) Carpet: 90ft x 90ft (neat condition) Passage Carpet 135 high back chairs with cover and ribbon Complete with Aspects Round Table Sitting with proper Skirting & Covers (10 persons per table) for 135 Persons Standing Buffet (02 side serving and each station for 50 persons) 1 day prior setup installation Complete with all aspects</p>	03	Days		
Total Amount (Rs.) inclusive of all taxes					

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 so the final payment will be made accordingly.
3. Food must be high quality and hygiene.
4. Crockery & Cutlery must not be cracked, chipped, and dirty or scratches.
5. Purchase / work order (s) will be awarded on Grand Total / Turnkey Basis as mentioned in BoQs.
6. Multiple rates of an item may also lead to the rejection of bid / item.