



COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-22-1615

Case # 3636

Single Stage One Envelope Procedure

Title of Tender: Food, Catering & Allied Arrangements for Convocation 2022

Part. A: GENERAL 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 (GST & Income Tax), 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. Tender Fee & Earnest Money/CDR

- a. Documents along with Pay Order / Demand Draft amounting to **Rs.2,500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
 - b. 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", which shall be released after the completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
6. Part / Advance payments is not allowed.
 7. **The exact completion/delivery time from the date of the purchase / work order will be as mentioned in BoQs. The handing over / completion time for this contract is of critical importance.**
 8. Your bid proposal should be inclusive of freight and all taxes to be delivered at COMSATS University Islamabad, Lahore Campus's premises.
 9. After opening of bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per tender document.
 10. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
 11. The bid should be submitted in a sealed envelope up to **October 27, 2022** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders. In case of any holiday

is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure Situation), the tenders will be opened on the very next working day. Timing will remain as mentioned in the tender notice.

12. 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

13. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Food, Catering & Allied for Convocation 2022, CUI-Lahore Campus**”
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 15. If the vendor fails to deliver the goods / services to COMSATS University Islamabad (CUI), Lahore Campus within the given deadline, any of the following can be opted by CUI Lahore campus on the recommendation of the end user and approval of the authority;**
- An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - A penalty upto 10% of the invoice value may be charged.
 - Purchase order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
16. 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.
17. Any defective / sub-standard item (s) will be replaced by the bidder in same quoted cost. In case of failure to supply the specific item, CUI-Lahore may issue PO to next lowest bidder to supply the item while the difference of amount will be deducted from the 1st lowest bidder’s 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 as per PPRA rule 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 applicable 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 to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in 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 prices / cost will be considered as inclusive of all applicable taxes.

- 26. CUI-Lahore Campus shall disqualify any firm(s), if at any stage; it finds that the information submitted, or documents provided are inaccurate, fake, ambiguous or incomplete.
- 27. COMSATS University Islamabad, 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. 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.
- 28. 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.
- 29. 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.

Part B: BoQs of Food, Catering & Allied Arrangements for Convocation 2022, CUI-Lahore Campus

<p>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:</p> <p>The bid may be rejected on the reason of ambiguity (OR) 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</p>					
<p>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).</p>				<p>Rates to be quoted inclusive of all (applicable) taxes</p>	
Sr. #	Item Name & Description	Qty		Unit Price (Rs.)	Total Price (Rs.)
1	<u>Refreshment, Lunch and Dinner on 10th November 2022 for VIPs</u>	<u>Morning Refreshment</u> Tea, Coffee, Assorted Cookies and Mineral Water	60-70	Persons	
2	<u>Including indoor Setup for 01 Day with Separate Sofa Sitting & tables (70 persons) for dining</u> <u>Foam chairs with covers (70 persons) for normal sitting</u> <u>Studio Lights 04 Nos.</u>	<u>Lunch</u> Chicken Qorma Chicken Biryani BBQ (Tika Boti - chicken) Desert (Kulfa) Vegetable (Palak Paneer) Naan / Roti (Live) Fresh Salad Raita Mint Mineral Water Tea / Green Tea	60-70	Persons	
3	<u>Including Tables must be with proper Skirting & Covers, Crockery, Cutlery & Glassware Complete with all aspects</u> <u>Waiters with proper uniform</u> <u>1 day prior setup installation</u>	<u>Dinner</u> Chicken curry (Manchurian/sweet and sour) Rice (Chinese) BBQ (Chicken Malai Boti) Desert (Firni) Russian salad Raita Mint Mineral Water Kashmiri Chai	60-70	Persons	
4	<u>Lunch on 10th November 2022 for Parents – Faculty – Organizers – Students + General Guests</u> <u>Including (Standing Buffet (02 side serving and each station for 50 persons)</u>	Chicken Qorma Chicken Biryani Desert (Kulfa) Naan / Roti (Live) Water	1000 - 1450	Persons	

	Crockery, Cutlery & Glassware Complete with all aspects Waiters with proper uniform				
5	Dinner for Afternoon Session 10th November 2022 for Parents – Faculty – Organizers – Students + general guests Including (Standing Buffet (02 side serving and each station for 50 persons) Crockery, Cutlery & Glassware Complete with all aspects Waiters with proper uniform	Chicken Karahi Chicken Pulao Desert (Kheer) Naan / Roti (Live) Water	2000 - 2550	Persons	
6	Tentage and Sitting Arrangements for Convocation Area (November 09 & 10, 2022) to be used in morning and evening session Setup Must be ready before: 12:00 noon on November 09, 2022	Dera Size: 250 ft x 250 ft canopy full roof covered (neat condition) for 2620 Carpet: Full according to the covered area (neat & clean condition) Passage Ways Carpet, Walk-Way Carpet in Red Color 2620 Nos Foam Chairs with cover and different colors of ribbon VIP Sofa for 60 peoples with 15 glass head tables 10 tables with white cloth Complete lighting according to the requirement of Dera Stage 50 x 25 with head table including carpet max 30 persons seating on –stage and walk by area for graduating students (to be used in morning and evening session) Complete with all aspects	2	Days	
7	Tentage Arrangements for Dinning Area (November 10, 2022) to be used in morning and evening session Setup Must be ready on 7 am November 10, 2022	Dera Size: 180 ft x 180 ft canopy full roof covered (neat condition) Separate inherent enclosure/partition for 400 (faculty, organizers, others) - two zones are therefore needed	1	Day	

		Complete lighting according to the requirement of Dera				
8	Tentage Arrangements for Processions and Help Desks (November 10, 2022) Setup Must be ready on 12:00 noon November 09, 2022	Tent for Assembly Area (for procession entering venue) and help desk Dera Size: 90 ft x 60 ft canopy full roof covered (neat condition) 6 tables with proper cover	1	Day		
9	Pedestal Fans on Rental basis	For Convocation and allied areas	150	Fans		
10	Sound System on rental basis Setup Must be ready before: 12:00 noon on November 09, 2022	Provision and installation of Sound System line array sound system with 16 speakers, 04 Podium Mics, 04 Wireless Mics, 02 Wired Mics.	2	Days		
11		300 KVA Soundproof Generator Backup on Rental Basis for 10 hours without diesel for Convocation Area and all dining areas	1	Day		
12	Generator on Rental Basis on the Convocation day i.e November 10, 2022 (start time 08A.M Morning)	Operational Services Charges including (Diesel, Mobil Oil, Wire & etc) Note: Please quote the rates on per hour basis however the payment shall be made on actual Nos. of operational hours basis duly verified by vendor and CUI nominated person	10	Hours		Per hour rate of operational services
Grand Total Amount (Rs.) inclusive of All Applicable Taxes						

Part C: BID EVALUATION CRITERIA

1. Bids will be evaluated on the basis of technical requirements mentioned below.
2. Relevant documentary proof in support of the information provided against each parameter must be attached along with the bid. Detail of the documentary proof/supporting documents must be provided in form of a table of contents by referring to relevant annexure or page reference.
3. Minimum score required against technical parameters is 65. If a bidder fails to obtain minimum 65 marks against technical parameters, respective offer will be rejected and will not be considered for further evaluation.

Detail about Technical Evaluation Parameter:

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"> • Purchase orders or other documentary evidence • List of organization with contact details of concerned official

Scoring Criteria :(Total Marks 100)

Sr.#	Parameters	Max Marks	Values	Individual Score
1	Professional Experience	20	<ul style="list-style-type: none"> • 1-3 Years • 3.1 to 6 Years • 6.1 to 10 Years • Above 10 years 	05 10 15 20
2	Financial Position	40	<ul style="list-style-type: none"> • Up to Rs. 5 Million • Rs. 5.1 to 7 Million • Rs. 7.1 to 9 Million • Rs. 9.1 Million & above 	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"> • 1-3 Universities • 4-6 Universities • More than 6 Universities 	10 15 20
4	Relevant Projects	20	<ul style="list-style-type: none"> • Minimum 3 & upto 05 projects • 06-10 Projects • 11-15 Projects • 16 & above 	05 10 15 20

Part D: Special Terms and Conditions;

1. Bidders are advised to submit the bid on the prescribed BoQs (bidding documents) of COMSATS University Islamabad, Lahore Campus with complete terms and conditions signed, stamped, otherwise your item(s) / bid may be rejected.
2. Multiple rates of an item may also lead to the rejection of bid / item.
3. The Purchase / Work Order will be awarded to the bidder with lowest quoted price after meeting qualification criteria and other terms and conditions mentioned in this document on the basis of **Grand Total / Turnkey basis as mentioned in BoQs.**
4. Number of persons may vary depending on student registrations. Actual number of persons shall be communicated through formal purchase/work order 2-3 days prior to the event.