



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

Tender No. CIIT-TN-13-16-647

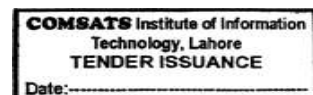
Case # 1680

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 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 bidders are required to bid for all items in each head. Partial offers/head will not be considered.
5. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
6. 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.
7. Part / Advance payments is not allowed.
8. The exact date of required services is required from **March 18-22, 2016** as mentioned in BoQs.
9. Your bid proposal should be inclusive of freight and all other taxes delivered at Expo Center 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**:
 - 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;
 - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;

Signature & Stamp of Bidder



- 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. and
- x. The bid found to be the lowest evaluated bid shall be accepted.

13. Technical Evaluation will be done on the following grounds:

- I. Brief Profile of firm/company on company letter head (maximum 02 pages)**
- II. Related work experience in Years should be attached with technical bid.**
- III. List of Clients should be attached with technical bid.**
- IV. Satisfactory report from the clients should be attached with technical bid.**
- V. Bank/Financial Statement should be attached for last six months should be attached with technical bid.**
- VI. In case of non-submission of all above requirement with technical bid, the tender shall be rejected.**

14. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.

15. The bid should be submitted in a sealed envelope up to **March 02, 2016** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.

16. 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

17. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Food, Catering & Decoration Arrangements for Pak China Business Forum 2016, CIIT-Lahore”**.

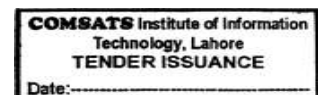
18. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

19. 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.
20. 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.
21. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
22. 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.
23. All prices should be quoted on F.O.R (Pak Rupees).
24. All prices should be valid for at least **60 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.
25. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
26. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
27. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
- 28. 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.**
29. 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.
30. 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.
31. I / We
- **Company / Vendor Name:**.....

Signature & Stamp of Bidder



- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**
- The undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

BoQs & Detail of food, Catering & Decoration for Pak China Business Forum 2016

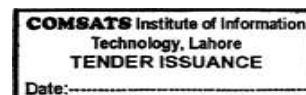
Total Summary Function wise:

Date	Welcome Dinner	Hi-Tea (Morning)	Hi-Tea (Evening)	Lunch	Dinner	Gala Dinner At CIIT-Lahore Premises
18 th March, 2016	6,00	-	-	-	-	-
19 th March, 2016	-	1,000	-	1200	500	-
20 th March, 2016	-	-	-	1200	500	-
21 st March, 2016	-	-	-	1200	-	1100
22 nd March, 2016	-	-	1,000	1200	500	-
TOTAL	6,00	1,000	1,000	4800	1,500	1,100

Date wise Estimate

Date	Detail of Participants	Welcome Dinner	Hi-Tea	Lunch	Dinner	Gala Dinner At CIIT-Lahore Premises
18 th March, 2016	Management	100	-	-	-	-
	Chinese Exhibitors	500	-	-	-	-
	Total	600	0	0	0	0
19 th March, 2016	Organizers	-	250	250	-	-
	Invited Guests	-	150	-	-	-
	Chinese Exhibitors	-	500	500	500	-

Signature & Stamp of Bidder



	Local Exhibitors	-	100		-	
	Thematic Area Seminar	-	-	100	-	-
	Staff /Local Administration, etc	-	-	350	-	-
	Total	-	1,000	1200	500	-
20 th March, 2016	Organizers	-	-	250	-	-
	Invited Guests	-	-	-	-	-
	Chinese Exhibitors	-	-	500	500	-
	Thematic Area Seminar	-	-	100	-	-
	Staff /Local Administration, etc	-	-	350	-	-
	Total	-	-	1200	500	-
21 st March, 2016	Organizers	-	-	250	-	250
	Invited Guests	-	-	-	-	200
	Chinese Exhibitors	-	-	500	-	500
	Thematic Are Seminar	-	-	100	-	-
	Staff /Local Administration, etc	-	-	350	-	150
	Total	-	-	1200	-	1,100
22 nd March, 2016	Organizers	-	250	250	-	-
	Invited Guests	-	-	-	-	-
	Chinese Exhibitors	-	500	500	500	-
	Local Exhibitors	-	200	-	-	-
	Thematic Are Seminar	-	50	100	-	-
	Staff /Local Administration, etc	-	-	350	-	-
	Total	-	1,000	1200	500	-

Sr.#	Menu / Description	Qty	Rates to be quoted inclusive of all applicable taxes	
			Unit Price (Rs)	Total Price (Rs)
1	<p>Hi-Tea at Expo Center Lahore Premises:: Setup for 500 Persons: Standing & Food Stations (02 side serving and 1 station for 50 persons) Setup for 500 Nos. of Chinese Exhibitors: Round Table/Sitting (10 persons per table)</p> <ol style="list-style-type: none"> 1. Mineral water, Tea, Coffee & Green Tea 2. Cookies (Different types) 3. Patties (Chicken) one bite 4. Pastries (Different types) one bite 5. Fish Fingers 6. Sandwiches one bite 7. French Cake pieces 8. Bukhlawa (Arabian Sweets) <p>(including cutlery, glassware's) Waiters required with proper uniform</p>	(Persons as per date wise estimate given above)		
2	<p>Lunch at Expo Center Lahore Premises:: Setup for 700 Persons in two different portions:: Standing &(02 side serving and 1 station for 50 persons) Setup for 500 Nos. of Chinese Exhibitors: Round Table/Sitting (10 persons per table)</p> <ol style="list-style-type: none"> 1. Mineral Water 2. Mutton Qorma/Chicken Qorma/White Chicken Qorma 3. Chicken Fried Rice/Chicken Pulao/Chicken Biryani 4. Mix Boil Vegetable item (01) 5. Green Tea 6. Cold Drink (regular) 7. Naan (live) 8. Fresh Salad (03 Types) 9. Triffle/Kheer/Gajraila/ShahiTukray (02 Types every day) <p>(including cutlery, glassware's) 25 Nos. of 02 Seater VIP Sofa with Glass Top Table with each sofa Waiters required with proper uniform</p>	(Persons as per date wise estimate given above)		

3	<p>Dinner (Chinese Exhibitors only) at Expo Center Lahore Premises: Setup: Round Table/Sitting (10 persons per table) 1. Mineral Water 2. Green Tea 3. Sweet & Sour/Chicken Corn Soup 4. Chicken Shashlik/Chicken & Almond in Sauce/ Vegetable in sauce 5. Chicken Fried Rice/Vegetable fried rice 6. Fruit / Fresh Salad (03 Types) 7. Truffle/Kheer/Gajraila/ShahiTukray (02 Types every day) 8. Cold Drink (regular) (including cutlery, glassware's) Waiters required with proper uniform</p>	(Persons as per date wise estimate given above)		
4	<p>Gala Dinner at CIIT Lahore Premises: Setup: Round Table/Sitting (10 persons per table) 1. Mineral Water, Juice & Cold Drinks 2. Sweet & Sour & Chicken Corn Soup 3. Mutton & Chicken Qorma 4. Chicken Pulao/Biryani 5. Fried Fish (Live Station) 6. Chicken Botti (Live Station) 7. Seekh Kabab (live Station) 8. Mix Vegetable Item (01) 9. Naan (Roghni)/Roti (live station) 10. Fresh , Russian & Fruit Salad (03 Types) 11. Truffle / ShahiTukray 12. Falooda& Ice Cream (Live Station) 13. Pink Tea 14. Paan (Live Station) (including cutlery, glassware's)</p>	(Persons as per date wise estimate given above)		
5	<p>Setup for Gala Dinner at CIIT Lahore Premises 1. Dera for 1100 Nos. of Persons 2. 50 Nos. of 02 Seater VIP Sofa with Glass Top Table with each sofa 3. Lighting for Dera & Venue Entrance 4. Flowering Arrangements for Venue Entrance 5. All Carpeted Arena including entrance 6. Waiters required with proper uniform</p>	One Day		
Grand Total Amount (Rs) (inclusive of all taxes)				

Note:

1. Please quote the rates on our BoQs, otherwise your bid may be rejected.
2. Purchase / work order (s) will be awarded **on Grand Total 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 & Stamp of Bidder

