



COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI.LC-TN-13-18-1096

Case # 2414

Single Stage One Envelop Procedure

Title of Tender: **Food Arrangements for Dental and Bio Material Summer Camp 2018 and Dental Symposium, Department of IRCBM**

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/completion/delivery time is 05 Days (July 30 to Aug 03, 2018). 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 **July 11, 2018** 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 Arrangements for Dental and Bio Material Summer Camp 2018 and Dental Symposium, Department of IRCBM**”.
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”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
26. 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.

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 Arrangements for Dental and Bio Material Summer Camp 2018 and Dental Symposium, Department of IRCBM

No change in the BoQs (Specs & Qty.) of CUI-Lahore Campus, 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-Lahore Campus BoQ may lead to rejection of bid (fully or partially).					Rates to be quoted inclusive of all (applicable) taxes	
Sr. #	Item Name	Specifications	Qty		Unit Price (Rs.)	Total Price (Rs.)
1	Hi-Tea (One Day) (July 30, 2018)	Milk Tea, Green Tea and Coffee (with hot water provision) with Biscuits, Chicken Sandwiches, Crockery, Cutlery, Napkins, serving tables – to be set in the corridor inside IRCBM	35	Persons		
2	Lunch (One Day) (July 30, 2018)	One Curry : Chicken Qorma and one rice dish :Vegetable Rice with Soft Drinks, Nan, Raita, Salad, Crockery, Cutlery and napkins (including serving tables) to be set in the corridor inside IRCBM	15	Persons		
3	Hi-Tea (One Day) (July 31, 2018)	Milk Tea, Green Tea and Coffee (with hot water provision) with Biscuits, Chicken Sandwiches, Crockery, Cutlery, Napkins, serving tables – to be set in the corridor inside IRCBM	30	Persons		

4	Lunch (04 Days) (July 31-August 03, 2018)	Each day Two dishes; one Curry per day (either Chicken Qorma or Chicken Manchurian or Chicken Mughlai or Chicken Jalfrezi) and one rice dish per day (Butter Rice, Egg Fried Rice, Biryani, Pulao, Vegetable Rice) with Soft Drinks, Nan, Raita, Salad, Crockery, Cutlery and napkins (including serving tables)	30	Persons		
5	Simple Tea (04 Days) July 31-August 03, 2018	Milk Tea and Green Tea (Tea Bags) and Coffee (with hot water provision) with Biscuits, Crockery, Cutlery, Napkins (including serving tables) Note: Simple tea will be Served total 07 times within 04 Days	30	Persons		
6	Dinner (One Day) (August 01, 2018)	Curry :Mughlai Chicken Rice dish :Vegetable rice , BBQ : Chicken Botiwith Soft Drinks, Nan, Raita, Salad, Crockery, Cutlery and napkins (including round table serving tables, chairs with covers, fans and lights according to the setup) to be set in lawn in CUI Lahore Campus	60	Persons		
Total Amount in Words (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, 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.**