



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

Tender No. CUI-LHR-TN-23-1708

Case # 3848

**Single Stage One Envelope Procedure**

**Title of Tender:**      **Food, Catering & Allied Arrangements for Convocation 2023**

**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 & PRA), 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. The bid should be submitted in a sealed envelope up to **November 03, 2023** 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.

11. 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

12. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Food, Catering & Allied Arrangements for Convocation 2023”**

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

**14. 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;**

- a. 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.
- b. A penalty upto 10% of the invoice value may be charged.
- c. 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.

15. 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.

16. 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.

17. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.

18. 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.

19. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all applicable taxes.

20. All prices should be valid for at least **30 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.

21. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.

22. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.

23. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

24. The prices / cost will be considered as inclusive of all applicable taxes.

25. 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.

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.**

**29. Integrity Pact:**

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE  
SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

Contract Number: \_\_\_\_\_

Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

\_\_\_\_\_  
[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Govt. of Pakistan, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_  
[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_  
[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the

purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

**Signature & Stamp of Bidder**

### **30. Declaration Form:**

**(THIS FORM IS TO BE PROVIDED WITH THE BID)**

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

By altering/adding/deleting any point, clause, condition in the documents provided will automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage, the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR forfeiting of earnest money AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period as deemed appropriate depending on nature of offence.

<b>Tender Title</b>	
<b>Name of Firm/ Company</b>	
<b>Year of Establishment in this business</b>	
<b>Name of Authorized agent</b>	
<b>Office Address</b>	
<b>GST No.</b>	
<b>NTN.</b>	

**Signature & Stamp of Bidder**

Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	

### Part B: Bid Evaluation Criteria:

#### Mandatory Requirements:

Detail	Criteria
1. Draft of Earnest Money (Separate Envelope)	Mandatory
2. Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion will dis-qualify the bidder from the bidding process</i>	Mandatory
3. Declaration Form	Mandatory
4. GST and NTN Registration	Mandatory
5. Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory
6. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) OR letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client	Mandatory

- Failing in any of the mandatory requirement will disqualify the bidder from the bidding process.
- DO NOT attach any information or portfolio which is not requested. Only provide the required information**

### Part C: TECHNICAL EVALUATION CRITERIA

- Bids will be evaluated on the basis of technical requirements mentioned below.
- 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.
- 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"> <li>• Purchase orders or other documentary evidence</li> <li>• List of organization with contact details of concerned official</li> </ul>

**Scoring Criteria : (Total Marks 100)**

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	40	<ul style="list-style-type: none"> <li>• Up to Rs. 7 Million</li> <li>• Rs. 7.1 to 8 Million</li> <li>• Rs. 8.1 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	20	<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

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

Sr. #	Item Name & Specification	Qty		Unit Price (Rs.)	Total Amount (Rs.)
1	<p><b>Refreshment for Academic Bodies, PS Dignitaries</b>  <b>Including indoor Setup for 01 Day with Separate Sofa Sitting &amp; Tables (50 persons), Studio Lights 04 Nos.</b>  <b>Tables must be with proper Skirting &amp; Covers, A class Crockery, Cutlery &amp; Glassware, Waiters with proper uniform</b>  <b>Complete with all aspects</b></p> <p><b>Setup Must be ready on 7 am on Convocation Day (November 15, 2023)</b></p>	Tea, Coffee, Assorted Cookies and Mineral Water	50	Person	
2	<p><b>Lunch on Convocation Day for Parents, Students + General Guests Including Standing Buffet Stations (02 side serving and each station for 40 persons) with A class Crockery, Cutlery &amp; Glassware, Waiters with proper uniform</b>  <b>Complete with all aspects</b></p> <p><b>Food Must be ready to serve on 12.00 noon on Convocation Day (November 15, 2023)</b></p>	<p>Chicken Qorma  Chicken Biryani  Naan rogni, Roti  Plain Raita  Salad  Kheer  Mineral Water  The Bidder will make Tissue Papers available at lunch.</p>	3300	Person	
3	<p><b>Tentage Arrangements for Dinning Area for general public</b>  <b>Setup Must be ready on 7 am on Convocation Day (November 15, 2023)</b></p>	Dera Size: 190 ft x 190 ft canopy full roof covered (neat condition)	1	Job	
4	<p><b>Tentage Arrangements for Dinning Area for faculty and organizers</b>  <b>Setup Must be ready on 7 am on event day (November 15, 2023)</b></p>	Dera Size: 100 ft x 100 ft canopy full roof covered (neat condition)	1	Job	

5	<p><b>Drinking Water Arrangements near or in main Pandal placed at tables (30) having proper covered/skirted with sufficient disposable glasses</b>  <b>Setup Must be ready on 7 am on event day</b>  <i>(November 15, 2023)</i></p>	<p>19 Liter mineral water bottles with Taps and stand for service,</p> <p>(Empty Bottles, Taps and Stands will be returned to vendor)</p> 	75	Bottles		
6	<p><b>Tentage and Sitting Arrangements without stage for Convocation Area</b>  <b>Setup Must be ready in each aspect till 03:00 pm sharp on 14-Nov-2023 and be available till 15-Nov-2023, 02:00 pm</b></p>	<p>Area to be covered with Dera Canopy of parachute for around 3300 persons, (neat and clean) Size: 62,500 sq.ft (approx.) 250x250 feet, Wall to Wall Carpet for the Venue in spotless neat and clean condition as per requirement along with Passage way/ walk-way Carpet (Red) spotless neat and clean.</p> <p>Head table for stage setup (Decent Fresh flowers array / decoration at head table with table cover and skirting, <i>Color as required</i>) to seat 06 persons on stage including carpet (as per required color) with 02 x 02 feet glass top tables (06 Nos.) 3200 Nos. Neat and clean Chairs of the same size with foamy back &amp; seat with proper cover &amp; ribbon of assorted colors as per the requirement. VIP Sofa (3 seater) for 100 person with 20 glass head tables, 30 tables with white cloth cover and skirting. Complete lighting according to the requirement of the Dera</p> <p>Complete with all</p>	1	Job		



		aspects. Vendor Should provide sample of Carpet, chair, covers and ribbons				
7	Tentage Arrangements for Faculty Processions Assembly Setup Must be ready on 02:00 pm sharp on 14-Nov-2023 be available till 15-Nov-2023, 01:00 pm	Tent for Assembly Area (for procession entering venue) Dera Size: 100 ft x 30 ft canopy full roof covered (neat condition)	01	Job		
8	Tentage Arrangements Help Desks / Entry Gate Setup Must be ready on 02:00 pm sharp on 14-Nov-2023 be available till 15-Nov-2023, 01:00 pm	6 Tables with skirting covers and 20 chairs with Tent size: 80 x 40 feet	01	Job		
9	Pedestal Metallic Circulation Fans (Good Quality & Soundless) on Rental basis along with all necessary wires	For Convocation and allied areas	150	Nos.		
10	Sound System on rental basis and must be ready/installed on 02:00 pm sharp on 14-Nov-2023 be available till 15-Nov-2023, 02:00 pm	Provision and installation of Sound System line array sound system having Sound Mixer (USB & AUX plugin facility) with 20 speakers and all type of necessary wiring, 04 Podium Mics ((Noise Free and Sensitive), 06 Wireless Mics (Noise Free and Sensitive having a range of 200-300 feet), 02 Wired Mics (Noise Free and Sensitive)	01	Job		
Grand Total Amount (Rs.)						

#### **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. The actual number of persons shall be communicated through formal purchase/work order 2-3 days prior to the event and the final payment shall be made (food able items) as per the actual attendance of people on the event day