

COMSATS Institute of Information Technology,  
Sahiwal Campus

**TENDER DOCUMENTS**

**For**

**Catering Services including lunch of about 1000 persons for event  
of Convocation at CIIT Sahiwal (To be held on April 01, 2017)**

**Submission and Opening Date for Tender:**

**March 28, 2017 (Tuesday)**

**Submission Time: 10:30 Am**

**Opening Time: 11:00 Am**

**March 2017**



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**Procurement Department**

COMSATS Road, Off G.T.Road, Sahiwal  
Tel: 040-4305001 Web: [www.ciitsahiwal.edu.pk](http://www.ciitsahiwal.edu.pk)

**Signature & Stamp of Bidder**

**Invitation to Bid**  
**(No.CIIT-SWL/Procurement-17/25)**

1. COMSATS Institute of Information Technology Sahiwal, a public sector organization invites sealed bids from renowned catering & event management firms/hotels/restaurants registered with income tax and sales tax departments and are on active taxpayers list (ATL) of FBR for providing catering services including lunch of about 1000 persons for event of Convocation of CIIT Sahiwal.
2. Bidding documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at “Procurement Department, COMSATS Road, Off G.T. Road, Sahiwal”. Non-refundable fee of bidding document is Rs. Rs. 500 (Five Hundred) in shape of pay order/Demand Draft in favour of CIIT, Sahiwal.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Procurement department, COMSATS Road, Off G.T. Road, Sahiwal on or before 1030 hours on March 28, 2017 (Tuesday). Bids will be opened at 1100 hours on the same day, in the presence of bidder’s representatives who choose to attend at the same address. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).
4. COMSATS Institute of Information Technology, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CIIT Sahiwal will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.

Muhammad Nadeem  
Manager Purchases  
CIIT Sahiwal

## TERMS AND CONDITIONS

**[All pages (BoOs & 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 contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Sahiwal Campus.
4. 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 Institute of Information Technology, Sahiwal to the address given below. No bid will be accepted without tender documents' fee.
5. Part / Advance payments is not allowed.
6. **Convocation has been decided on April 01, 2017. All arrangements are required to be physically furnished before 10: 00 a.m. on March 31, 2017.**
7. Your bid proposal should be inclusive of freight and all other taxes delivered at COMSATS Institute of Information Technology, Sahiwal Campus's premises.
8. After opening of bids, COMSATS Institute of Information Technology, Sahiwal Campus will examine the bids for completeness as per tender document.
9. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of grand total basis.
10. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. COMSATS Institute of Information Technology, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CIIT Sahiwal will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.
12. The bid should be submitted in a sealed envelope in such manner that the contents are fully enclosed and cannot be known until duly opened. The sealed bids must reach up to **March 28, 2017** on or before **1030 hours** and will be opened on the same date **at 1100 hours** in the presence of available bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.
13. The envelope should be marked as under;

**Secretary, Purchase Committee**  
**COMSATS Institute of Information Technology, Sahiwal Campus**  
COMSATS Road, Off G.T Road, Sahiwal.  
Tel: 040-4305001-05, Ext: 128

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Catering Services including lunch of about 1000 persons for event of Convocation at CIIT Sahiwal (To be held on April 01, 2017)**”.
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 CIIT-Sahiwal 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 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 Institute of Information Technology, Sahiwal Campus” 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).
21. All prices should be valid for at least **10 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.
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, decision of the Director, CIIT Sahiwal will be final and binding upon the parties.
24. The CIIT reserves the right to modify the quantities of goods / services at any time. However, 15% of the purchase order amount will be considered as the permissible limit to issue variation.
25. **The bidder is required to furnish in the form of Bank deposit / CDR / Pay order equivalent to 2% of the total bid price as a Bid Security in favor of “COMSATS Institute of Information Technology, Sahiwal Campus”. Any bid not accompanied by an acceptable bid security shall be rejected by the Employer as non-responsive and without any right of appeal.**

- a. The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or an expiry of validity of Bid Security whichever is earlier.
- b. The Bid Security may be forfeited:
  - i. If a bidder withdraws his bid during the period of bid validity
  - ii. If a bidder does not accept the correction of his bid price
  - iii. in case of a successful bidder, if he fails to sign the contract agreement

26. The Tender shall be checked for any arithmetic errors which shall be rectified. The Tender Price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.

27. COMSATS Institute of Information Technology, Sahiwal 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.

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. I / We hereby confirm to have read carefully the terms and conditions of your Tender Enquiry dated for opening on..... for the purchase of .....

We agree to abide by all these terms and conditions/instructions.

30. Certified that the prices quoted against advertises tender dated..... are not more than the prices charged from any other purchasing agencies in the county in the financial year..... and in case of any discrepancy, We/I hereby undertake to refund the price charged in excess if and when asked to do so.

31. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

**Company / Vendor Name:**.....

**Name of Tenderer:**.....

**Postal Address:**.....

**Tel. / Mobile:**.....**Email:**.....

**NTN#:**.....**GST#:**.....

**C.N.I.C No:**.....

**Signature of Tenderer:**.....

**Date and Stamp:**.....

- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

**BoQ for Catering Services including lunch of about 1000 persons for event of Convocation at CIIT Sahiwal (To be held on April 01, 2017)**

**(Grand Total Basis)**

Sr.#	Item name & Specification	Qty		Rates to be quoted inclusive of all taxes	
				Unit Price (Rs)	Total Price (Rs)
<b>Printing Items (Grand Total Basis )</b>					
1	<p><b>Catering Arrangements for Convocation Spring 2017 Date: 01-04-2017</b></p> <p><b><u>Main Pandaal</u></b></p> <p>Official Sitting Arrangements of 1000 persons that includes</p> <ul style="list-style-type: none"> <li>• Neat and sober colored Dera/Tent that could incorporate the sitting of 1000 persons with below given arrangements and a stage of 40 x 20.</li> <li>• Total Carpet that includes the coverage of whole Dera/Tent, stage and sides of main stage.</li> <li>• Chairs with proper covers 800</li> <li>• Sofa sets with neat covers 200 (front two rows)</li> <li>• Central Tables (Glass) 20</li> <li>• Water arrangements in main and assembling tent (crookery, waiters and water)</li> <li>• Fans 50 to 70</li> <li>• Sound System well appropriate for convocation.</li> </ul>	LS			

**VIP Tent**

- A well suited Tent/Dera for 100-125 persons
- Sitting arrangements with sofa seats along with glass central tables.
- Fans as per requirements
- Buffet arrangements with multiple dishes for 100 to 125 persons.

**General Meal (lunch) Tent**

- A well suited Tent/Dera for 900 persons
- Sitting Lunch Arrangements for 900 persons (round table) with clean chair and table covers.
- Buffet arrangements (single dish including water) for 900 persons with sufficient number of waiters.

**Registration Tent**

- A Tent with 14x14 space with three tables and 10 chairs (with proper covers).

**Assembling Tent**

- A Tent with dimensions 54x108 parallel/adjacent to the main pandaal for the assembling of procession.



**Note:**

- Runners (pathway) from main entrance of the venue to all tents are also the part of above given details that may have a length of 500 to 700 meters.
- All arrangements are required to be physically furnished before 10: 00 a.m. on March 31, 2017.

	<p style="text-align: center;"><b><u>Meals</u></b></p> <p><b><u>VIP Lunch for 100 persons</u></b></p> <ul style="list-style-type: none"> <li>• <b>Mutton</b>                      <b>Kunna</b> <b>(Mutka/Handi)</b></li> <li>• Mutton Chaanps (BBQ)</li> <li>• Chicken Bar B Q (Reshmi Kabab , Malai Botti)</li> <li>• Chicken Lemon Chile</li> <li>• Chicken Manchurian</li> <li>• Chinese Rice (With special touch of egg and chicken)</li> <li>• Sweats (Firni and Qulfa)</li> <li>• Naan Roghni/Rotti (fresh)</li> <li>• Raita (2) Types</li> <li>• Salad        Russian        and Green/Fresh</li> <li>• Mineral Water (Kinley)</li> <li>• Cold Drinks</li> <li>• Kashmiri Tea (subject to requirements)</li> </ul> <p><b><u>General Lunch for 900 persons</u></b></p> <ul style="list-style-type: none"> <li>• Chicken Qourma</li> <li>• Chicken Biryani</li> <li>• Sweat (Firni)</li> <li>• Naan Roghni/Rotti (fresh)</li> <li>• Raita Green</li> <li>• Fresh/Green Salad</li> <li>• Mineral Water</li> <li>• Cold Drinks</li> </ul>				
	<b>Grand Total (Rs.)</b>				
	<b>Grand Total in words</b>				

**Note:**

1. All arrangements are required to be physically furnished before 10: 00 a.m. on March 31, 2017.
2. Purchase / work order (s) will be awarded on grand total basis.
3. Multiple prices of an item may lead to rejection of the item / bid.
4. On-spot/Physical visit at business points/ locations (hotels/cafeterias/restaurants etc.) may be made to evaluate following key factors;
  - Quality , taste and versatility of food items
  - Hygienic Standard of Foods
  - Serving Standard
  - Professional/Managerial Expertise of Staff
  - Structure of Business soundness