

Tender Document

Organizing Cultural Event including Catering and Souvenir/Printing Services



COMSATS University Islamabad
Park Road, Tarlai Kalan, Islamabad
051-9049-5122 / 051-9049-5154

Tender Notice

No.CUI/Proc/TN-2-23/280

Organizing Cultural Event including Catering and Souvenir/Printing Services

1. COMSATS University Islamabad (CUI) Islamabad, a Public Sector Prestigious Educational Organization invites tender from renowned sole proprietors/ firms/companies registered with Income Tax/Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), Bids **Organizing Chinese Cultural Event**.
2. Tender procedure will base upon “**Single Stage-Two Envelope**” bidding method as prescribed under PPRA rules.
3. The Financial Bids must be accompanied with the **Earnest Money** of following categories as uder;
 - ❖ **Category - A Rs 19,000/-,**
 - ❖ **Category – B Rs,700/-,**
 - ❖ **Category-C Rs, 2700/-,**
 - ❖ **Category-D Rs, 4000/-**
 - ❖ **Category-E Rs,1000/-**

In the form of Call Deposit/Bank Draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9). Bidder can participate in one or more. If bidder is participating in more than one category, they can consolidate the earnest money as per schedule given for each category.

4. Tender documents are available online for the interested firms/parties on PPRA website as well as CUI website which can be downloaded. Interested firms/bidders are required to submit their bid proposals along with tender fee of Rs.500/- (non-refundable) in shape of pay order/DD in favor of CUI Islamabad.
5. Pre-bid meeting will be held on **February 10 ,2023** at 11:00 hours (Friday) in Room No. G-6, Faculty Block-I, Ground Floor, CUI for briefing of the prospective and answering the queries. Any substantial change, if any, as a result of the pre-bid meeting will be uploaded to CUI website at least 2 days before the closing date and will be considered as part of the tender document. The bidders are advised to check the CUI website 2 days before the closing date for any changes in the tender document. No separate email or notice will be made.
6. Sealed tenders (prepared in accordance with instructions of tender documents) must reach the address given below latest by **February 17, 2023**. at 1100 Hrs (Closing time).
7. Technical Bids will be opened in public on the same day half hour after the closing time in Room No. G-6, Faculty Block-I, COMSATS University Islamabad, park Road, Islamabad.



In-charge (Procurement)

COMSATS University Islamabad

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

Tel: 051-9049-5242, 9049-5122/5509

Email: Jawad@comsats.edu.pk

Eligibility & Qualification

Detail	Criteria	Envelope
1. Draft of Earnest Money	Mandatory	In Financial Bid
2. Bid Quotation Form 1 (Strictly as per pattern)	Mandatory	
3. Declaration Form (Form No.2)	Mandatory	In Technical Bid
4. GST and NTN Registered	Mandatory	
5. Active Tax Payer 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)/letterhead that the firm/company is neither black listed nor in litigation with any of its public sector client	Mandatory	
7. Professional Experience (Form No. 4) i. List of 3 executed/ similar contracts in public sector/ government offices/Embassies etc from Last 3 Year (List 03 contracts). Each contract = 5 Marks each Total Marks = 15 (Attached proof: 3 relevant category Contract/Work Order, will be considered for marking. (For Category A over Rs. 100,000/- per W/O will be considered)	15 Marks	
8. Clientele List List 05 different clients of similar nature contracts. Total Marks = 15 Marks (5 Marks per client) (Attached proof: 3 relevant category Contract/Work Order, will be considered for marking. (For Category A over Rs. 100,000/- per W/O will be considered)	15 Marks	
9. Sample is required only for Cat B & D Cat B Sample: in CD or USB of conducted event. Cat D Sample: Shield/Souvenirs/Giveaway	Mandatory	

Criteria for Tenders Evaluation and Award of Contract:

Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, following mandatory scales of above shall be taken into consideration of bids.

- To be qualified, securing at least 70% Marks is Mandatory.
- Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process forthwith.
- After evaluation/marketing of bidders in technical evaluation process, financial bids of technically qualified bidders will be only opened later prior notice.

General Terms & Conditions

1. The Terms & Conditions are as under:

No tender will be considered if: -

- a) Received without required documentation or found incomplete.
 - b) Received later than the date and time fixed for Tender submission.
 - c) The Tender is unsigned/ unstamped.
 - d) The Tender is signed/stamped by the unauthorized agent of the Firm/company.
 - e) The Tender is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization.
 - f) The Tender is received by telephone/telex/fax/telegram.
 - g) Tenders received without earnest money.
 - h) In contradiction with the specification given by the CUI.
2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
 3. Bidders will have to produce the proof of being a Tax Filer with FBR.
 4. The payment will be made after successful completion of all items and job.
 5. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad.
 6. The rates must be quoted **as per pattern**.
 7. In case the bidder claims for non-deduction of GST/Income Tax due to advance Tax payment or SRO; the documented proof of the same duly verified by the concerned authority must be provided by the bidder.
 8. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
 9. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
 10. No advance payment will be permissible.
 11. Minimum validity period of quote/price would be **20 days**.
 12. The supply will be made within the immediate effect after the issuance of PO. In case of delay, 10% of the total bid will be deducted upto 20%. In case of further delay, the work order will automatically be cancelled without any further information or communication and earnest money will be forfeited AND/OR a ban from business with CUI for a period specified by CUI will be imposed.
 13. In cases lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.
 14. In case of defects/non-compatibility/sub-standard, CUI will inform the bidder immediately and the bidder will arrange for replacement of the item(s) according with immediate effect. In case of non-compliance, the charges incurred on the item(s) will be deducted from the earnest money/Invoice.

15. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned authorities.
16. Acceptance or Rejection of Exemption Certificate is the discretion of CUI and refund (if any) may be claimed from FBR.
17. 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.
18. **In case of Tie in Rates, the bidder having executed the most valuable contracts (In terms of amount) as provided by bidder for eligibility & Qualification will be awarded the contract.**
19. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
20. **The work order will be issued who brings best value for the money.**
21. Payment will be Charged as per actual.
22. Quantities may vary from actual requirements.
23. The currency of the quotation would be in Pakistan Rupees only.
24. The documents prepared by the bidder as well as all correspondence and documents relating to the bid shall be in English only.
25. Don does not submit any other document other than demanded.
26. Delivery timeline is as under,
 - Category A 23rd February 2023 (Event date)
 - Category B 23rd February 2023 (Event date)
 - Category C (2 Working days after issuance Purchase Order)
 - Category D (2 Working days after the issuance of Purchase Order)
 - Category E (7 days after the event).

Ref No: _____

NTN: _____

Date: _____

GST: _____

Financial Bid Organizing Cultural Event

Category - A				
Dinner Menu & Arrangements in front of EE Lawn on 23rd February, 2023				
S.N	Detail Specification	Qty	Rate	Total Price (Including GST)
01	<p>Dinner Menu for (200 Persons) Cream of Mashroom Soup Live BBQ (Haryali Boti with bone) Chicken Seekh Kebab) Live Tandoor Saag and Makai ki roti Lassi saltish & sweet Halwa puri Aloo Bujia Lahori channay Chicken Chowmin Salads Assorteef sauces Kheer Thoothi Jalebi Live Water,Cold/Soft drinks.</p> <p>Arrangements (To accommodate 200 person) Customized Live food stations, stage, pindaal, sound system, Heating system, Décor, Sofa Lounges etc. Decorated entrance tunnel (with entrance lighting) Reception lighting and décor Round table setup (with décor) Dera. Pindaal (suggested at least 90 x 90) Customized lighting Wooden stage (suggested at least 16 x 24 with 2.5 feet height) Victorian Sofa Launges (4 Nos) Customized lighting with Truss on stage Sound system (at least SP4)</p>	01 complete job		
Category -B				
Photography, Videography and Drone Coverage of event (3 cameras event photography and videography)				
02	Still photography of complete event coverage	1 Job		
	Video of complete event coverage	1 Job		
	No of Cameras for video coverage	03		

	No of Drone Cameras...	01		
Category- C Printing Works				
03	Backdrop Size 18' x 12', Qty 1 Size 10' x 8', Qty 1	02		
	Standees (size 2.5'*5')	08		
	Invitation Cards with envelopes as per sample	300		
	Report Printing (card Covers and Laminated pages) Size A4, No of pages 25	20		
Category- D Shields and Souvenirs				
04	• Honorary shields (acrylic with engraving) (for guests) Size 10"x8"	20		
	• Souvenirs / Takeaways (for attendees) i.e keychain, Batches or Mug etc	200		
	• Cultural Souvenirs for the Embassy Officials and Collaborators (e.g., Ajrak, Chitralli Caps etc)	20 each		
Category – E Post Event Report Transcription				
05	Event Report Transcription, Translation (English to Chinees) and editing. No. of pages 25 to 30	01		
Total Cost including all taxes				

Vendor can participate in all categories or also in individual category. Therefore, partial or complete participation is allowed. In the participated category bidder cannot skip any item.

Bid Valid as per given in the terms & conditions.

Signature:

Name:

Contact Information:

Official Stamp:

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.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

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 forfeited of Earnest Money AND/OR Blacklisting for future tendering with CUI.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Ref No: _____

NTN: _____

Date: _____

GST: _____

Technical Compliance Performa Organizing Cultural Event

S.N	Detail of Specifications	Compliance	Non-compliance	Higher Specs If any
01	Dinner Menu for (200 Persons)			
	Cream of Mashroom Soup			
	Live BBQ (Haryali Boti with bone)			
	Chicken Seekh Kebab)			
	Live Tandoor			
	Saag and Makai ki roti			
	Lassi saltish & sweet			
	Halwa puri			
	Aloo Bujia Lahori channay			
	Chicken Chowmin			
	Salads			
	Assortteef sauces			
	Kheer Thoothi			
	Jalebi Live			
	Water,Cold/Soft drinks.			
	Arrangements (To accommodate 200 person)			
	Customized Live food stations, stage, pindaal, sound system, Heating system, Décor, Sofa Lounges etc.			
	Decorated entrance tunnel (with entrance lighting)			
	Reception lighting and décor			
	Round table setup (with décor)			
	Dera. Pindaal (suggested at least 90 x 90)			
Customized lighting				
Wooden stage (suggested at least 16 x 24 with 2.5 feet height)				
Victorian Sofa Launges (4 Nos)				

	Customized lighting with Truss on stage			
	Sound system (at least SP4)			
Category -B Photography, Videography and Drone Coverage of event (3 camera event photography and videography)				
02	Still photography of complete event coverage			
	Video of complete event coverage			
	No of Cameras 03 for video coverage			
	No of Drone Camera 01			
Category- C Printing Works				
03	Backdrop Size 18' x 12', Qty 1 Size 10' x 8', Qty 1			
	Standeers (size 2.5'*5')			
	Invitation Cards with envelopes as per sample			
	Report Printing (card cover and Laminated pages Size A4, Nos of pages 25			
Category- D Shields and Souvenirs				
04	Honorary shields (acrylic with engraving) (for guests) Size 10"x8"			
	Souvenirs / Takeaways (for attendees) i.e keychain, Batches and Mug etc			
	Cultural Souvenirs for the Embassy Officials and Collaborators (e.g., Ajrak, Chitralli Caps etc)			
Category – E Post Event Report Transcription				
05	Event Report Transcription, Translation and editing. No. of pages 25 to 30			

Vendor can participate in all categories or also in individual category. Therefore, partial or complete participation is allowed. In the participated category bidder cannot skip any item.

Bid Valid as per the terms & conditions, of tender documents.

Signature: _____

Name: _____

Contact Information: _____

Official Stamp: _____

Form-4

Detail of Work Executed since establishment.

SN	Organization & Address	Duration	Contact Information	Amount/Cost
1.				
2.				
3.				
4.				
5.				

Detail of Clients

SN	Organization & Address	Year of work executed	Contact Information
1.			
2.			
3.			
4.			
5.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

Check List (To be filled by Bidder)

Please submit your proposal in the order as below with
proper separators/Proper Binding/Plastic Cover/Staple

Detail	Status	Bid Envelope	Yes ✓	No ✗
1. ALL Pages signed and Stamped by Bidder	Mandatory			
1. Draft of Earnest Money		Financial		
2. Bid Quotation Form 1 (Strictly as per pattern)				
3. Declaration Form (Form 2)		Technical		
4. GST and NTN Registered				
5. Active Taxpayer List (ATL) of FBR				
6. Proof of Non-Blacklisting:				
7. Professional Experience (Form No.4)				
8. Clientele list				
9. Sample is required only for Cat B & D Cat B Sample: in CD or USB of conducted event. Cat D Sample: Shield/Souvenirs/Giveaway				

For queries and further clarification, you may

- ✓ Write to us on jawad@comsats.edu.pk
- ✓ Visit us at 2nd Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5154/051-9049-5122