

# **Tender Document**

**Event arrangement including Catering, Printing  
and Souvenir Services**



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

# Tender Notice

No.CUI/Proc/TN-3-23/282

## Event arrangement including Catering, Printing and Souvenir 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 **Event arrangement including Catering, Printing and Souvenir Services**.
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 8,000/-,**
  - ❖ **Category – B Rs,300/-,**
  - ❖ **Category-C Rs, 1000/-,**
  - ❖ **Category-D Rs, 2000/-**
  - ❖ **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 **March 07 ,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 **March 13, 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.



### Postal & Submission Bid Address

**In-charge (Procurement)**

**COMSATS University Islamabad**

2<sup>nd</sup> 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	<b>Mandatory</b>	<b>In Financial Bid</b>
2. Bid Quotation Form 1 (Strictly as per pattern)	<b>Mandatory</b>	
3. Declaration Form ( <b>Form No.2</b> )	<b>Mandatory</b>	<b>In Technical Bid</b>
4. GST and NTN Registered	<b>Mandatory</b>	
5. Active Tax Payer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	<b>Mandatory</b>	
6. <b>Proof of Non-Blacklisting:</b> 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	<b>Mandatory</b>	
7. <b>Professional Experience (Form No. 4)</b> 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)	<b>15 Marks</b>	
8. <b>Clientele List</b> <b>List 05 different clients of similar nature contracts.</b> <b>Total Marks = 15 Marks (5 Marks per client)</b> (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)	<b>15 Marks</b>	
9. <b>Sample</b> is required only for Cat B & D Cat B Sample: in CD or USB of conducted event. Cat D Sample: Shield/Souvenirs/Giveaway	<b>Mandatory</b>	

### 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/marking 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 **30 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 16<sup>th</sup> March 2023 (Event date)
  - Category B 16<sup>th</sup> March 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**  
**Event arrangement including Catering, Printing and**  
**Souvenir Services**

<u>Category - A</u>				
<b>Lunch for (150 Persons) – 16<sup>th</sup> March 2023</b>				
<b>Tea for (150 Persons)</b>				
S.N	Detail Specification	Qty	Rate	Total Price (Including GST)
<b>01</b>	<p><b>Lunch for (150 Persons)</b>                      Chicken Malai Boti-Live                      Chicken Qorma                      Seekh Kabab-Live                      Mix Vegetable                      Peas Pullao                      Roghini Naan- Live                      Raita + Chatni                      Salad Bar                      Sweet Bar                      Cold Drink- 500ml                      Mineral Water -500ml                      Green Tea</p> <p><b>Tea for (150 Persons)</b>                      3 Types assorted Cookies.                      3 Types assorted Pastries.                      Tea / Coffee &amp; Green Tea</p> <p><b>Arrangement</b>                       Crockery, Cutlery, Waiters &amp; arrangements.</p>	<b>01 complete job</b>		
<u>Category -B</u>				
Photography, Videography and Drone Camera				
<b>02</b>	Still photography of complete event coverage	<b>1 Job</b>		
	Video of complete event coverage	<b>1 Job</b>		
	No of Cameras for video coverage	<b>03</b>		

	No of Drone Cameras...	01		
<b>Category- C Printing Works</b>				
<b>03</b>	<b>Backdrop</b> 20 x 24 Main 10 x 12 Wall			
	Standees (Standard size)	6		
	Brochure (A-4 size)	-		
	File Folder	30		
	Cards with envelopes (Invitation standard)	200		
<b>Category- D Shields and Souvenirs</b>				
<b>04</b>	<ul style="list-style-type: none"> <li>Honorary shields (acrylic with engraving) (for Speakers and Chief guests)</li> </ul> <p>Honorary shield / Souvenirs wooden box shields with steel (golden / silver plate)</p>	<b>20</b>		
	<ul style="list-style-type: none"> <li>Souvenirs / Takeaways (for attendees)</li> </ul> <p>Logo coat pin/ key chain</p>	200		
<b>Category – E Post Event Report Transcription</b>				
<b>05</b>	Post Event Report Transcription and editing of Report. Event Report Transcription, Translation and editing report.	<b>01</b>		
<b>Total Cost including all taxes</b>				

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:**

**Focal Person for**

**Information,**

**Ms. Sameera Ellahi**

**(0336-5061190)**

**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.

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



[Letterhead of the Firm]

Ref No: \_\_\_\_\_

NTN: \_\_\_\_\_

Date: \_\_\_\_\_

GST: \_\_\_\_\_

**Technical Compliance Performa**  
**Event arrangement including Catering, Printing and Souvenir**  
**Services**

S.N	Detail of Specifications	Compliance	Non-compliance	Higher Specs If any
01	<b>Category A</b> <b>Lunch for (150 Persons)</b>			
	Chicken Malai Boti-Live			
	Chicken Qorma			
	Seekh Kabab-Live			
	Mix Vegetable			
	Peas Pullao			
	Roghini Naan- Live			
	Raita + Chatni			
	Salad Bar			
	Sweet Bar			
	Cold Drink- 500ml			
	Mineral Water -500ml			
	Green Tea			
	<b>Tea for (150 Persons)</b>			
	3 Types assorted Cookies.			
	3 Types assorted Pastries.			
	Tea / Coffee & Green Tea			
	<b>Arrangement</b>			
	Crockery, Cutlery, Waiters & arrangement			
	<b>Category B</b> Photography, Videography and Drone Camera			
	Still photography of complete event coverage			
	Video of complete event coverage			

	No of Cameras for video coverage			
	No of Drone Cameras...			
<b>Category -B</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 for video coverage			
	No of Drone Cameras...			
<b>Category- C</b> <b>Printing Works</b>				
03	<b>Backdrop</b> 20 x 24 Main 10 x 12 Wall			
	Standees (Standard size)			
	Brochure (A-4 Size)			
	File Folder			
	Cards with envelops (Invitation standard)			
<b>Category- D</b> <b>Shields and Souvenirs</b>				
04	Honorary shields (acrylic with engraving) (for Speakers and Chief guests)  Honorary shield / Souvenirs wooden box shields with steel (golden / silver plate)			
	Souvenirs / Takeaways (for attendees)			
	Logo coat pin/Keychain			
<b>Category – E</b> <b>Post Event Report Transcription</b>				
05	Post Event Report Transcription and editing of Report.			
	Event Report Transcription, Translation and editing report.			

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:** \_\_\_\_\_

**Focal Person for Information,**

**Ms. Sameera Ellahi (0336-5061190)**

**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 ✗	
<b>1. ALL Pages signed and Stamped by Bidder</b>	<b>Mandatory</b>				
1. Draft of Earnest Money		<b>Financial</b>			
2. Bid Quotation Form 1 (Strictly as per pattern)					
3. Declaration Form (Form 2)		<b>Technical</b>			
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. <b>Sample</b> 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](mailto:jawad@comsats.edu.pk)
- ✓ Visit us at 2<sup>nd</sup> Floor, Faculty Block-II, CUI, Islamabad
- ✓ Call us at 051-9049-5154/051-9049-5122