



**UNIVERSITY OF THE PUNJAB**  
**GUJRANWALA CAMPUS**

Rawalpindi Bypass, Near Ali Pur Chowk, Gujranwala,  
Punjab, Pakistan

Ph. No.: +92-55-9200985  
+92-55-9201225-6  
Fax No.: +92-55-9201223

(free of cost)

**Bid Document**

Sealed bids are invited by University of the Punjab Gujranwala Campus on single stage one envelop basis from interested registered caterers/firms, **registered with GST & NTN and PRA (if applicable)** for below mentioned Entertainment Items and Catering Services for 4<sup>th</sup> Convocation, 2019 to be held on Friday, 29<sup>th</sup> March (Rehearsal Day) and Saturday, 30<sup>th</sup> March 2019 (Convocation Day) at the Campus:

Sr. No.	Item Description	To Be Filled By Bidders		
		Qty.	Unit Price (Inclusive of Taxes)	Total Price (Inclusive of Taxes)
1	<b>Catering Services</b> <i>(For Two Days: Rehearsal and Convocation Day)</i>	900 Chairs + 100 Sofas = 1000 Seats		
	<ul style="list-style-type: none"><li>• Dera</li><li>• Dera Lighting</li><li>• Passage Carpets</li></ul>			
2	<b>Menu 1 (For Convocation Day Only)</b>	900		
	<ul style="list-style-type: none"><li>• Biryani Box</li><li>• Raita</li></ul>			
3	<b>Menu 2 (For Convocation Day Only)</b>	160		
	<ul style="list-style-type: none"><li>• Chicken Quorma</li><li>• Chicken Palao</li><li>• Roghni Nan and Roti (Live)</li></ul>			
<b>Total Amount / Bid Value</b>				
<b>Total Amount (in words):</b>				
<b>2% Bid Security of the Estimated Price in the form of CDR</b>				

**Note:**

1. An Affidavit / Undertaking on Stamp Paper of Rs.20/- (minimum) must be submitted by the bidder stating that:
  - a. "The caterer/firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization and no litigation is underway on account of blacklisting process. In case the bidder has been disqualified or blacklisted earlier in the past by any public sector organization, detail concerning the period of such disqualification/ blacklistment, cause of such embargo and eventual result/ latest status shall be mentioned by the bidder. On account of submission of false statement or concealment of the fact, the Bidder shall be disqualified forthwith".
  - b. The food provided will be the Hygienic in all aspects. Moreover, the utensils/crockery used for the preparation of food items will be neat and clean. Furthermore, the premises which will be used for the preparation/storage of food items / crockery and other accessories etc. will also be kept neat and clean hygienically according to the standards of Punjab Food Authority.
  - c. Undertaking in black & white that whole of the supply will be made exactly in accordance with the approved sample.
  - d. In case of any defect in the supply as against Sr. No. (c) Above, the replacement of the same shall be provided at the earliest without any cost.
2. The Catering Firm/bidder must have catering experience of at least two years of education sector/public sector organizations especially the experience of managing the events of orientations, convocations, seminars, training session etc.
3. 0.25% stamp duty would be furnished by the successful bidder against the amount of the value of purchase order as levied by the Government after the issuance of purchase order.
4. The over writing / cutting in the rates / specifications etc. must be attested under the full signature of the bidder.
5. Labor/Installation charges etc. will be responsibility of the firm. The rates must be quoted inclusive of all kinds of Labor, waiter, freight, installation charges etc.

6. Complete brochures / supporting documents of the quoted brands / items must be enclosed along with the bid document where applicable.
7. Signature & stamp of the bidder is essential at the proper place given at the end of bid document.

### **TERMS & CONDITIONS**

1. Bid should be addressed in the name of Director General, University of the Punjab Gujranwala Campus and must reach in office of the Assistant Treasurer (Room No. 5) at University of the Punjab Gujranwala Campus by **Wednesday, March 27, 2019 till 11:00 a.m.**
2. The Purchase Committee, University of the Punjab Gujranwala Campus will open the bids on same day i.e. **Wednesday, March 27, 2019 at 01:00 p.m.** in the presence of bidders, who wish to attend. In case of bid submission / opening date falls on the public holiday, then opening / submission date will be next working day.
3. **The competent authority reserves the rights to increase or decrease the quantity as per actual requirement / availability of funds as per rules.**
4. Bid received after due date/time will not be accepted under any circumstances.
5. The bid should be submitted along with 2% Earnest Money Demanded (EMD) of the estimated price in the form of Demand Draft, Bankers Cheque, or CDR in favor of the Director General, University of the Punjab Gujranwala Campus to be issued from any enlisted bank with State Bank of Pakistan. No bid shall be acceptable without EMD. The said EMD of rejected bidder / bidders will be released after final decision. However, the EMD of successful bidder / bidders will be retained until the completion of job successfully as per work order. No bid shall be acceptable without EMD.
6. Bid shall remain valid for 30 days from the date of opening the bid.
7. The purchase order will be placed with only registered / reputed catering firm for supplying the stores, so wherever applicable, fresh registration/authorization certificate is required along with bid subject to the reasonability of rates, company profile, past experience, professional skills, credibility of the catering firm/bidder.
8. The Catering Firm/bidder must attach satisfactory certificate(s) of similar functions/events/parties where the catering firm/bidder served catering services.

9. The bidder will ensure that hygienic and fresh food will be provided. It must be complying with approved standard of Govt. food authority.
10. During selection of bidder due consideration will be given on account of financial, technical, and production capabilities of the bidder. It shall be based upon an examination of the documentary evidence submitted by the Bidder, as well as such other information as the Purchase Committee, University of the Punjab Gujranwala Campus deems necessary and appropriate.
11. The Bidder is required to offer competitive price. All prices must include applicable taxes and duties. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes, if granted at any stage of procurement, shall be passed on to the University of the Punjab Gujranwala Campus.
12. The rates should be quoted after allowing rebates / discounts, if any but including transportation, delivery at site, commissioning, packing charges, forwarding and all taxes.
  - (i) If the supply is taxable, the rate must be quoted Inclusive of all Taxes.
  - (ii) If the supplies are exempted of taxes, the exemption certificate/ comprehensive supporting documents must be provided along with the bid.
  - (iii) If the PST imposed by the Govt. of the Punjab is applicable on the quoted job, then the rate must be quoted after including PST.
13. The Purchase Committee, University of the Punjab Gujranwala Campus shall determine to its satisfaction whether the selected bidder having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.
14. The Catering Firm/bidder should ensure that no other Govt. organization is being offered / benefited more than this discount. If the same is found at any stage recovery will be made accordingly.
15. For any Damages/Shortage during transit, bidder will be responsible & the same must be replaced without any additional cost.
16. The quality will be checked / accepted by the Purchase Committee / representative of the University of the Punjab Gujranwala Campus, if so desired.

- 17.** The Purchase Committee, University of the Punjab Gujranwala Campus, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacities may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.
- 18.** The Purchase Committee, University of the Punjab Gujranwala Campus shall disqualify or blacklist a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false, inaccurate or incomplete, or otherwise to be indulging in corrupt and Fraudulent practices.
- 19.** The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the bidding documents, shall straightway be rejected.
- 20.** It is the intention of the authority to make the selection of Catering Firm(s) as fair, transparent objective and efficient as possible. The Purchase Committee, University of the Punjab will adopt the approach outlined below to achieve this objective.
  - (i)** Review all quotations to ensure that the minimum technical specifications are met. Any bid which fails to meet the defined minimum specifications will be rejected.
  - (ii)** Evaluate the proposed bid that is equal to or above the minimum requirements.
  - (iii)** Goodwill / past experience/ history of the Catering Firm/bidder will be considered while evaluating the bids where applicable.
- 21.** During evaluation of the bids, the Purchase Committee, University of the Punjab Gujranwala Campus may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the original bid shall permitted.
- 22.** Prior to the detailed evaluation, the Purchase Committee, University of the Punjab Gujranwala Campus shall determine the substantial responsiveness of each bid to the bidding documents. For this purpose, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents

of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it shall be rejected and will not be accepted / entertained for detail evaluation.

- 23.** The Purchase Committee, University of the Punjab Gujranwala Campus requires that all Bidders/ Catering Firms observe the highest standard of ethics during the procurement and execution of such Contracts.
- 24.** Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid. Where prices are to be quoted in package, all items mentioned in the package shall be quoted in the offered prices. Non-mentioning of price of each item of the package being non-responsive shall be rejected straightaway.
- 25.** In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Catering Firms do not accept the correction of the errors, its bid shall be rejected and earnest money will be forfeited. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 26.** In case of any default / violation of rules, the blacklisting procedure will be adopted as per PPRA rules.
- 27.** In case the Catering Firm/bidder fails to complete the job or provide substandard articles, or withdraw his offer for any reason, the EMD will be forfeited or the firm can be blacklisted for entire Govt. sector as per rules.
- 28.** The material must be supplied in one lot. Part supplies generally will not be acceptable. Moreover, the payment will be made after the job has been accomplished in all respects quite in accordance with the work order. However, in case of bulk supply order, partial supply / partial payment will be allowed.
- 29.** Force majeure clause is acceptable as defined under sales of goods & contract Act.
- 30.** No advance payment will be made in favor of tender awarded catering firm.

31. Normally the payment will be made within 14 days after receipt of supplies & found in order in quality and quantity and submission of claim / bill with complete supporting documents.
32. The supplies must be confirmed to the specification of supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at University of the Punjab Gujranwala Campus.
33. All the disputes, if any, will be settled by the Purchase Committee, University of the Punjab Gujranwala Campus and will be binding on catering firm.
34. All the expenses including the replacement if so required shall be borne by the catering firm. In case the fault has occurred as direct consequence of undesirable condition i.e. electricity or temperature, the catering firm shall inform the buyer for taking corrective measures prior to the commencement of the remedial activity.
35. Wherever a brand has been specified, equivalent will be entertained subject to technical evaluation according to PPRA Rules.
36. While quoting the rates of required/specified supplies, its make & made/brand should be written against each. The rates should be quoted only in applicable Unit; / Per Kg. / Per Litter / Pack Each according to the nature of the quotations / bids / items.
37. The Purchase Committee, University of the Punjab Gujranwala Campus has full unchallengeable rights for approval / rejection of bids or overall the purchase proposal.
38. The successful bidder / caterer will submit the list of staff members including the detail of Chefs, drivers, waiters, administrative staff etc. before 03 days of the event.
39. The Purchase Committee, University of the Punjab Gujranwala Campus reserves the right to inspect/verify the assets of caterer at his store.
40. The bid amount will be quoted by the catering firm along with this certificate.

**Director General**

I / We have read all the above Bid Document's instructions and submit bids/rates in conformity / compliance with the above given terms and conditions.

\_\_\_\_\_  
**Signature & Stamp of Supplier/Bidder/Vendor**