

ISSUED ON:

ISSUED TO:

SUKKUR IBA UNIVERSITY

Tender Proc /372

Tender Document

**Food Arrangement for Convocation 2024 &
ICBEM-2024 Conference**

To,

The Procurement Committee
Sukkur IBA University

Subject: - **FOOD ARRANGEMENT – Tender Proc/372**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above- named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in I accordance with said conditions.

Rs_____ (Rupees_____)

2. We under take if my/our tender is accepted to commence the works immediately or within one week of recognized of the work order.
3. We agree to abide by this tender for a period of 90 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 90 days.
4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

Signature of Contractor with Seal

APPENDIX TO FORM OF TENDER

Earnest Money/Bid Security Pay Order

Period of commencement from receipt of letter of intent

Immediately after issuance of the work order

Time completion

Whole arrangement should be ready in all aspect on or schedule date.

Amount of liquidated damages

If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order.

Contractor's address for serving the notice
(Duly registered with concerned Tax
Authorities)

Persons or bodies corporate forming Partnership or
Company

N/A

Signature of Contractor with Seal

BIDDING DATASHEET

| | |
|---|---|
| a) Name & and Address of Procuring Agency | Sukkur IBA University |
| b) Brief Description of Works | Food arrangement for Convocation & ICBEM Conference |
| c) Amount of Bid Security | 2 % in the shape of Pay order in favor of Sukkur IBA University |
| d) Period of Bid Validity Days: | 90 Days |
| e) Time of Completion | The whole arrangement should be ready in all aspects on or before the scheduled date. |
| f) Period of commencement from | Immediately after the issuance of the work order |
| g) Performance Security | 2% of Work Order Amount |
| h) Deadline for Submission of Bids along with time | As notified in the NIT. |
| i) Liquidity damages: | If the supply and performance of the work are not found according to the specification and samples provided, it will be rejected at risk and cost to the supplier, and incase the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision. |
| j) Eligibility | <ul style="list-style-type: none"> - The bidder must have at least 3 years of experience in the relevant field including having at-least one Work Order regarding arrangement for large size even i.e., at least 2,000 or more persons in Public or Private Universities in last three years. - Details of turn-over (Including in terms of Rupees) of last three years that average turnover of last three years should not be less than estimated cost of this tender item per year. - Registration with FBR and SRB having with Active Status. - Affidavit on (non-judicial stamp paper of Rs 100/-) of no litigation history, non-blacklisting, never indulge in any corrupt, fraudulent and collusive practices, also undertaking that the information and documents provided with are correct. The template is available at P-13. - Valid professional Tax Certificate issued from Government of Sindh. - Valid Sindh Food Authority Certificate. |

| | | |
|---|--|--|
| k) | Other Terms & Conditions | |
| <p>a) Under following conditions bid shall be rejected.</p> <p>(i) Conditional and telegraphic bids / tenders.</p> <p>(ii) Bids not accompanied by bid security of 2% of The Bid price and relevant documents mentioned in (c) above.</p> <p>(iii) Bids received after specified date and time.</p> <p>(iv) Blacklisted firms/companies</p> <p>(v) If bid quoted without government taxes and duties etc.,</p> | <p>b) Responsive Bidder is required to submit following documents with their bid:</p> <p>i. Affidavit that firm has never been blacklisted.</p> <p>ii. Copy of CNIC/Establishment of Firm /Company etc.,</p> <p>iii. All bidding documents must be signed, named & stamped by the authorized person of the firm Companies along with authorized letter.</p> <p>iv. Proof of Registration of NTN and SRB</p> <p>v. Bidders are required to provide their valid e-mail Ids and Contact numbers(s) for effective and timely communication.</p> <p>vii. Work shall be awarded to the Most Advantageous bidder with all items.</p> | |

Signature of Contractor with Seal

TERMS AND CONDITIONS

1. Procurement Committee Sukkur IBA University calls tender for Food arrangement of Convocation in accordance with the Bill of Quantities attached here to be submitted on or before as notified in the NIT. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
2. Any bid submitted without bid security in the form of Deposit at call or pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by scheduled bank in Pakistan will not be entertained. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled and Bid Security / Performance Security shall be forfeited.
3. The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
4. All prices quoted shall be deemed to include all costs of performing the works, i.e., labour, materials, transportation, income tax, GST, SST/SRB, duties, octroi charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.
5. All bidders or their representative are invited to present for the opening of the tender on as notified in the NIT.
6. The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the bidder, person(s) signing the tender shall initial them. Conditional bids shall be rejected.
7. In case of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined.
8. The tender should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Additional Director Procurement, Sukkur IBA University.
9. The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered.

10. Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in permanent ink.
11. Bidders are advised to fill all schedule items as specified in Bidding Documents with permanent ink. Bidder who does not quote all items, his bid will be considered as incomplete bid and shall be rejected.
12. Detailed particulars of the work can be seen at Sukkur IBA University on any working day during the office hours.
13. The tender must sign on each and every page by a person(s) authorized to do so.
14. The time allowed for carrying out the work as mentioned in the tender shall be strictly observed and followed by the contractor and considered from the date of commencement of work as mentioned in the work order. A performance security deposit in favor of IBA Sukkur amounting to Rs. 250,000/- will be deposited along with the tender to ensure that in case of poor quality of food or services or both, this amount will stand forfeited.
15. In case of discrepancy, the Sukkur IBA University may at any time cancel the work order and/or order to stop work till settlement of such discrepancy.
16. The work shall be executed according to the specification / as per available sample and in accordance with terms and conditions / BOQ/drawings as specified in tender documents of the above-referred tender.
17. No subletting of all or any part of work will be allowed at any cost/reason. Indenting Department through Consignee shall be informed if working requires after official office working hours. The contractor will furnish the sample in university premises and get it approved by the Indenting Department before bulk supply. Successful Bidder will nominate his Focal Person so that Consignee can conveniently contact, as and when he requires.
18. Prescribed Sales Tax Invoice, Payment of Stamp Duty, Valid Professional Tax Certificate and Job Completion / Inspection Certificate duly issued by Indenting Department will be required for pay. However, withholding of all government taxes shall apply as per Government Schedule.

19. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty may be imposed as per Inspection Committee decision **or** the firm will be black listed.
20. Quantities shown in the B.O.Q. are approximate and no extra claim (other than quoted rates) shall be entertained for quantities of executed being 15% more or less than those entered in the B.O.Q.
21. Procurement Committee may ask eligible & qualified bidder to furnish sample of approval as per menu of B.O.Q to be provided by the Vendor at their own cost.
22. No subletting of all or any part of work will be allowed at any cost / reasons.

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SUMMARY OF BID COST

Event- A- Food Arrangement for Convocation 2024

| S. N | Item | Rate | Qty | Total |
|------|--|------|-----|-------|
| 1 | Student Lunch Box <ul style="list-style-type: none"> 300 Boxes Chicken Biryani 3 pieces Gulab Jamun per biryani box 1 Water bottle each with a biryani box | | 250 | |
| 2 | Lunch Box for Parents <ul style="list-style-type: none"> 300 Boxes of Chicken Biryani with Broast-(Quarter Chicken) 3 pieces Gulab Jamun per biryani box 1 Water bottle each with a biryani box | | 250 | |
| 3 | Lunch Box for Veg menu <ul style="list-style-type: none"> 100 Boxes White Paste with Mushrooms 3 pieces Gulab Jamun per biryani box 1 Water bottle each with a biryani box | | 100 | |
| 5 | VIP Arrangement for 200 Persons <ul style="list-style-type: none"> Mutton Zafrani pulao Chicken Malai Boti Shahi Daal Red & White pasta Kulcha Naan Green Salad Gajar Ka Halwa Kashmiri Chai/Masala Chai/Regular Tea Bottled Water For VIP Guests, there will be a Live Buffet Service with Wait Staff, VIP Couch seating, tables, Crockery, Cutleryetc. | | 200 | |
| 5 | Arrangement of boxes for Guest's Drivers and Protocol Staff, Security Staff. <ul style="list-style-type: none"> Take-Away Boxes Quantity 150_With tents/Shamiya/kanaat, tables, water tank etc. | | 150 | |
| 6 | Seating arrangements for Guest Faculty & Recipient On Convocation Day in Auditorium. | | | |
| 7 | Total Amount 1 TO 6 | | | |
| 8 | Sales Tax | | | |
| | Grand Total, including all taxes, service charges, freight, etc. | | | |

Important Notes:

- Bids should be inclusive of all federal and provincial taxes and duties, etc.
- The number of Persons mentioned above is tentative, and the actual number may vary significantly based on the actual registration of graduates (registration in progress).

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Event -B Food Arrangement for ICBEM 2024 Conference

| S. N | Item | Rate | Persons | Total |
|------|---|------|---------|-------|
| 1 | Hi-Tea: (Day- 1) <ul style="list-style-type: none"> • Cardamom Tea • One Bite Potato Samosa • Plain Cake Slice • Bottled Water | | 400 | |
| 2 | Hi-Tea: (Day 2) <ul style="list-style-type: none"> • Cardamom Tea • One Bite Potato Samosa • Plain Cake Slice • Bottled Water | | 400 | |
| 3 | Lunch- (Day 1) <ul style="list-style-type: none"> • Garlic Rice • Chicken Qorma • Daal • Kulcha Nan • Fresh Salad • Gulab Jamun • Bottled Water | | 400 | |
| 5 | Lunch: (Day 2) <ul style="list-style-type: none"> • Vegetable Fried Rice • Vegetable Chowmein • Chicken Handi • Kulcha Nan • Fresh Salad • Shahi-tukra • Bottled Water | | 400 | |
| 5 | Gala Dinner Menu for 300 Persons: <ul style="list-style-type: none"> • Reshmi Kebab • Malai Boti • Vegetable Fried Rice • Chicken Handi • Mix Vegetable • Kulcha Naan • Gulab Jamun • Fresh Salad • Kashmiri Chai/Masala Chai • Bottled Water | | 300 | |
| | Important Note: Must include the following services for all events: <ul style="list-style-type: none"> • Waiter Service. • Crockery, Cutlery, tables, Sofa/Couch for VIP seating. • Buffet Service for Hi-Tea, Lunch & Gala Dinner. • Live BBQ & Tandoor. | | | |
| 7 | Total Amount | | | |
| 8 | Sales Tax | | | |
| | Grand Total, including all taxes, service charges, freight, etc. | | | |

Contract Form

THIS AGREEMENT made the _____ day of _____ 2023 _____ between *Sukkur IBA*

(Hereinafter called “the Procuring agency”) of the one part and [*nameof Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Food Arrangement of Convocation 2024 at Sukkur IBA University, Sukkur Has accepted a bid by the bidder for the said arrangement/services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications.
 - (d) the Terms and Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

A F F I D A V I T

I. _____ S/O _____ Muslim, adult Holding CNIC

No. _____ Resident of _____.

_____, do hereby declare on oath and solemnly as under: -

1. That I am the deponent of this affidavit and fully conversant with the facts mentioned herein.
2. That I am the Owner/Partner/Director of _____ situated at _____
3. That I hereby further declare on oath that my firm never remains black listed with any government authorities/office or in private sector or with any entity.
4. That my firm is not involve in any dispute, litigation or Arbitration with any person, with any department of Federal/ Provincial or City Government, Agencies, or Organization, in any court of Law. Further, I and my firm are never indulged in any corrupt, fraudulent and collusive practices
5. That our firm is Technically & Financially strong & capable to do the tendered work.

That whatever stated above is true and correct of the best of my knowledge and belief.

Dated _____

DEPONENT

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, _____
[Name of Supplier/Contractor/Consultant] 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, _____
[Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____
[Name of Supplier/Contractor/Consultant] 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 PA.

[Procuring Agency]

[Supplier /Contractor/Consultant]

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