



Sukkur IBA University
www.iba-suk.edu.pk

NOTICE INVITING TENDER (THROUGH EPADS) Tender Proc/EPADS/02/24-25

Sukkur IBA University invites bids electronically through EPADS (*E-Pak Acquisition & Disposal System*) on single stage one envelope procedure from the eligible and experienced firms registered with Income tax & Sales tax and Sindh revenue board (whichever is applicable) departments for following items. Manual bids will not be considered.

S.#	ITEMS	S.#	ITEMS
01	Electronics Items	11	Scanners
02	Multimedia Projectors	12	Furniture & Fixture
03	Desktop Computers & Laptops	13	Photocopier Machines
04	UPS	14	Paper Shredders
05	Security Equipment	15	DSLR Camera
06	Electric Items	16	Garden Benches
07	Fogger Machine	17	Batteries
08	Digital LED standees	18	Sports Items
09	Food & Event Management Services	19	Winter Wear
10	Mess Framework Contract IBA Community Colleges/Schools	20	Solar Systems

Tender Schedule - Date and Time

	From	To	Submission	Opening
01	September 27, 2024	October 14, 2024	14-10-2024 03:00 PM Through EPADS	14-10-2024 03:30 PM Through EPADS

Bidding documents can be obtained and shall be submitted through EPADS as per above schedule. Bidders are requested to give their Best and Final Price as "No Negotiations" is permitted. Bidding Documents containing detailed terms and conditions can be downloaded from the following websites & submitted electronically through EPADS. www.iba-suk.edu.pk,

<https://portalsindh.eprocure.gov.pk/>

Bid Security @ 2 % of Bid Cost in the shape of a pay order should be in favor of Sukkur IBA University.

The procuring agency reserves the right to accept or reject any or all bids prior to the acceptance of a bid as per SPP Rules 2010 (Amended to date).

PLEASE SEND YOUR QUERIES TO: hari@iba-suk.edu.pk

SUKKUR IBA UNIVERSITY

Nisar Ahmed Siddiqui Road, Sukkur.

Ph: 071-5644141-5644338 Fax: 071-5804419

Tenders/Bids Submission through EPADS only

Manual Bids will not be considered

SUKKUR IBA UNIVERSITY

Tender Proc /EPADS/02/24-25

Tender Document

Food & Event Management Services

Important Notes:

1. Tender bids must be submitted electronically through EPADS, any clause in this tender document asking for manual submission must be replaced and read as “through EPADS”
2. Please attach a copy of Bid Security with the financial proposal through EPADS.
3. Only the Bid Security Pay Order in favor of Sukkur IBA University is to be sent in original on/before the last date & time for electronics bid submission through EPADS.

For any query/confusion related to this bid documents, please contact in writing the following through email:

Hari Lal Nathani
Additional Director
Procurement Sukkur IBA
University
Nisar Ahmed Siddiqui Road,
Sukkur Email:
hari@iba-suk.edu.pk

To,

The Procurement Committee
Sukkur IBA University

Subject: - **FOOD & EVENT MANAGEMENT SERVICES –
Tender Proc/**

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 & Event Management Services
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	As mentioned in the document
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. Sukkur IBA University calls tender for Food and event management services arrangement for Convocation and other event(s) 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., labor, 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. Payment for Food Boxes for parents/graduates will be paid as per Food Voucher's collected from Graduates & Parents. All vendors are required to keep the food vouchers collected from Graduates/Parents for reconciliation with Procurement Department.
9. 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.
10. Detailed particulars of the work can be seen at Sukkur IBA University on any working day during the office hours.
11. The tender must sign on each and every page by a person(s) authorized to do so.
12. 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 in favor of IBA Sukkur amounting to Rs. 300,000/- may be required from the successful

bidder to ensure that in case of poor quality of food or services or both, this amount will stand forfeited or bid security submitted by the bidder may be retained as the performance security by the Sukkur IBA University.

13. In case of discrepancy, the Sukkur IBA University may at any time cancel the work order and/or in order to stop work till settlement of such discrepancy.
14. 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.
15. 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.
16. 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.

17. 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 the Inspection Committee decision **or** the firm will be black listed.
18. 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.
19. The Procurement Committee may ask eligible & qualified bidders to furnish a sample of approval as per the menu of B.O.Q to be provided by the Vendor at their own cost.
20. No subletting of all or any part of the work will be allowed at any cost/reasons.

Signature of Contractor with Seal

BID DATASHEET**Event – 1 - Food & Event Management Services for Convocation**

Item CodeNo.	Description of Items/Specifications	Unit	Price in Pak. Rupees Only			Total Quantity Required	Total Amount with GST / SRB
			Unit Price				
			Without GST/SRB	Add GST/SRB	Total With GST/SRB		
			1	2	3 = (1+2)		
1	Parents & Graduate students (Box Service)- Non-Veg menu & details are given below	Person				500	
2	Parents & Graduate students (Box Service) – Veg Menu The menu & details are given below	Person				200	
3	VIP (Buffet Style Service) (Table Service for Dignitaries) The menu & details are given below	Person				300	
4	Security /Volunteers/Support Staff	Person				200	
5	Stage Setup & Arrangements in Cricket Ground as mentioned below	Job				1	
6	Parents/Graduate Dinning and Sitting Arrangement in Football Ground	Job				1	
7	Arrangements for Security Guards/Volunteer/Support Staff	Job				1	
8	Charges for other arrangements as mentioned below for this event	Job				1	
Total Bid Amount, including all Provincial and Federal taxes& duties, Freight, etc.,							

Event – 2 - Food & Event Management Services for Case Writing Competition

Item CodeNo.	Description of Items/Specifications	Unit	Price in Pak. Rupees Only			Total Quantity Required	Total Amount with GST /SRB
			Unit Price				
			Without GST/SRB	Add GST/SRB	Total With GST/SRB		
			1	2	3 = (1+2)		
1	Hi- Tea (Menu & details given below)	Person				300	
2	Lunch (Menu & details given below)	Person				300	
3	Gala Dinner (Menu & details are given below)	Person				300	
4	Charges for other arrangements as mentioned below for this event	Job				1	
Total Bid Amount, including all Provincial and Federal taxes& duties, Freight, etc.,							

Important Instruction:

Please do visit the site and feel free to ask in case of any query/confusion/details required.

S.N	Person	Convocation Lunch Menu Tentatively on November 23,2024	Sweet-Dish	Beverages & Breads
1	Security/ Lower staff	Biryani Box-(450gms)	X	Soft Drink-345 ml Water-Through Dispenser/Glass
2a	Parents & Graduate students (Box Service)- Non Veg	1. Chicken White Qorma-250 gms 2. Vegetable Chow Mein-150 gms 3. Veg Rice-150gms 4. Mix-Achar-25gms 5. Tissue Papers	Gulab Jamun- 2 pieces per serving	Water-Through Dispenser/Glass Roghni Naan-1 (cut in two) per box
2b	Parents & Graduate students (Box Service) - Veg Menu	1. Lahori Cholay-150 gms 2. Vegetable Chow Mein-150 gms 3. Veg Rice-250gms 4. Mix Achar-25gms 5. Tissue Papers	Gulab Jamun- 2 pieces per serving	Water-Through Dispenser/Glass Roghni Naan-1 (cut in two) per box
3	VIP (Buffet Style Service) (Table Service for Dignitaries)	1. Mutton White Korma 2. Chicken Reshmi Kebab 3. Chicken Boti-tikka 4. Mix Sabzi 5. Kabuli Pulao-Mutton 6. Bhae-Steamed 7. Mix-Achar 8. Fresh Salad/Raita	Gulab Jamun	Milk Tea Coffee Water-Through Dispenser/Jug/Glass Soft drinks Green Tea Tandoori Naan

Stage Set-up for Degree Awards

- Covered Canopy (shamiyana) arrangement for seating 750 persons divided into 3 rows. Each row to be lined with red carpet.
- Stage set-up for 40 VIP with table in-front & 40 back-seats with Fresh flowers floral vase arrangements, Table with white cloth covering. Stage to be carpeted.
- Front row sofa with cotton back-covers for 100 persons with carpets and center tables with white cloth & floral vase arrangements.
- Arrangements for water service including servers ie Jugs/Glasses for 150 VIP
- Arrangements for water service for Parents/Students in water Dispensers
- Lighting
- Fans/Coolers provision

VIP Dining Hall Arrangements Inside Central Cafeteria: (300 persons)

- VIP head table for 100 persons with floral vase arrangements
- Table Service at head-table
- Sofa-seating for VIP Guests
- 20 persons' X 10 table seating with Buffet style service for Faculty/Staff
- Full crockery/cutlery/water glasses/jugs/Cup-saucers for tea/coffee service
- Table liners-(Chandni) for all tables along with satin-pati-(Blue) for VIP Table
- Water dispensers

Student/Parent/Security Guard Dining Hall Arrangements: (600 persons)

- Covered Canopy-Shamiyana-2 locations (Football Ground-Parents-600 persons)
 - (Behind Admin Block-Security Guards-150 persons)
 - Table & Seating for 600 persons(Parents). Tables to be covered with white cloth.
 - Fans/Coolers provision
 - Lighting
 - Security Guards-seating for 100 persons with lunch box service – 150 persons
 - Food servers for 600 persons
 - Water service including Jugs/Glasses/ water dispensers
 - Walk-way red Carpet-Inside Canopy/Tent
 - Walk-way to Central Cafeteria from Cricket Ground-Red Carpet
 - Red carpet in front of Academic Block-III for Photographic session
 - Red Carpet from Administration Block to Cricket Ground
 - Woven Cloth Bags for Parent/Graduate Food Boxes
 - Food Token Issuance for every graduate/parent
-
- All furniture & chairs for guests will be Grade “A” – in the **Degree Award Setup at Cricket Ground.**
 - All Dining Chairs/Tables/Crockery/Cutlery for **VIP Guests** will be Grade “A”.
 - All carpets/table linen/runners/back-liners will be cleaned prior to placement. Any non-compliant item will be rejected and will be replaced immediately.
 - All Wait Staff will be dressed neatly and no employee below 18 will be permitted inside premises. Any wait-staff found in non-compliance with regulations will be removed from the Premises.
 - Plastic Cutlery i.e. Fork/Spoon/knife to be included in the takeaway food boxes for parents & graduates.

Event – 2 Case Competition Event
Tentatively on October 31, 2024

Menu-300 Persons	
<p style="text-align: center;">Hi-Tea-Morning</p> <ul style="list-style-type: none"> • Cardamom Tea • Shredded Chicken Brown Bread Sandwich • One Bite Potato Samosa • Assorted Biscuits 	<p style="text-align: center;">Hi-Tea Evening:</p> <ul style="list-style-type: none"> • Milk Tea • Cake Slice
<p style="text-align: center;">Lunch:</p> <ul style="list-style-type: none"> • White Mutton Pulao • Chicken Qorma • Vegetable Chow mein • Daal Makhani 	<ul style="list-style-type: none"> • Kulcha Nan • Fresh Salad • Shahi Tukra • Assorted Soft Drinks • Water Service through Dispensers/Jugs/Glasses

Above event will be held inside Central Cafeteria -1st Floor with following services:

- Buffet Style service for 200 students
- Buffet style service for 100 faculty members
- Crockery/Cutlery/Water glasses/Jugs

Gala Dinner Menu for 300 Persons:

- Reshmi Kebab
- Malai Boti
- Vegetable Fried Rice
- Chicken Handi
- Mix Vegetable
- Kulcha Naan/Tandoori Roti
- Gulab Jamun
- Fresh Salad
- Kashmiri Chai/Masala Chai/Green Tea
- Assorted Soft Drinks
- Water Service through Dispensers/Jugs/Glasses

Must include the following services for all events:

- Waiter Service for 300 persons/Out-door Seating-Table/Seating for 300 persons
- Crockery, Cutlery, tables
- Buffet Service for Hi-Tea, Lunch & Gala Dinner
- Lighting Arrangement
- Water-dispensing/Jug/Glasses

Important Notes:

- Hi-Tea/Lunch will be on the 1st floor of Central Cafeteria.
- Hi-Tea/Lunch will be buffet style service with all tables to be provided by the Vendor-Chairs will be provided by SIBAU
- The Gala Dinner will be on the lawn in front of the Central Cafeteria with the following requirements:
 - Dinner will be buffet style for 300 persons
 - Lighting Arrangements
 - Fans/Coolers
 - Water service through jugs/dispensers
 - 300-person Couch/sofa seats along with 25 center tables
 - Waiter Service

Contract Form (Specimen)

THIS AGREEMENT made the _____ day of _____ 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)

AFFIDAVIT

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, agrees to indemnify PA for any loss or damage incurred by it on _____
[Name of Supplier/Contractor/Consultant]

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]

