

BIDDING DOCUMENT

**Provision of Food/Catering & Tent Services for 2ND
Convocation at University of Swat.**



**OFFICE OF THE TREASURER
UNIVERSITY OF SWAT
KHYBER PAKHTUNKHWA**

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TENDER NOTICE

Provision of Food/Catering & Tent Services for 2ND Convocation at University of Swat.

Tender No.05-2020

Dated:09/03/2020

Sealed bids are invited for Provision of Food/Catering & Tent Services for 2ND Convocation at University of Swat under single stage one envelope procedure from Firms, Authorized Dealers and General Order Suppliers registered with Sales Tax, Income Tax Department, and Khyber Pakhtunkhwa Revenue Authority for sales tax on services.

1. Bids cost shall be provided with item wise cost and all taxes separately of the Federal and Provincial Government.
2. Tender forms along with detailed specification, terms and conditions can be obtained from the office of the treasurer, University of Swat upon online Deposit Receipt of fee Rs. 1000/- (Non-Refundable) in favor of the **Treasure in A/C No. 4581-2 National Bank of Pakistan Main Branch, Saidu Sharif Swat (Branch Code 1330).**
3. Pre-Bid Meeting is scheduled by **March 18, 2020 at 02:30 PM** in Committee Room, University of Swat in the presence of suppliers or their authorized representatives.
4. Quotation duly filled must reach along with the **earnest money @ 2% of bid cost** in shape of Deposit at Call from any scheduled bank in favor of Treasurer, University of Swat latest by **(Tuesday) March 31, 2020 (02:00 PM)**. Bids will be opened on the **same day at 02:30 PM** in Committee Room, University of Swat in the presence of suppliers or their authorized representatives
5. The details i.e. Tender Specification and TORs can also be obtained from the official website of the University i.e. www.uswat.edu.pk
6. Any disfiguring /Over writing, Manipulation in the tender/BOQ shall be liable to rejection.
7. Incomplete, conditional bids shall not be acceptable.
8. The competent authority reserves the right to reject anyone or all the tenders, the reasons for rejection shall be communicated to the contractor/firm upon request.

**TREASURER
UNIVERSITY OF SWAT**

INSTRUCTIONS TO BIDDERS

These directions are provided to assist the bidder in preparing and submitting his/her tender. The tender shall contain all information and data required to be furnished and shall be prepared and submitted in accordance with the instructions set forth herein.

- a) **Singe Stage, One Envelope** bidding procedure shall be used for procurement.
- b) The bidders must submit the proposals in sealed envelopes by post/courier and as per specified procurement method.
- c) The proposal shall preferably be typed in English.
- d) The proposals must contain a cover letter on the bidder's letterhead, duly stamped by authorized representative.
- e) The envelope(s) should contain the name address and contact details of the addressee and the addressors.
- f) Cutting/corrections or overwriting in the quoted price (s) will not be accepted.
- g) By hand / conditional / incomplete tenders will not be accepted.
- h) Telephonic / telexed / faxed / telegraphic quotations will not be entertained.
- i) **The bid shall contain income tax, sales tax and KPRA registration certificates**
- j) The bidder shall specify validity in days of the submitted bid. The University may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
- k) The bids should be in accordance with enclosed specifications/technical detail.
- l) The quotation must carry the authorized signatures of the representative of the supplier.
- m) The bidder shall submit the original tender documents completed in all respects and keep a copy of the tender for his own record
- n) The bidder shall submit an affidavit that it has not been blacklisted.
- o) Submit statement of any history of litigation or ongoing.
- p) The bidder will deposit bid security money with procuring entity equal to 2% of the total value of the bid along with the bid.
- q) No bids in any case shall be accepted after the deadline.
- r) **Preference will be given to the contractors having previous experience in conducting large functions.**
- s) The bidder will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of this tender.
- t) The University may reject one or all such bids, which are vague (in terms of financial proposal) or does not adhere to these instructions.
- u) The University may offer for re-bidding in case the proposal does not satisfy its professional requirements.

GENERAL TERMS AND CONDITIONS

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. They are also requested to submit the bid(s) complete in all respects. The quote(s) must be accompanied with a bid security valuing 2% of the total quoted price. Tender without bid security will be out-rightly rejected.

- a) The supplier must be registered with the Income Tax and Sales Tax authorities.
- b) The quote(s) must remain valid for 120 days from the date of tender opening.
- c) All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not separately mentioned the applicable taxes in quote, the procuring entity while comparing the offers will assume that the taxes have been included.
- d) The request for quotation is non-transferable.
- e) Quotations must be submitted on or before the given time and date to the officer-designate for the purpose. No late quotation for any reason whatsoever, will be considered.
- f) Each supplier can only submit one offer / quote on each item.
- g) The bidders must submit Non-Black List Certificate (confirming that bidder has never been blacklisted by any Government/Semi Government Organization) along with their offer, failing which their offer will be rejected.
- h) In case of non-conformity with the desired specifications, the item shall be replaced by the Supplier free of cost.
- i) Any bids received after the prescribed date & time for submission of bids shall be returned un-opened to the bidder.
- j) Under Section-47 of KPPRA Rules 2014, the University reserves the right to accept or reject any or all bids with valid reason(s).
- k) The supplier will be held responsible for provision of the standard quality of food/catering and tent items. The committee will check the quality of items, if any substandard items are found, the supplier shall be liable for penalty and immediate replacement of the item.
- l) Preference will be given to financially fair and sound.
- m) Preference will be given to those having Food Certificate from Food Authority

OTHER CONDITIONS OF CONTRACT

A. Payment Clause

Payment shall be made on production of the following documents: -

- a) The Supplier/Vendor submits original invoice.
- b) Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
- c) Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
- d) Valid Income Tax/Sales Tax Exemption Certificate (where applicable), otherwise Income Tax at current applicable rates shall be deducted from the invoice.
- e) A certified copy of Income Tax Registration Certificate
- f) A certified copy of Sales Tax Registration Certificate

Note: Recovery of all applicable taxes at source should be made as per rules.

B. Sub-Letting Contract

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the University. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the University shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

C. Bribes Commission Etc.

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with University, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation; and the University shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract.

D. Force Majeure

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the

control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

E. Dispute Resolution

The University shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014. If a bidder is not satisfied with the decision of the Committee, he may take recourse to the KPPRA.

F. Applicable Laws

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPPRA Rules 2014.

BID FORM

Tender No.05/2020

Date.25.02.2020

To: The Treasurer
University of Swat
Swat.

Dear Sir,

Having examined the bidding document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver _____ in conformity with the said bidding documents for the sum of _____.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We enclose herewith a sum of Rs. _____ vide Call Deposit Receipt (CDR) No. _____ dated _____ as bid security, the full value of which will absolutely be forfeited to the Vice Chancellor, The University of Swat or his successor, in case we default on the supply tendered for.

We agree to abide by this Bid for a period of **120 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This Bidding Document, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2020.

[Signature]

[In the capacity of]

Mineral water	250 ml	As per need		
	500 ml	As per need		
Tissue Boxes	100-150 sheets	As per need		

Note:

- 1) For food/catering items, the unit price should be inclusive of required tent items (compala, qanat, floor carpets, sofas etc.) and waiter services for setup and execution of work.
- 2) If there is any change in tentative Nos of Guests (i.e VIP, Faculty and Administration, Students) shall be communicated before bid opening.
- 3) In compliance with Section 10 (c) (i) of the KPPRA Rules (2014), the above-mentioned quantity may be increased or decreased by 15%.

Tent Items and Services for Inauguration Ceremony

S#	Catering items	Qty (No.)	Unit Price (Rs)	Total Price (with GST, if any)
1	Stage Tables	As per need		
2	Stage Qaleen	As per need		
3	Stage Steps	As per need		
4	Sofa Sets for Stage along with Table	As per need		
5	Sofa Chairs with cover (best quality)	As per need		
6	Foam Chairs with cover (best quality)	As per need		
7	Compala with Qanat	As per need		
8	Runner carpet (Red) (50ft x 4 ft)	As per need		
9	Qanat VIP	As per need		
10	Water Coolers along with table and Jug/glasses	per setup		
11	Labour Charges (if any)		Lump-sum	
12	Transportation (if any)		Lump-sum	
13	Natural Flower bouquets	As per Need		
14	Stage and Hall Designing	As per need		

Note:

Unit price must be inclusive of all taxes (if applicable) and costs required for installation and completion of work.

Signature.....

Name of Bidder.....

Postal Address:.....

CHECKLIST

Please enclose the following documents with your bid.

S. No.	Document Attached	Yes	No
1.	Original Bank Receipt of Tender Document Fee		
2.	Bid Security (2%) in form of CDR		
3.	Cover Letter		
4.	Bid Form duly filled, signed and sealed		
5.	Bid Data /Quotation		
6.	A copy of Income Tax Registration Certificate along with ATL List		
7.	A copy of Sale Tax Registration Certificate		
8.	A Copy of KPRA Registration Certificate		
9.	Non-Blacklisted Certificate on Judicial Stamp Paper.		
10.	Firm Profile with previous experience in conducting large functions		