



COMSATS University Islamabad (CUI), Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-13-19-1217
Case # 2637

Single Stage One Envelop Procedure

Title of Tender: **Event Arrangements for CIMUN 2019, CUI-Lahore**

TERMS AND CONDITIONS

- 1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.*
- 2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
- 3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.*
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 500/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore Campus to the address given below. No bid will be accepted without tender documents' fee.
- 6. The supplier is well established firm/company in the business of Event Management with sound financial status.**
7. Part / Advance payments is not allowed.
- 8. The exact date of Event is 04 Days (January 31st to February 3rd, 2019). Setup should be ready uptill 04:00 Pm on January 30, 2019. The handing over / completion time for this contract is of critical importance.**
9. Your bid proposal should be inclusive of freight and all other taxes and to be delivered at CUI, Lahore Campus's premises.
10. After opening of bids, CUI, Lahore Campus will examine the bids for completeness as per tender document.
11. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
12. The bid should be submitted in a sealed envelope up to **January 23, 2019** on or before **1400hrs** and will be opened on the same date **at 1430hrs** in the presence of available bidders.
13. The envelope should be marked as under;
Secretary, Purchase Committee
COMSATS University Islamabad, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875

Signature & Stamp of Bidder

14. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of **“Event Arrangements for CIMUN 2019, CUI-Lahore”**.
15. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
16. **If the vendor fails to deliver the goods / services to CUI-Lahore Campus in time then the penalty will be charged as under:-**
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
17. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
18. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
19. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation, and COMSATS acceptance / inspection thereof.
20. All prices should be quoted on **F.O.R (Pak Rupees) inclusive of all taxes.**
21. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore Campus to forfeit the earnest money in favor of the CUI-Lahore Campus and / or put a ban on such vendor participation in CUI tenders / works.
22. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
23. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
24. The CUI-Lahore Campus reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
25. **The bidder is required to furnish in form of Bank deposit/ CDR / Pay order equivalent to 2% of the total Bid price as Earnest Money crossed in favor of “COMSATS University Islamabad, Lahore Campus”.**
26. COMSATS University Islamabad, Lahore Campus reserves the rights reject the bid if;
- i. Received without earnest money
 - ii. Received later than the date and time fixed for tender submission
 - iii. The tender is unsigned/ unstamped
 - iv. The offer is ambiguous
 - v. The offer is conditional
 - vi. The offer is from a firm, which is black listed by any Govt. Office.
 - vii. The offer is received by telephone/telex/fax/telegram.
 - viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

27. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender otherwise the tender will not be considered under any circumstances.
28. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN#:**.....**GST#:**.....
- **Signature:**
- **Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.**

BoQs of Event Arrangements for CIMUN 2019, CUI-Lahore

<p>Vendors are required to provide both unit and total price of each item and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:</p> <ol style="list-style-type: none"> 1. The bid may be rejected on the reason of ambiguity (OR) 2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly 				
Sr.#	No change in the BoQs (Specs and Qty.) of CUI, as detailed below, is allowed. Any addition information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CUI's BoQ may lead to rejection of bid (fully or partially).	Qty		Rate to be quoted Inclusive of all applicable Taxes
	Detail			Total Price (Rs.)
1	Catering (January 31st – 3rd February 2019) at N-Block			
	120ft x 120ft canopy full roof covered (white color, neat condition) 400 high back chairs with cover and ribbon 120ft x 120ft area carpeting (neat condition) 50 persons lounges setup with table and side lamps 1 day prior setup installation Complete with all Aspects	04	Days	

	Lunch & Setup for One Day (February 3rd, 2019)			
2	<u>Menu:</u> Egg Fried Rice Chicken Cashew Nut Chocolate Mousse/ Bread Pudding Mineral Water Including Crockery, Cutlery & Glassware Qehwa <u>Setup:</u> Round Table Sitting with proper Skirting & Covers (10 persons per table) Standing Buffet (02 side serving and each station for 50 persons) Minimum 10 Nos. of Waiters required with proper uniform Flower décor for round tables and venue Complete with all aspects	450	Persons	
	Sound & Light			
	3 pair EV/JBL sound	03	Days	
	3 wireless Mics	03	Days	
	10 Standard Mics	02	Days	
3	<u>Sound Setup for Qawali Night,</u> (01 pair Cobra sound, 15 SHURE Mics with stands, 2 wireless Mics, DYNACORD amplifiers, 24 channel sound craft mixer, snake cable, XLRs)	01	Days	
	SMD Screen 10ftx12ft	01	Days	
	30ft x 20ft Aluminum trussing or equivalent	03	Days	
	20 SMDs with light mixer	03	Days	
	12 sharpy beams / moving heads	02	Day	
	50 SMDs for general lights 4 towers 20 solo lights	01	Day	
	Dera lighting according to the venue setup (1 day)	01	Day	
	Round Pillows (GolTakkiye/Bolshters) for qawali night 150 Nos. On Ground Sitting Arrangements with carpet and sheets for Qawali Night	01	Day	
	Printing & Promotional Material			
4	<u>Standees Flex</u> Size: 2ft X 5ft , 04 Color Printing Design will be provided by CUI-Lahore	50	Nos.	

<p><u>Stage Backdrops with wooden frame at star flex or equivalent</u> Size: 20ft x 10ft size 04 Color Printing Including Installation Design will be provided by CUI-Lahore</p>	03	Nos.	
<p><u>Promotional flex (star material or equivalent)</u> size 10ft x 7ft, 2pcs 04 Color Printing Including Installation Design will be provided by CUI-Lahore</p>	02	Nos.	
<p><u>Main event flex (star material or equivalent),</u> Size : 12ft x 18 ft 04 Color Printing Including Installation Design will be provided by CUI-Lahore</p>	01	No.	
<p><u>Frame flags for Pillars</u> size 2.5ft x 5ft China Flex or equivalent 04 Color Printing Including Installation Design will be provided by CUI-Lahore</p>	30	Nos.	
<p><u>File covers, matt card finish,</u> Art Card (Matt): 350gram imported with Two color single side printing & mat lamination, inside pocket size 3.8 Length x 8.3 Width inch (part of folder) File Cover Size: 9.5 x 13 Inch Complete with all aspects Design will be provided by CUI-Lahore</p>	350	Nos.	
<p><u>Pen with Logo as per sample</u> One side printing 01 Color Printing Design will be provided by CUI-Lahore</p>	400	Nos.	
<p><u>Chit Pad</u> Size: Length 4.8 inch x Width 3.6 inch 50 Nos. of Pages, Inner Paper: 80 gram ruled imported paper Title Front: Art paper 115 gram imported with Two color printing Title Back: Bleach Card 300 gram gum binding Design will be provided by CUI-Lahore</p>	400	Nos.	
<p><u>Country Cards</u> Art Card: 300 gram imported with Four color printing & matt lamination Size: 5.5 x 8 inch Design will be provided by CUI-Lahore</p>	350	Nos.	

<p><u>Certificate</u> Size: A4 Art Card: 350 gram imported with four color single side printing Designing Design will be provided by CUI-Lahore</p>	<p>600</p>	<p>Nos.</p>	
<p><u>Trophies</u> Make: Glass 12mm Size: 8 x6 Shape: Wing Award, Printing: 04 color pasting Designing As per sample available at CUI-Lahore</p> 	<p>220</p>	<p>Nos.</p>	
<p><u>Trophies for Best Delegation</u> Wide Silver Size: 19.25: Tall The silver swirl or equivalent Trophy Cup features a full metal trophy cup that is mounted onto a black wood base. Imprinting: Personalized silver metal plate included on base. Text/Logos can be provided to the lowest bidder.</p> 	<p>02</p>	<p>Nos.</p>	

	<u>Display Name Cards with Jacket and Sling</u> Size: Length 3.5 x Width 2.4 inch Art Card : 150 gram with four color printing (Single side printing) Sling with one color printing Design will be provided by CUI-Lahore	500	Nos.	
	Badges			
5	Badges with Name of Directors and their post Size: 2.5 x 1 inch React angler shape	37	Nos.	
	Social Event			
6	Sufi Night, Food Festival Minimum 5 food stalls (04 Days) Stall for food festival Renowned Qawal for Qawali/ Sufi Night Badar Ali Khan or equivalent General décor with lights and colorful cloth	-	-	
	Other Requirement			
7	The company should have their own institutional representatives to help market the event and gather event registrations. The company should have an active social media presence and students following. Documentary proof must be attached with the bid, otherwise the bid will not be considered			
Total Amount (Rs) inclusive of all taxes				

Special Terms and conditions;

1. Please quote the rates on our BoQs, otherwise your bid / items may be rejected.
2. The company should have experience of managing/arranging atleast 4 MUNs. Documentary proof must be attached alongwith the bid.
3. Setup should be ready uptill 04:00 Pm on January 30th, 2019.
4. Food must be high quality and hygiene.
5. **Crockery & Cutlery must not be cracked, chipped, and dirty or scratches.**
6. Purchase / work order (s) will be awarded on **Grand Total / Turnkey Basis** as mentioned in BoQs.
7. **Multiple rates of an item may also lead to the rejection of bid / item.**