



COMSATS Institute of Information Technology  
Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-13-17-816  
Case # 1954

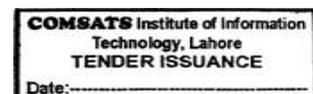
**Section: A**

**TERMS AND CONDITIONS**

**[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]**

1. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.
2. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
3. The supplier is well established firm/company in the business of Food/Catering & Event Management with sound financial status.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
5. Documents along with Pay Order / Demand Draft amounting to **Rs. 1000/-** as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee.
6. Part / Advance payments is not allowed.
7. The exact date of required services is **March 08 to March 12, 2017** as mentioned in BoQs. However any change in the date of the event shall be communicated to vendor well in time before the event.
8. The bid proposal must be inclusive of freight and all other taxes delivered at CIIT-Lahore premises.
9. After opening of bids, COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
10. Purchase order (s) will be awarded to the lowest and technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
11. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of **single stage two envelope procedure**;
  - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
  - ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
  - iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
  - iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;

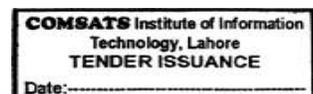
**Signature & Stamp of Bidder**



- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
  - vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
  - ix. The bid found to be the lowest evaluated bid shall be accepted.
12. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
13. The bid should be submitted in a sealed envelope up to **March 03, 2017** on or before **1100hrs** and will be opened on the same date **at 1130hrs** in the presence of available bidders.
14. The envelope should be marked as under;
- Secretary, Purchase Committee**  
**COMSATS Institute of Information Technology, Lahore Campus**  
 Defence Road, Off Raiwind Road, Lahore.  
 Tel: 042-111-001-007, Ext: 875
15. The envelope shall also bear the word “**CONFIDENTIAL**” and the Title of procurement of **“Supply of Food & Catering Arrangements for Pak China Business Forum 2017, CIIT-Lahore”**.
16. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
17. **If the vendor fails to deliver the goods / services to CIIT-Lahore 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.
18. 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.
19. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
20. Payment will be made on submission of Invoice in the name of “COMSATS Institute of Information Technology, 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.

21. All prices should be quoted on F.O.R (Pak Rupees).
22. All prices should be valid for at least **60 days**. Withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
23. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
24. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
25. The CIIT reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.
26. **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 Institute of Information Technology, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
27. COMSATS Institute of Information Technology, Lahore Campus reserves the rights to accept or 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. Offer is made by the unauthorized agent/ supplier of the original equipment manufacturer.
  - vii. The offer is from a firm, which is black listed by any Govt. Office.
  - viii. The offer is received by telephone/telex/fax/telegram.
  - ix. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
28. 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.
29. 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.**



**Section: B****1. Detail about Technical Evaluation:**

Sr.#	Category	Value	Document required
1	Professional Experience (Related to Food/Catering & Event Management)	_____ / (mention years / months)	Registration certificate of Company
2	Financial Position (Turnover of Last Six Months, Only Credit Entries)	_____ / (Rs. In millions)	Bank statement with registered companies name for the last Six Months
3	Previous related experience with Universities/ Institutes	_____ / (mention numbers)	<ul style="list-style-type: none"> <li>• List of Universities/institutes with contact details of concerned official</li> <li>• Attach copies of Purchase Orders /completion certificate or appreciation certificate</li> </ul>

**2. Evaluation Criteria :(Total Marks 100)****Qualifying Marks: 70**

Sr.#	Parameters	Max Marks	Values	Individual Score
1	Professional Experience	30	<ul style="list-style-type: none"> <li>• 1-3 Years</li> <li>• 3.1 to 6 Years</li> <li>• 6.1 &amp; above</li> </ul>	10 20 30
2	Financial Position (Turnover of Last Six Months, Only Credit Entries)	40	<ul style="list-style-type: none"> <li>• Rs. 5 to Rs. 8 Million</li> <li>• Rs. 8.1 to 10 Million</li> <li>• Rs. 10.1 to 12 Million</li> <li>• Rs. 12.1 Million &amp; above</li> </ul>	10 20 30 40
3	Previous related experience with Higher Education Institutes / Public Sectors	30	<ul style="list-style-type: none"> <li>• 05-10 projects</li> <li>• 11-15 Projects</li> <li>• 16 &amp; above</li> </ul>	10 20 30

**Weightage Criteria:**

Technical Evaluation Score: 70 %

Financial Score: 30 %

Signature & Stamp of Bidder

**Section C:****Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)****BoQs for Supply of Food & Catering Arrangements for Pak China Business Forum 2017**

No change in the BoQs (Specs and Qty.) of CIIT, as detailed below, is allowed. Any addition information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).			Compliance of our BoQs (Kindly mentioned Yes / No)
Sr.#	Menu / Description	Qty	
01	<p><b>Lunch for 05 Days at Expo Center Lahore Premises:</b></p> <p>08.03.2017 Lunch only for 500 Nos. of Persons</p> <p>09.03.2017 to 12.03.2017 Lunch for 1000 persons Each Meal</p> <p><b>Setup:</b> Setup for 1000 Persons in two different portions for each day Standing (02 side serving and each station for 50 persons) 50 Nos. of 02 Seater VIP Sofa with Glass Top Table with each sofa Sufficient Waiters required with proper uniform</p> <p><b>Menu:</b></p> <ol style="list-style-type: none"> <li>1. Mineral Water</li> <li>2. Mutton Qorma/Chicken Qorma/White Chicken Qorma</li> <li>3. Chicken Fried Rice/Chicken Pulao/Chicken Biryani</li> <li>4. Mix Boil Vegetable item (01)</li> <li>5. Green Tea</li> <li>6. Cold Drink (regular)</li> <li>7. Naan (live)</li> <li>8. Fresh Salad (03 Types)</li> <li>9. Truffle/Kheer/Gajraila/ShahiTukray (02 Types every day) (including cutlery, glassware's )</li> </ol>	4500	Persons
02	<p><b>Dinner for Four Days (Chinese Exhibitors only) at Expo Center Lahore Premises:</b></p> <p><b>Date: 8,9,10 &amp; 12, March 2017</b></p> <p><b>Setup:</b> Setup for 600 Persons in two different portions for each Day Standing (02 side serving and each station for 50 persons) 50 Nos. of 02 Seater VIP Sofa with Glass Top Table with each sofa Sufficient Waiters required with proper uniform</p> <p><b>Menu:</b></p> <ol style="list-style-type: none"> <li>1. Mineral Water</li> <li>2. Green Tea</li> <li>3. Sweet &amp; Sour/Chicken Corn Soup</li> <li>4. Chicken Shashlik/Chicken &amp; Almond in Sauce/ Vegetable in sauce</li> <li>5. Chicken Fried Rice/Vegetable fried rice</li> <li>6. Fruit / Fresh Salad (03 Types)</li> <li>7. Truffle/Kheer/Gajraila/ShahiTukray (02 Types every day)</li> <li>8. Cold Drink (regular) (including cutlery, glassware's )</li> </ol>	2400	Persons

**Signature & Stamp of Bidder**

03	<p><b>Gala Dinner (One Day) on March 11, 2017, at Expo Lahore:</b>  <b>Setup:</b>  Round Table Sitting (10 persons per table)  Sufficient Waiters required with proper uniform</p> <p><b>Menu:</b>  1. Mineral Water, Juice &amp; Cold Drinks  2. Sweet &amp; Sour &amp; Chicken Corn Soup  3. Mutton &amp; Chicken Qorma  4. Chicken Pulao/Biryani  5. Fried Fish (Live Station)  6. Chicken Botti (Live Station)  7. Seekh Kabab (live Station)  8. Mix Vegetable Item (01)  9. Naan (Roghni)/Roti (live station)  10. Fresh , Russian &amp; Fruit Salad (03 Types)  11. Trifle / ShahiTukray  12. Falooda&amp; Ice Cream (Live Station)  13. Pink Tea  14. Paan (Live Station)  (including cutlery, glassware's )</p>	1000	Persons	
04	<p><b>Lunch &amp; Dinner For Five Days (8-12 March, 2017) for Police Force &amp; Local Staff (Supporting Staff) as per following detail:</b></p> <p>08.03.2017 Dinner only for 250 Nos. of Persons</p> <p>09.03.2017 to 12.03.2017 Lunch &amp; Dinner for 250 persons Each Meal</p> <p><b>Menu:</b>  <b>Chicken Biryani / Qorma</b>  <b>Naan</b>  <b>Water</b>  (including disposable crockery</p>	2250	Persons	

**Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope**

**BoQs for the Supply of Food & Catering Arrangements for Pak China Business Forum 2017, CIIT-Lahore**

No change in the BoQs (Specs and Qty.) of CIIT, as detailed below, is allowed. Any addition information may be mentioned in the blank columns (i.e. model / brand and Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).			Rates to be quoted inclusive of all applicable taxes	
Sr.#	Menu / Description	Qty	Unit Price (Rs)	Total Price (Rs)
01	<p><b>Lunch for 05 Days at Expo Center Lahore Premises:</b></p> <p>08.03.2017 Lunch only for 500 Nos. of Persons</p> <p>09.03.2017 to 12.03.2017 Lunch for 1000 persons Each Meal</p> <p><b>Setup:</b> Setup for 1000 Persons in two different portions for each day Standing (02 side serving and each station for 50 persons) 50 Nos. of 02 Seater VIP Sofa with Glass Top Table with each sofa Sufficient Waiters required with proper uniform</p> <p><b>Menu:</b> 1. Mineral Water 2. Mutton Qorma/Chicken Qorma/White Chicken Qorma 3. Chicken Fried Rice/Chicken Pulao/Chicken Biryani 4. Mix Boil Vegetable item (01) 5. Green Tea 6. Cold Drink (regular) 7. Naan (live) 8. Fresh Salad (03 Types) 9. Trifle/Kheer/Gajraila/Shahi Tukray (02 Types every day) (including cutlery, glassware's )</p>	4500	Persons	

**Signature & Stamp of Bidder**

02	<p><b>Dinner for Four Days (Chinese Exhibitors only) at Expo Center Lahore Premises: Date: 8,9,10 &amp; 12, March 2017</b></p> <p><b>Setup:</b> Setup for 600 Persons in two different portions for each Day Standing (02 side serving and each station for 50 persons) 50 Nos. of 02 Seater VIP Sofa with Glass Top Table with each sofa Sufficient Waiters required with proper uniform</p> <p><b>Menu:</b> 1. Mineral Water 2. Green Tea 3. Sweet &amp; Sour/Chicken Corn Soup 4. Chicken Shashlik/Chicken &amp; Almond in Sauce/ Vegetable in sauce 5. Chicken Fried Rice/Vegetable fried rice 6. Fruit / Fresh Salad (03 Types) 7. Trifle/Kheer/Gajraila/Shahi Tukray (02 Types every day) 8. Cold Drink (regular) (including cutlery, glassware's )</p>	2400	Persons		
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04	<b>Lunch &amp; Dinner For Five Days (8-12 March, 2017) for Police Force &amp; Local Staff (Supporting Staff) as per following detail:</b>  08.03.2017 Dinner only for 250 Nos. of Persons  09.03.2017 to 12.03.2017 Lunch & Dinner for 250 persons Each Meal  <b>Menu:</b> <b>Chicken Biryani / Qorma</b> <b>Naan</b> <b>Water</b> (including disposable crockery)	2250	Persons		
<b>Total Amount (Rs) inclusive of all applicable taxes</b>					

**Note:**

1. **Kindly attach the Tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
2. **Purchase / Work order will be awarded on Grand Total / Turnkey Basis.**
3. **If the No of Persons increased from the above mentioned quantity then the payment will be made accordingly.**
4. **Terms & Conditions and BoQs should be attached with Technical and Financial bids, otherwise your tender/bid(s) may be rejected.**
5. **Multiple rates of an item may also lead to the rejection of bid / item.**
6. **Please quote the rates on our BoQs in Financial bid proposal, otherwise your bid may be rejected.**
7. **The bidders are required to bid for all items in each head. Partial offers/head will not be considered.**