

UNIVERSITY OF EDUCATION LAHORE



TENDER DOCUMENT FOR ARRANGEMENT/CATERING OF 5TH CONVOCAATION 2017 IN LAHORE

Tender No. UE/Tender/2016-17/11

Issued to: _____

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University of Education, Lahore

www.ue.edu.pk

Tender Notice

Sealed tenders/ bids are invited from the firms registered with Income Tax Department for following Tender on the basis of **Single Stage Two Envelope Bidding Procedure** in terms of Rule No. **38 (2)a** of the Punjab Procurement Rules 2014 (PPRA Rules 2014):

Tender No.	Tender Name	Qty	Closing Time and Date	Opening Time and Date
UE/11	Arrangement/Catering of 5 th Convocation 2017 in Lahore	Details in the Tender Document	09-01-2017 till 11:00 AM	09-01-2017 at 11:30 AM

- Tender Documents will be immediately available after publishing of this Tender Notice (Rule No. 25(1)).
- Tender / Bid Documents can be obtained from the Purchase Section, University of Education, College Road Township, Lahore from 08.00 am to 4.00 pm from Monday to Friday by depositing the Tender Fee of **Rs.1000**, in the HBL Township Branch, Barkat Chowk Lahore through challan form or through Pay Order in favor of Treasurer University of Education, Lahore.
- The Bid Security not exceeding 5% of estimated price in the form of “CDR i.e. Bank Draft, Pay Order etc.” in favor of Treasurer, University of Education is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Document.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Bids.
- Bids received after due time and date or bids without Bid Security in shape of CDR/Pay Order or Bid Security less than required amount shall be summarily rejected.

Secretary Purchase Committee

University of Education, College Road Township, Lahore

Ph.042-99262230, Fax: 042-99262226



1. **INVITATION TO THE BID**

- 1.1. Bids/Tenders are invited from experienced, competent and reputed contractors for **Arrangement/Catering of 5th Convocation 2017 in Lahore.**
- 1.2. The services will be required on the **rehearsal day (16-01-2017)** and on the day of **Convocation (17-01-2017).**
- 1.3. The bidders will make complete arrangements **by 09:00 am on 16-01-2017**

2. **INSTRUCTIONS TO THE BIDDERS**

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA)2014.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. Tender Document duly signed and stamped by the Purchase Section will be accepted for the Tender.
- 2.6. **Mode of Advertisement:**
As per Rule 12(2) the advertisement is being placed on www.ue.edu.pk, on two newspapers and on the website of PPRA Punjab (www.ppra.punjab.gov.pk)
- 2.7. **Type of Open Competitive Bidding**
As per Rule No. 38(2)a, Single stage two envelope procedure shall be followed with details given below:
 - 2.7.1. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - 2.7.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL



PROPOSAL” in bold and legible letters to avoid confusion;

- 2.7.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring agency without being opened;
- 2.7.4. The Purchaser shall evaluate the technical proposal under **PPRA Rule # 32** and in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 2.7.5. The financial proposals of technically qualified bidders shall be opened publicly at a time, and venue announced and communicated to the bidders in advance;
- 2.7.6. 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 and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders .



2.8. BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	University of Education, College Road Township, Lahore
2	Tender Number	UE/Tender/2016-17/11
3	Name of Tender	ARRANGEMENT/CATERING OF 5TH CONVOCATION 2017 IN LAHORE
4	Tender Document available place	Purchase Section, University of Education, College Road Township Lahore
5	Cost of Tender Document	Rs.1000/- payable at HBL Township Branch through Challan Form <i>or</i> Pay Order in favor of the Treasurer University of Education, Lahore
7	Bid Security	Rs. 100,000/- in shape of CDR i.e, Pay Order etc, in favor of "Treasurer University of Education, Lahore"
8	Performance Guarantee	5% of Contract Value after issuance of Letter of Acceptance
9	Tender Addressed to	Secretary Purchase Committee University of Education, Township, Lahore
6	Contact Number	Ph. 042-99262230, Fax:042-99262226
10	Due Date, Time and place of submission of Tender Document	09-01-2017 till 11:00 AM Diary Dispatch Section Room No. 117 New Admin Block University of Education, College Road, Township, Lahore
11	Date, Time and Place of Technical Bid Opening	09-01-2017 at 11:30 AM at Committee Room of University of Education
12	Date, Time and Place of the Financial Proposals	Shall be intimated subsequently to Technically Qualified firms



TERMS AND CONDITIONS OF THE TENDER

3. Definitions

- 3.1.** "Purchaser" means University of Education, Lahore
- 3.2.** "UE" means University of Education, Lahore
- 3.3.** "Bidder/Tenderer" means the Firm/Company/Supplier/Distributor that may provide or provides the Goods and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4.** "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5.** "Contractor/The Successful Bidder" means the person whose Tender has been accepted and awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6.** "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.7.** "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8.** "Services" means installation, deployment, commissioning, Serving etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9.** "PPRA" means Punjab Procurement Regulatory Authority.



4. TENDER ELIGIBILITY

Eligible Bidder/Tenderer is one who:

- 4.1. has got Income Tax Registration
- 4.2. has valid Punjab Sales Tax Registration with Punjab Revenue Authority;
- 4.3. has got the relevant experience.
- 4.4. Conforms to the clause of “Responsiveness of Bid” given in this tender document
- 4.5. has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory)

5. EXAMINATION OF THE TENDER DOCUMENT

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

6. AMENDMENT OF THE TENDER DOCUMENT

- 6.1. The Purchase Committee of University of Education, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.
- 6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. Tender Price

- 7.1. The quoted price shall be:
 - 7.1.1. best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
 - 7.1.2. in Pak Rupees;
 - 7.1.3. inclusive of all taxes, duties, levies, insurance, freight, etc.;



7.1.4. Including all charges up to the delivery point at UE Township Campus

7.2. If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

7.3. Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

8. **VALIDITY PERIOD OF THE BID**

8.1. Validity period of the bids shall be 90 days.

8.2. In exceptional circumstances, the Purchase Committee of University of Education may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. **BID SECURITY**

9.1. Bidder will submit Bid Security drawn in the name of Treasurer University of Education in shape of CDR / Pay Order etc with details given below:

S#	Description	Amount of Bid Security (Rs)
1	ARRANGEMENT/CATERING OF 5TH CONVOCATION 2017 IN LAHORE	100,000

9.2. Cheque or Cross Cheque shall not be accepted at all.

9.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.

9.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.

9.5. Subject to the award of contract, the Bid Security in form of CDR shall be returned to successful bidder against submission of Performance Guarantee

9.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.

9.7. The Bid Security may be forfeited if a Bidder:

- a) Refuses to accept Letter of Acceptance of the Bid; or
- b) Fails to furnish Performance Security.



10. **BID PREPARATION AND SUBMISSION**

- 10.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be attested.
- 10.2. The Bids/Tenders should be submitted in two parts (1) **Technical Proposal** and (2) **Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in separate covers.
- 10.3. Partial bidding of items is not allowed

10.4. **TECHNICAL PROPOSAL**

The Technical Proposal will enable the Purchase Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

- 10.5. The Technical Proposal form as given in the Bid/Tender Document shall be filled, signed and stamped in all pages. The Purchase Committee will not be responsible for the errors committed in the bids by the bidders.
- 10.6. The Technical Proposal should not strictly contain any Price/Cost indications as such otherwise the bids will be summarily rejected.
- 10.7. The bidder must provide a complete and detailed plan for arrangement of the event.
- 10.8. **Detail and Order of Documents to be furnished with the Technical proposal (Envelope A):**

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

10.8.1. Covering letter (**Annexure-A**) duly signed and stamped by authorized representative.

10.8.2. Copy of Income Tax Registration Certificate



- 10.8.3. Certificate that the bidder is registered for Punjab Sales Tax with Punjab Revenue Authority
- 10.8.4. Detailed specification of items.
- 10.8.5. Technical Bid Form duly filled signed and stamped by the Bidder.
- 10.8.6. At least two relevant Supply Orders/Contracts received in the last two years.
- 10.8.7. Tender Document duly signed and stamped by the bidder.
- 10.8.8. Complete plan of the event, offered by the bidder.
- 10.8.9. Affidavit/Undertaking Covering Letter on Stamp Paper (**Annexure-D**).

FINANCIAL PROPOSAL

- 10.9. The Financial Proposal of the bidder shall also include the price break up of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- 10.10. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- 10.11. The quoted price will be inclusive of all taxes and freight (transportation charges), etc.
- 10.12. The Bid is liable for rejection if Financial Proposal contains conditional offer.
- 10.13. The Bidder must quote rates of all the items in a lot/package and quoting the partial items in a lot /package is not allowed.

10.14. Details to be furnished with Financial proposal (Envelope B)

- 10.14.1. Financial Proposal Covering Letter (**Annexure E**).
- 10.14.2. Financial Proposal Form duly filled, signed and stamped by the Bidder (**Annexure F**).
- 10.14.3. Bid Security of amount mentioned in Tender Notice and Clause No. 9 of the Tender Document.

10.15. Sealing the Bid

- 10.15.1. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. The Technical Proposal cover shall be marked as



“Technical Proposal for ARRANGEMENT/CATERING OF 5TH CONVOCATION 2017 IN LAHORE” – Bid Ref.: due on The “ FROM ”address and “TO” address shall be written without fail.

10.15.2. The Financial Proposal (**Envelope-B**) shall contain rates of item quoted by the bidder. The Financial Proposal cover shall be marked as **“Financial Proposal for ARRANGEMENT/CATERING OF 5TH CONVOCATION 2017 IN LAHORE”** – Bid Ref.: due on: The “FROM” address and “TO” address shall be written without fail.

10.15.3. Out Cover: The Technical Proposal cover (Envelope-A) and Financial Proposal cover (Envelope B) shall then be put in a single outer envelope and sealed. The outer cover shall be marked as **“Bid for ARRANGEMENT/CATERING OF 5TH CONVOCATION 2017 IN LAHORE”** –Bid Ref.: due on _____. The “FROM” address and “TO” address shall be written without fail.

10.16. Mode of Submission of Bids

10.16.1. The Bid should be addressed to “Secretary Purchase Committee, University of Education, College Road Township, Lahore” and dropped in the Tender Box placed at Section of University of Education, College Road Township, Lahore.

10.16.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

11. MODIFICATION/WITHDRAWAL OF THE TENDER

11.1. The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

11.2. The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.



12. BID OPENING

12.1. Technical Proposal Opening

The bid's outer cover and Technical Proposal cover will be opened by the Purchase Committee of University of Education on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

12.2. Suppression of facts and misleading information

12.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

12.2.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

13. PRELIMINARY EXAMINATION

13.1. In the preliminary Examination the Purchase Committee will check that the bidder has attached all the required supporting documents. The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

13.2. In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis:

13.2.1. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the



total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

14. DETERMINATION OF RESPONSIVENESS OF THE BID

14.1. The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

- 14.1.1.** meets the eligibility criteria for the Bidder / the Goods / the Services;
- 14.1.2.** meets all the mandatory requirements of the evaluation criteria.;
- 14.1.3.** meets the Technical Specifications for the Goods / the Services;
- 14.1.4.** meets the delivery period / point for the Goods / the Services;
- 14.1.5.** is accompanied by the required Bid Security;
- 14.1.6.** is otherwise complete and generally in order;
- 14.1.7.** Conforms to all terms and conditions of the Tender Document, without material deviation or reservation

14.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

14.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.



15. **TECHNICAL EVALUATION CRITERIA**

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

Under PPRA Rules # 31, Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Qualification / Evaluation Criteria	Requirement
Valid Income Tax Registration	Mandatory
Valid Punjab Sales Tax Registration with Punjab Revenue Authority	Mandatory
Conformance to the specification of Items given in the Tender Document	Mandatory
At least two Supply Orders, received in the past for Supply of Refreshment/Catering Services to Convocations, Seminars, Conferences or relevant events.	Mandatory
Affidavit /Bidder's Undertaking on stamp paper	Mandatory
Samples of Crockery Items and other items to be used for the event	Mandatory

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.



16. FINANCIAL PROPOSAL EVALUATION

- 16.1. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 16.2. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties taxes and freight expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

17. REJECTION AND ACCEPTANCE OF THE TENDER/BID

- 17.1. The Purchaser shall have the right, under PPRA Rules 2014, to increase / decrease the quantity of any or all item(s), without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 17.2. **The Tender / bid shall be rejected if:**
- 17.2.1. It is substantially non-responsive; or
 - 17.2.2. The bidder **does not meet any of the mandatory criteria mentioned** in Clause No. 15; or
 - 17.2.3. It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 15; or
 - 17.2.4. the bidder does not attach Bid Security in Shape of CDR; or
 - 17.2.5. the bid security is not attached or it is less than the required amount; or
 - 17.2.6. The bid is incomplete, partial, conditional, alternative, late; or
 - 17.2.7. the Bidder submits more than one Bids against one Tender; or
 - 17.2.8. the Bidder tries to influence the Tender evaluation / Contract award; or
 - 17.2.9. the Bidder engages in corrupt or fraudulent practices in competing for the



Contract award; or

17.2.10. there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or

17.2.11. the bidder has provided the Tender Document which has not been issued from the Purchase Section.

17.2.12. the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

18. CONTACTING THE PROCURING AGENCY

18.1. No Bidder shall contact the Purchase Committee of University of Education on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

18.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

19. ANNOUNCEMENT OF EVALUATION REPORT

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract. The report shall be made available on PPRA website and all the bidders shall be informed of this.

20. AWARD OF CONTRACT

20.1. The Tender will be awarded to the Lowest Evaluated Bidder who has been declared Technically Qualified.

21. Letter of Acceptance (LOA)

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder.



22. PAYMENT OF PERFORMANCE GUARANTEE (PG)

- 22.1.** The Successful Bidder(s) will be required to remit the **Performance Guarantee equivalent to 5% of the value of the contract price**. The PG should be paid by way of Cash Deposit Receipt (CDR) or Bank Guarantee drawn in favor of “Treasurer University of Education” as unconditional Guarantee, valid until satisfactory completion of the entire supply of goods as per contract / Supply Order.
- 22.2.** The PG should be submitted within **three days** of receipt Letter of Acceptance and before signing the contract, to the Purchase Committee.
- 22.3.** The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

23. REFUND OF BID SECURITY (BS)

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR) and/or Bank Guarantee, the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits **five percent** Performance Guarantee in the shape of CDR and/or Bank Guarantee.

24. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

- 24.1.** The Purchase Committee shall issue Supply Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.
- 24.2.** The Successful Bidder will provide the stamp paper of .25% of total order value for issuance of Supply Order or Signing the Contract.

25. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

- 25.1.** Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.



- 25.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 25.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 25.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

GENERAL CONDITIONS OF CONTRACT / SUPPLY ORDER

26. DELIVERY OF ITEMS

- 26.1. The main event will be on 17-01-2017 and the full dress rehearsal will be conducted on 16-01-2017.
- 26.2. The Supplier will be responsible for make complete arrangement by 09:00 am on 16-01-2017.
- 26.3. The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his cost.

27. LIQUIDATED DAMAGES

- 27.1. When the supplier fails to deliver or install the goods or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.25% of the price of the delayed goods per day of delay, maximum up to 25% of the price of total value of the contract.
- 27.2. The Successful Bidder will be responsible to provide the delivery, delivery Challan and Bill within the delivery period in order to avoid Late Delivery Charges.

28. INSPECTION AND TESTS

- 28.1. The Inspection Committee of UE shall inspect and test the Goods supplied, the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.



28.2. After the inspection or test if the Purchase Committee is of the opinion that items do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the supplier shall either replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to University of Education.

29. RELEASE OF PERFORMANCE GUARANTEE (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) after successful completion of the event.

30. CONTRACT AMENDMENT

30.1. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease the quantity of all / any of the Goods / the Services / the Works, in whole or in part.

30.2. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

31. TERMINATION FOR DEFAULT

The Purchase Committee of University of Education may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part if:

31.1. the bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

31.2. the successful bidder fails to deliver goods and services as per its technical specifications offered in the bid

31.3. the successful bidder fails to perform any other obligation(s) under the Contract.

31.4. the bidder, in the judgment of the Purchase Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

32. BLACKLISTING

If the Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract



/ Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in Punjab Procurement Rules, 2014.

33. FORCE MAJEURE

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to misplanning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

34. TERMINATION FOR INSOLVENCY

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

35. ARBITRATION AND RESOLUTION OF DISPUTES

35.1. The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

35.2. If, after thirty (30) days from the commencement of such informal negotiations,



the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

35.3. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. [Full name & address of the arbitrator] or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties

35.4. the Bidder, either indefinitely or for a stated period, for future tenders in public sector.

36. FORFEITURE OF PERFORMANCE SECURITY

36.1. If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

36.2. Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

37. PAYMENT

37.1. 100% payment will be made by University of Education to the Successful Bidder after delivery and installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. Inspection/Completion report

38. Warranty

38.1. The Supplier shall confirm that the goods supplied under this contract are neat, clean like new and food items are fresh and are of top quality and as per specifications given in the Tender Document.



39. SPECIFICATIONS AND SCHEDULE OF REQUIREMENT

	Description	Size / Quantity	Compliance YES/NO
Setup for Convocation Venue (two Days)			
1	Area to be covered with Dera for 3000 persona: 150 x 450 feet neat and clean (velvet)	1	
	VIP sofa Seats	200	
	Nos. of Seats (foam chairs with cover & ribbon)	2700	
	Wall to wall Carpet for Venue (150x450 Feet)	150x450	
	Passage Carpet (Red)	As per Requirement	
	Stage Size: 60 x 30 Feet, Height 4 feet wooden stage with head table 28 persons, 22 president brand new chair	1	
	Lights for venue (according to setup requirement nice & decent Lights decoration)		
	Spot Light for Stage according to setup		
	Nos. of heaters	30	
Setup for Refreshment Hi Tea Venue (two days)			
2	Area to be covered with Dera 90x180 Feet for student refreshment,	1	
	Area to be covered with Dera 72x108 Feet for faculty refreshment,	1	
	Area to be covered with Dera 54x54 Feet for VIP Guests' Refreshment	1	
Setup for Gate Entry (02 Sets) (two days)			
3	Tables with skirting	2	
	Canopy size: 15 x 30 feet	1	
	Drinking water facility		

Setup for help Desk (two days)			Compliance YES/No
4	Tables with skirting	4	
	Nos. of Seats	12	
	Canopy Size:15 x 30 feet	1	
	Drinking Water Facility		
	Sub Total Amount (Rs)		
Generator Setup (sound proof) on Rent Basis (two days)			
5	Generator 100 KVA with fuel (for 10 Hours)	3	
Flower Decoration for 1 Day			
6	Head Table nice and decent fresh flower decoration head table size 48 feet (Gully Daodedy, Tube Ross, Imported flowers). Fresh flower VVIP Hand Bucket 22 piece fresh flower baskets for sofa launch seating 20 piece, fresh flower decoration pieces 40 display different place covered area 150x450.	Fresh Flower Decoration for 1 Day January 17, 2017	
SMD with Live show (two days)			
7	SMD Screen New Model Size : 14x18 with live video coverage with operator and copy of recording on DVD	2	
Sound System with operator (two days)			
8	Speaker Full range	12	
	Sound mixer	1	
	Wire Microphone	2	
	Podium Microphone	2	
	Wireless Microphone	2	
	USB and Laptop Plug in Facility		



Refreshment

	Description	Qty	Compliance (YES/NO)
9	Hi Tea on January 17th, 2017 for VIP Guests	50	
	Chicken Patties		
	Nuggets		
	Chicken Shami Kabab		
	Fruit Cake		
	Pastries Bite Size		
	Butter Cookies		
	Coffee/ Tea / Green Tea		
	Tin Pack Juice		
	Mineral Water Small Bottle Nestle		
	(With Crockery, Cutlery & Glassware)		
10	Hi Tea on January 17th, 2017 for Faculty Members	150	
	Chicken Sandwich		
	Spring Roll		
	Chicken Patties		
	Fruit Cake		
	Assorted Biscuits		
	Barfi / Qlaqand		
	Tea / Coffee / Green Tea		
	Mineral Water Small Bottle Nestle		
	(With Crockery, Cutlery & Glassware)		
11	Hi Tea on January 17th, 2017 for Students	2700	
	Chicken Patties		
	Assorted Biscuits		
	Fruit Cake		
	Chicken Sandwich		
	Barfi / Qlaqand		
	Tea / Coffee / Green Tea		
	Mineral Water 1.5 Litter Nestle		
(With Crockery, Cutlery & Glassware and waiter Service)			
12	Hi Tea on January 16th, 2017	100	
	Chicken Patties		
	Assorted Biscuits		
	Tea / Coffee / Green Tea		
	Mineral Water 1.5 Litter Nestle		
(With Crockery, Cutlery & Glassware and waiter Service)			

Option Lunch Box

Chicken Patties (large size) (one piece), Biscuits (60-70 gm), Fruit Cake (two piece), Chicken Sandwich (four slice), Chicken Nuggets K& N (02 Piece) Barfi (60-80 gm) Tin Pack coke or sprite 250 ml	2700	
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Note: Bakery/ confectionery items supplied by the vender will be at the best Quality (Jalal & Sons, Kitchen Cusine, Pearl Continental) available.



Annexure- A Technical Proposal Covering Letter

To

Secretary Purchase Committee

University of Education,

Lahore

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory Name of Firm Address



Annexure- B Check List

The bidder must attach this list along with the Bid

1.1. Packing of the Bid

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal <i>Envelope A</i>	
3	Financial Proposal <i>Envelope B</i>	
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Check List		
2	Covering Letter		
3	Copy of Income Tax Registration Certificate		
4	Punjab Sales Tax Registration with Punjab Revenue Authority		
5	Affidavit/Undertaking on the Stamp Paper		
6	Specifications of quoted items on the Letter Head of the bidder		
7	Two Supply Orders for supply of relevant items received in the past		
8	Complete and detailed plan for arrangement of the event		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
9	Tender Document (issued from the Purchase Section of UE) duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		

Envelope B : Enclosures of Financial Proposal		Attached YES/No	Page #
1	Financial Proposal Form duly filled, signed and stamped by the bidder		
2	Price Schedule Form duly filled, signed and stamped by the bidder		
3	Bid Security in shape of CDR		



Annexure- C

Technical BID FORM

A) Profile of the Bidder:

S#	Particulars	BIDDER
1	Name of the Company	
<u>2</u>	Year of Incorporation	
<u>3</u>	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
<u>4</u>	Contact Person	
	Name of Authorized Representative	
	Personal Telephone Number	
	Email Address	
<u>5</u>	Registration Detail	
	NTN Registration Number	
	GST Registration Number	

B) Bid Security (Please do not mention amount of CDR)

S#	Particulars	Please Furnish Details
1	Name of the Bank	
2	CDR Number and Date	
3	Amount of Bid Security	



Annexure- D AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

Ref: Tender No. UE/Tender/2016-17/11 published on PPRA on

1. We have examined the Tender/Bid Document and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Purchase Committee of University of Education is not bound to accept the lowest or any of the bids received. We also agree that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.

[Name and Signatures of authorized Person along with stamp]



Annexure- E Financial Proposal Form
(to be attached with Financial Proposal)

To

Secretary Purchase Committee

University of Education,

Lahore

Dear Sir,

With Reference to your Tender No. UE/Tender/2016-17/11 for *(title of the Tender)*.

Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures)_. This amount is inclusive of all taxes.

We have attached the Bid Security of amount Rs. (insert amount in words and figures)
having CDR No. along with our Financial Bid.

Yours sincerely,

Authorized Signature



Annexure- F

Price Schedule

(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bidder)

S#	Description	Size / Quantity	Unit Price with all Taxes	Total Amount with all Taxes
Setup for Convocation Venue (two days)				
1	Area to be covered with Dera for 3000 person Area : 150 x 450 feet	1		
	VIP sofa Seats	200		
	Nos. of Seats (foam chairs with cover & ribbon)	2700		
	Wall to wall Carpet for Venue (150x450 Feet)	150x450		
	Passage Carpet (Red)			
	Stage Size: 60 x 30 Feet, Height 4 feet wooden stage with head table 28 persons, 22 president brand new chair	1		
	Lights for venue (according to setup requirement nice & decent Lights decoration)			
	Spot Light for Stage according to setup			
	Nos. of heaters	30		
Setup for Refreshment Hi Tea Venue				
2	Area to be covered with Dera 90x180 Feet for student refreshment,	1		
	Area to be covered with Dera 72x108 Feet for faculty refreshment,	1		
	Area to be covered with Dera 54x54 Feet for faculty refreshment,	1		



Setup for Gate Entry (02 Sets) (two days)				
3	Tables with skirting	2		
	Canopy size: 15 x 30 feet	1		
	Drinking water facility			
Setup for help Desk (two days)				
4	Tables with skirting	4		
	Nos. of Seats	12		
	Canopy Size:15 x 30 feet	1		
	Drinking Water Facility			
	Sub Total Amount (Rs)			
Generator Setup (sound proof) on Rent Basis (two days)				
5	Generator Sound Proof 100 KVA with fuel (for 10 Hours)	3		
Flower Decoration for 1 Day				
6	Head Table nice and decent fresh flower decoration head table size 48 feet (Gully Daodedy, Tube Ross, Imported flowers). Fresh flower VVIP Hand Bucket 22 piece fresh flower baskets for sofa launch seating 20 piece, fresh flower decoration pieces 40 display different place covered area 150x450.	Fresh Flower Decoration for 1 Day January 17, 2017		
SMD with Live show				
7	SMD Screen New Model Size : 14x18 with live video coverage with operator and copy of recording on DVD	2		



Sound System with operator (two days)

8	Speaker Full range	12		
	Sound mixer	1		
	Wire Microphone	2		
	Podium Microphone	2		
	Wireless Microphone	2		
	USB and Laptop Plug in Facility			
Sub Total with all applicable Taxes (Rs)				



Refreshment

S#	Description	Qty	Unit Rate with All Taxes	Total Amount with all Taxes
9	<u>Hi Tea on January 17th, 2017</u>	50		
	Chicken Patties			
	Nuggets			
	Chicken Shami Kabab			
	Fruit Cake			
	Pastries Bite Size			
	Butter Cookies			
	Coffee/ Tea / Green Tea			
	Tin Pack Juice			
	Mineral Water Small Bottle Nestle (With Crockery, Cutlery & Glassware)			
	10			
Chicken Sandwich				
Spring Roll				
Chicken Patties				
Fruit Cake				
Assorted Biscuits				
Barfi / Qlaqand				
Tea / Coffee / Green Tea				
Mineral Water Small Bottle Nestle (With Crockery, Cutlery & Glassware)				
11		<u>Hi Tea on January 17th, 2017</u>	2700	
	Chicken Patties			
	Assorted Biscuits			
	Fruit Cake			
	Barfi / Qlaqand			
	Tea / Coffee / Green Tea			
	Mineral Water 1.5 Litter Nestle (With Crockery, Cutlery & Glassware)			
12	<u>Hi Tea on January 16th, 2017</u>	100		
	Chicken Patties			
	Assorted Biscuits			
	Mineral Water 1.5 Litter Nestle (With Crockery, Cutlery & Glassware)			
Sub Total Amount				
Option Lunch Box				
	Chicken Patties (large size) (one piece), Biscuits (60-70 gm), Fruit Cake (two piece), Chicken Sandwich (four slice), Chicken Nuggets K& N (02 Piece) Barfi (60-80 gm) Tin Pack coke or sprite 250 ml	2700		
Grand Total with all Taxes (Income Tax and Sales Tax on Services by Govt. of the Punjab)				



Annexure- G Contract Agreement Form

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between *[University of Education]* (hereinafter called “the University”) of the one part and *[name and address of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, *[brief description of goods and related services]* and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Rs. *[Contract Price in figures and in words]* (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Performance Guarantee equal to 10% of Contract Price in shape of CDR or Bank Guarantee.
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in light the of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For University of Education:

For the Supplier:

Signature

Print Name

Title



Annexure- H Bank Guarantee Format for Performance Security

[This is the format for the Performance Security to be issued by a scheduled bank of Pakistan]

Contract No: Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: *[insert Performance Guarantee number]*

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Rs. *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representatives of the bank]

Signature

Seal