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**The Government
Sadiq College Women
University Bahawalpur Pakistan**

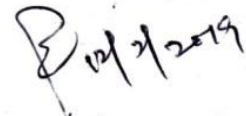
TENDER NOTICE # 21/2018

Sealed tenders are invited from the PST, GST, Professional Tax & Income Tax registered Event Management Firms/Caterers/Service providers for conference & other events of the Govt. Sadiq College Women University, Bahawalpur as per detail given below for the financial year (2018-19) which may reach the office of the undersigned on or before **27-02-2019** (Wednesday) till **10:00 A.M** and the opening of the bids will be at the same day at **10:30 A.M** in the presence of the representative of the competitive firms in the office of Chairperson Purchase Committee. Rates should be quoted on FOR basis.

SR #	ITEMS (Detail is given in bidding document)	Total Estimated Cost (Rs.)	5% Security on Estimated Cost (Rs.)
A	Tender for food & catering services, event management, tentage for 1 st international conference on social sciences for sustainable social development GSCWU Bahawalpur & other events under framework contract during financial year 2018-19. (Turnkey basis)	1,152,000/-	57,600/-

- Sealed tenders/bids shall be accepted only against on tender document to be collected from office on payment of Rs.1000/- through Call Deposit/Challan as tender fee (Non-Refundable) OR can be downloaded from the GSCWU website www.gscwu.edu.pk or PPRA website www.ppra.punjab.gov.pk.
- (a) Security amount must be deposited equal to 5% of the estimated price of the tender in form "Call Deposit Receipt" in favor of Treasurer, GSCWU as earnest money which will be refunded to the unsuccessful parties. The CDR will be detained of the successful parties till the completion of the contract.
(b) The payment of the bill will be made after the verification and inspection of the material through the crossed cheque after deducting 5% performance security from the total value of the bill or in the shape of CDR till the completion of warranty period which will be released after the verification of end user.
- Late offers will not be considered at all. Cutting/overwriting is not allowed.
- Single stage single envelop bidding procedure will be adopted as per PPRA Rules 38-1
(a). The bid shall comprise a single package containing both Technical detail and financial proposal.
(B). The bid found to be the lowest evaluated bid shall be accepted.
- Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
- The bidders will attach their respective copies of NTN, PST/GST certificate and copy of CNIC and copy of CDR in technical bid. A certificate to the effect on stamp paper that the firm is not black listed. Copy of current financial year paid professional tax also be provided. Taxes will be applicable as per Govt. Rules and Regulations.
- Sealed tenders duly completed in all respect must reach to the undersigned by courier service/by Post /by hand during office hours 08:30 A.M. to 04:30 P.M. except Saturday and Sunday till the closing date and time as mentioned above.
- The GSCWU reserves the right to cancel/reject all tenders/bids at any time prior to the acceptance of bid or proposal in accordance with rule 35 of Punjab Procurement Rules, 2014. However, the procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids proposals, but shall not be required to justify those grounds.
- In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
- All terms and conditions given in bidding documents will be applicable.


Chairperson Purchase Committee





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PROCUREMENT OF FOOD & CATERING SERVICES, EVENT MANAGEMENT, TENTAGE FOR 1st INTERNATIONAL CONFERENCE ON SOCIAL SCIENCES FOR SUSTAINABLE SOCIAL DEVELOPMENT GSCWU BAHAWALPUR & OTHER EVENTS UNDER FRAMEWORK CONTRACT DURING FINANCIAL YEAR 2018-19.





**The Government
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Subject: TENDER FOR EVENT MANAGEMENT, TENTAGE, CATERING SERVICES AND FOOD FOR 1ST INTERNATIONAL CONFERENCE ON SOCIAL SCIENCES FOR SUSTAINABLE SOCIAL DEVELOPMENT GSCWU BAHAWALPUR & OTHER EVENTS UNDER FRAMEWORK CONTRACT DURING FINANCIAL YEAR 2018-19.

The Govt. Sadiq College Women University, Bahawalpur intends to invite proposals for Event Management & catering service from well renowned, experienced and financially sound vendors/ firms/ companies for the services of **“EVENT MANAGEMENT, CATERING SERVICES, TENTAGE, FOOD FOR 1ST INTERNATIONAL CONFERENCE ON SOCIAL SCIENCES FOR SUSTAINABLE SOCIAL DEVELOPMENT GSCWU BAHAWALPUR & OTHER EVENTS UNDER FRAMEWORK CONTRACT DURING FINANCIAL YEAR 2018-19.”**

Sealed proposals addressed to the Chairperson Purchase Committee, The Govt. Sadiq College Women University may be submitted by hand or mailed through courier, registered post, but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

Event management companies should give their detail presentation on the opening day and all the page must be signed & stamped by the contractor.

Due Date	27-02-2019
Tender Receiving Time	10:00 A.M
Tender Opening Time	10:30 A.M



DOCUMENTS REQUIRED

Firms having valid NTN and PST/GST registration are eligible to submit their proposals with following information & documents.

Full name with location of Head Office with postal address, telephone, fax, e-mail, details of administrative setup and local office in Bahawalpur (if any).

1. Status of Firm.
2. Copy of NTN Active Certificate.
3. Copy of STRN, PST & Professional Tax Registration Certificate.
4. Managerial and technical expertise of Firm.
5. List, quantity and present location of Catering Equipment, Machinery, Transport, Vehicle, Quality of Seating Arrangements/ Furniture, Crockery / Cutlery of Good Quality, Canopies, Carpets, Security Check Equipment's, Generators, Music Instruments / Equipment's etc. owned by the Firm.
6. Affidavit worth Rs.100/- that the contractor is not black listed from any government department and is not involved in any litigation with any party.
7. Physical ground checks will be made by the concerned committee to verify the information in the documents and firm's setup before the issuance of supply order.
8. Firms already satisfactorily working with Government Organizations will be preferred (if any).

KEY RESPONSIBILITIES

9. The successful firm will arrange the event of university for 02 days.
10. The firms will provide their complete services for 02 days.
11. The firms must have the capability to cope up with crucial circumstances during the event.
12. Quality of the supplied material must be of 'A' class.
13. All the arrangements should be completed minimum 12 hours before the date of the event during financial year 2018-2019.

OTHER TERMS & CONDITIONS



The Government Sadiq College Women University Bahawalpur Pakistan

14. The rates validity of tender will be up to 30th June 2019 from the date of opening of tender. Price of individual items must be quoted separately inclusive of all taxes.
15. The GSCWU reserves the right to decrease/increase the quantity without consultation as and when required as per requirement and available budget.
16. On finding substandard quality or lower specifications as and when noticed during process, the security deposited shall be forfeited in favour of GSCWU.
17. Failure & Termination:

In case the supplier / contractor failed to deliver the services, using substandard quality material or lower specification as and when noticed during process, GSCWU shall have the following options:

- i. To recover liquidated damages up to maximum 10% of total purchase order value. Such damages shall be recovered from the bills, earnest money and or by withholding any amount due to be paid against this or any other purchase order.
- ii. To get services from elsewhere, without any notice at your risk and cost.

18. Disqualification of Suppliers and Contractors:

GSCWU will disqualify the supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

19. Blacklisting

If the supplier failed to execute order as per laid down terms and conditions in the tender / order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firms/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to the competent authority whose decision will be final.



**The Government
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Services Assessment Form

- a. **Name of Firm:** _____
- b. **Address of the Firm:** _____
- c. **Name of the Owner (s):** _____
- d. **CNIC No. of the Owner (s):** _____
- e. **Contact No's:** _____

Sr#	Particulars	Status (Yes/No)
1.	ADDRESS	
2.	STATUS OF FIRM	
3.	NTN NO	
4.	GST /PST REG #	
5.	BANK STATEMENT	
6.	MANAGERIAL / TECHNICAL EXPERTISE	
9.	AFFIDAVIT ATTACHED Rs.100/-	

Note: Please write "Yes" or "No" in above Status Column as per required documents attached by you with this tender document.

**Sign/ Stamp
Owner/Bidder**

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The Government Sadiq College Women University Bahawalpur Pakistan

SPECIFICATIONS

	Menu	Participants	Services required
Day 1			
Lunch	Chicken Quorma, Chicken pulao, kheer, Raita Mint/Zeera, Fresh Salad, Roghni Naan,	300 to 400 persons	Lunch will be served in canopy provided by firm in university lawn. Carpet, chairs with clean white cloth & knot, crockery, tables, round tables, buffet, cutlery, waiter, linen, lights, pedestal fans shall be responsibility of the bidder.
Day 2			
Tea	Cold Sandwich, Mix bakery biscuits, Ketchup Separate tea	300 to 400 persons	Lunch will be served in canopy provided by firm in university lawn. Carpet, chairs with clean white cloth & knot, crockery, tables, round tables, buffet, cutlery, waiter, linen, lights, pedestal fans shall be responsibility of the bidder.
Lunch	Chicken Biryani, Chicken handi, Gajjar halwa, Fresh Salad, Roghni Naan	300 to 400 persons	
Tea	Mix bakery Biscuits Chicken Smosa Separate tea	300 to 400 persons	
Dinner	Chicken Tikka, Boneless Handi, Afghani pulao, Fruit trifle, Roghni naan, kashmiri tea	300 to 400 persons	

Additional services required are as under, please.

S/NO	SERVICES REQUIRED (EACH DAY)	QTY
1	Stage arrangement & décor with fresh flowers in cheema hall and parallel session	02
2	Sound system SP4 with table mic/ collar mic etc for parallel session	02
3	Sofa chairs 02 seaters	16
4	Carpets for parallel session	08

All the arrangements should be completed 12 hours before the event.

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TO BE USED FOR FINANCIAL PROPOSAL

	Menu	Participants	Services required	Per Head Per day cost inclusive of all taxes (PKR)
Day 1				
Lunch	Chicken Quorma, Chicken pulao, kheer, Raita Mint/Zeera, Fresh Salad, Roghni Naan,	300 to 400 persons	Lunch will be served in canopy provided by firm in university lawn. Carpet, chairs with clean white cloth & knot, crockery, tables, round tables, buffet, cutlery, waiter, linen, lights, pedestal fans shall be responsibility of the bidder.	
Day 2				
Tea	Cold Sandwich, Mix bakery biscuits, Ketchup Separate tea	300 to 400 persons	Lunch will be served in canopy provided by firm in university lawn. Carpet, chairs with clean white cloth & knot, crockery, tables, round tables, buffet, cutlery, waiter, linen, lights, pedestal fans shall be responsibility of the bidder.	
Lunch	Chicken Biryani, Chicken handi, Gajjar halwa, Fresh Salad, Roghni Naan	300 to 400 persons		
Tea	Mix bakery Biscuits Chicken Smosa Separate tea	300 to 400 persons		
Dinner	Chicken Tikka, Boneless Handi, Afghani pulao, Fruit trifle, Roghni naan, kashmiri tea	300 to 400 persons		

Additional services required are as under, please.

S/NO	SERVICES REQUIRED (EACH DAY)	QTY	Per item per day cost inclusive of all taxes (pkr)
1	Stage arrangement & décor with fresh flowers in cheema hall and parallel session	02	
2	Sound system SP4 with table mic/ collar mic etc for parallel session	02	
3	Sofa chairs 02 seaters	16	
4	Carpets for parallel session	08	

All the arrangements will be completed 12 hours before the event.

Sign & Stamp of Contractor