



TENDER DOCUMENT

TECHNICAL PROPOSAL

**TENDER FOR VIP ARRANGEMENTS FOR 3,500 GUESTS,
CONVOCATION 2020-21**

UNIVERSITY OF KARACHI

Submission date: 04-01-2022



UNIVERSITY OF KARACHI KARACHI

Ref: P.O./2021-2326

Cost of form
Rs. 2,000/=(Non refundable)

BIDDING DOCUMENT

TENDER FOR VIP ARRANGEMENTS FOR 3,500 GUESTS, CONVOCATION 2020-21

VIP arrangements Marquee, Sofa, VIP Chairs, Chairs with covers, stage, side wings for faculty, back drops, sound system, flower arrangements for head tables and center tables, drinking water with dispensers, changing rooms for the Governor and Vice Chancellor as well as for the faculty with glass mirrors. All above arrangement must be ready day before 09:00 a.m. for rehearsal too.

Rest of the details are as under:

S. No.	Description	QTY
1.	VIP marquee white/off white with carpeting and paneling	3,500 persons
2.	Stage size (60'x20'x4' ft) with carpeting trussing with special perkins lights	1
3.	Side stage for faculty in steps with carpeting	2
4.	Head table for stage with 15 presidential chairs and flower arrangement	1
5.	Wooden floor with panaflex (60x24)	1
6.	Entrances with dead walls of panaflex with double side 10x12 ft.	6
7.	Partition wall b/w Governor, Vice Chancellor and faculty changing room	300 ft.
8.	Red runner 12x30 running ft 1-pc with no borders for the procession	01
9.	Red runner for entrances	As per requirements
10.	Sofa seating (white leatherite) double seats as well as center tables with flower arrangements for two rows	100
11.	Single VIP chairs	3300
12.	SMD (size as per requirements)	02
13.	Uniform dice wood finish	02
14.	Lighting along with wiring spot lights	250
15.	Walk through security gates	04
16.	CCTV cameras with LCD complete recording in USB	08
17.	Reception camps size 12x12 covered with white fabric along with 12x12 ft panaflex accordingly	08

18.	Water dispensers Bottle 19 ltr. Glasses	As per requirements
19.	Mineral water 500 ml for rehearsal	400
20.	Air condition standing unit for stage	02
21.	Pedestal fans with fixing complete	As per requirements
22.	Stage and side wings back drops along with designing size 60x10 ft.	03
23.	Banners with wood and ropes 3x2 ft.	24
24.	Panaflexes size 4x10 ft.	10
25.	Photo booth complete with designing and fixing	02
26.	Generator (400 KVA) rates only	01
27.	Rehearsal day, tea, coffee and cookies	300 persons
28.	Eco Sound system best quality for rehearsal and convocation day	01
29.	Photography and Videography (Live)	
30.	Mobile wash rooms	10
Menu		
a.	Beef Biryani (1.5 Meat)	650 Guest
b.	Chicken Koyla Karahi (Live)	650 Guest
c.	Gola Kabab / Chandan Kabab	650 Guest
d.	Fish Fillets (Penguins Fish)	650 Guest
e.	Paratha	650 Guest
f.	Nan / Taftan	650 Guest
g.	Live Tandoor	650 Guest
h.	Salad Bar	650 Guest
i.	Qulfi Falooda (Ice Berg)	650 Guest
j.	Tea (Live)	650 Guest

TERMS & CONDITIONS

- The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under SPP-Rules, 2010 (amended up to date).
- 2% Bid Security should be attached with the bidding document in shape of pay-order drawn in favor of University of Karachi.
- Bids not accompanied by the Bid Security will not be considered.
- Copies of the Sales Tax Registration, Sindh Revenue Board (SRB) and NTN are to be attached with the bidding documents.
- The quoted price shall be inclusive of all applicable Govt. Taxes and Charges.
- Procurement Committee shall finalize the bids in light of SPP-Rules, 2010 (amendment up to date).
- The bid must be submitted along with the detailed company profile.
- The method of procurement is open competitive bidding single stage Two envelopes procedure.
- The price to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who undertake to execute the contract shall be liable to forfeiture of their Bid Security as a penalty.
- The bid shall be evaluated on the following criterion.
 - Lowest evaluated bid in terms of Value for Money.
 - As per specifications, terms & conditions and bid data sheet mentioned in the bidding document.
- Period of Bid Validity (days):- 45 (Forty Five) Days
- Delayed Delivery: 10% liquidity damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- Quality Factors: The quality of Goods must be of prime quality.
- Condition of Goods / Works: All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject / penalized.
- The last date of issuance of bidding document is day 03-01-2022 at 4:30 p.m.
- The last date of receipt bidding document is 04-01-2022 at 11:30 a.m. The bid shall be opened on the same day at 12:00 noon in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

TECHNICAL CRITERIA

S #	Description	Ranges	Marks Division	Total Marks
1	Average Annual Turnover during the last 5 (Five) financial years demonstrated through Annual FBR-Income Tax Returns	Above PKR 50 million	10	10
		Above PKR 30 million	05	
		Above PKR 20 million	02	
2	Total Assets (upto last financial year) demonstrated through Annual FBR-Income Tax Return	Above PKR 50 million	10	10
		Above PKR 30 million	05	
		Above PKR 20 million	02	
3	Human Resource / Total Number of employees (Mandatory: supported with contracts OR appointment orders OR employee cards)	Above 60 Persons	10	10
		Above 40 Persons	05	
		Above 30 Persons	02	
4	Experience of organizing the EVENTS OF CONVOCATION during the last <u>05 years</u> in Public and Private Sector Universities / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate)	5,000 or more Guests (2 marks for each event)	10	10
		3,000 or more Guests (2 marks for each event)	06	
		2,000 or more Guests (1 marks for each event)	03	
5	Bidder's experience of organizing the OTHER EVENTS during the last <u>05 years</u> in Public and Private Sector Universities / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate)	6,000 or more Guests (2 marks for each event)	10	10
		4,000 or more Guests (2 marks for each event)	06	
		2,000 or more Guests (1 marks for each event)	03	
6	Establishment of the Firm/company/partnership/sole-proprietor	3-5 years	03	10
		6-10 years	06	
		Above 10 years	10	
7	Events involving VVIPs Organized / (managed more than large scale events / ceremonies with Heads of Governments (President/Prime Minister) (Documentary Proof Required)	3 Marks for each event	15	15
8	Concept Proposal Methodology, / Theme to be presented by each Company/Firm/Association	Presentation	25	25
TOTAL MARKS / POINTS				100

Note:

1. The Bids shall be evaluated on the basis of Eligibility Criteria and Responsiveness of bid of the bidding documents, based on the record / documentary evidence submitted by the bidder.
2. The above-mentioned merit point system for weighing evaluation factors / criteria will be applied for technical proposals.
3. Bidders achieving minimum 80% marks / points will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
4. Only those Financial Proposals will be accounted / considered which were technically qualified by the Committee.
5. Technically qualified / successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposals(s). The Technical & financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Karachi University accordingly.

IMPORTANT NOTE

1. Venue should be ready at 09:00 a.m. for Rehearsals and photo session **TWO DAYS PRIOR TO CONVOCATION** (Marquee Setup, Stage, Student Chairs, Sofas etc. required).
2. Venue should be ready and handed-over at 08:00 a.m. on convocation day.
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Grand Table VIP Guests Required.
5. Complete Trussing / Marquee will be erected according to the need and requirement.
 - a. Please provide sample of Marquee (Net not acceptable).
 - b. Karachi University will penalize of the item value on substandard delivery of following items / services;

S. No.	Description
1	Marquee <ol style="list-style-type: none">i. No Patchesii. No Holesiii. Should be as per the approved sample provided by the bidderiv. Not de-colored
2	Food <ol style="list-style-type: none">i. Qualityii. Quantityiii. Fresh and Heated
3	Crockery & Cutlery (Ceramic & Stainless Steel) <ol style="list-style-type: none">i. Neat & Cleanii. Free from cracks
4	Staff <ol style="list-style-type: none">i. Should be in clean and proper uniformii. Sufficient supporting staff to provide the excellent services to VIP guests.
5	Furniture Quality Plus Carpet <ol style="list-style-type: none">i. Neat & Clean

Instruction to Bidders (ITB)

Preparation of Bids

- 1. Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of *VIP Arrangement* as described in later pages.
- 2. Method and Procedure of Procurement** National Competitive Bidding Single Stage *Two Envelope* Procedure as per SPP Rules 2010 (as amendment up to date)
- 2. Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language
- 3. Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
- 4. Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the *VIP Arrangement* it proposes to supply under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 5. Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the *VIP Arrangement* to be supplied.
- 6. Bid Currencies** Prices Shall be quoted in Pak Rupees.
- 7. Documents Establishing Bidder's Eligibility and Qualification** The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

- 8. Documents** "VIP Arrangement"
Eligibility and Conformity to Bidding Documents
- The documentary evidence of conformity of the *VIP Arrangement* to the bidding documents may be in the form of literature and data.
- 9. Bid Security**
- 9.1. The bid security is required to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture
- The bid security shall be denominated in the currency of the bid:
- (a) 2% bids security of the total cost should be attached with the bid.;
 - (b) be submitted in its original form; copies will not be accepted;
 - (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity
- 9.2. Bid securities shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
- 9.3. The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity or
 - (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance or
- 10. Period of Validity of Bids**
- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.
- 10.2 In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated 2013). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
- 11. Format and Signing of Bid**
- 11.1 The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID".
- 11.2 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Submission of Bids

- 12. Sealing and Marking of Bids**
- 12.1 The Bidder shall seal the original bid in envelopes, duly marking the envelopes "ORIGINAL BID".
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

- 13. Deadline for Submission of Bids**
- 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- 14. Late Bids**
- Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

- 15. Modification and Withdrawal of Bids**
- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

- 16. Opening of Bids by the Procuring agency**
- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.

- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

- 17. Clarification of Bids**
- During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

- 18. Preliminary Examination**
- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

- 18.2 Arithmetical errors will be rectified on the following basis. 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 Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.

- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.
- 20. Contacting the Procuring agency**
- 20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
- 21. Post-qualification**
- 21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
- 21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.
- 21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 22. Award Criteria**
- The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP, Rules, 2010 (amended 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award**
- Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

26. Performance Security

Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

27. Corrupt or Fraudulent Practices

27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

- (a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;
 - a. **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - b. **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
 - c. **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
 - d. **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the *VIP Arrangement* to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i>
ITB 1	Name of Contract. <i>“VIP Arrangement”</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
Preparation and Submission of Bids	
ITSB 19	<i>Qualification requirements:</i> <ol style="list-style-type: none"> 1) NTN 2) Sales Tax 3) Registration with SRB for works & services 4) Minimum Five years’ experience relevant field 5) Turnover of at least last Five years
ITB 7	Amount of bid security. 2 % of Bid Security
ITB 8	Bid validity period. 45 days
ITB 9	Number of copy. <i>One Original</i>
ITB 19.1	Deadline for bid submission. <i>04-01-2022 at 11:30 hours</i>
ITB 20	Bid Evaluation: <ul style="list-style-type: none"> ○ Lowest evaluated bid in terms of Value for Money. ○ As per specifications, terms & conditions and bid data sheet mentioned in the bidding document
	Under following conditions, Bid will be rejected: <ol style="list-style-type: none"> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it



TENDER DOCUMENT

FINANCIAL PROPOSAL

**TENDER FOR VIP ARRANGEMENTS FOR 3,500 GUESTS,
CONVOCATION 2020-21**

UNIVERSITY OF KARACHI

Submission date: 04-01-2022



UNIVERSITY OF KARACHI KARACHI

Ref: P.O./2021-2326

Cost of form
Rs. 2,000/=(Non refundable)

BIDDING DOCUMENT

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VIP arrangements Marquee, Sofa, VIP Chairs, Chairs with covers, stage, side wings for faculty, back drops, sound system, flower arrangements for head tables and center tables, drinking water with dispensers, changing rooms for the Governor and Vice Chancellor as well as for the faculty with glass mirrors. All above arrangement must be ready day before 09:00 a.m. for rehearsal too.

Rest of the details are as under:

S. No.	Description	QTY	Unit Price	Total Price
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3.	Side stage for faculty in steps with carpeting	2		
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6.	Entrances with dead walls of panaflex with double side 10x12 ft.	6		
7.	Partition wall b/w Governor, Vice Chancellor and faculty changing room	300 ft.		
8.	Red runner 12x30 running ft 1-pc with no borders for the procession	01		
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26.	Generator (400 KVA) rates only	01		
27.	Rehearsal day, tea, coffee and cookies	300 persons		
28.	Eco Sound system best quality for rehearsal and convocation day	01		
29.	Photography and Videography (Live)			
30.	Mobile wash rooms	10		

Menu

	Items	Rate	Total
a.	Beef Biryani (1.5 Meat)	650 Guest	
b.	Chicken Koyla Karahi (Live)	650 Guest	
c.	Gola Kabab / Chandan Kabab	650 Guest	
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- Condition of Goods / Works: All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- The last date of issuance of bidding document is day 03-01-2022 at 4:30 p.m.
- The last date of receipt bidding document is 04-01-2020 at 11:30 a.m. The bid shall be opened on the same day at 12:00 noon in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.
- The Tender Notice shall be available on the Official website www.pprasindh.gov.pk as well as Procuring Agency's website www.uok.edu.pk

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

Instruction to Bidders (ITB)

Preparation of Bids

- 1. Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of *VIP Arrangement* as described in later pages.
- 2. Method and Procedure of Procurement** National Competitive Bidding Single Stage *Two Envelope* Procedure as per SPP Rules 2010 (as amendment up to date)
- 2. Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language
- 3. Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
- 4. Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the *VIP Arrangement* it proposes to supply under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 5. Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the *VIP Arrangement* to be supplied.
- 6. Bid Currencies** Prices Shall be quoted in Pak Rupees.
- 7. Documents Establishing Bidder's Eligibility and Qualification** The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

- 8. Documents** The documentary evidence of conformity of the *VIP Arrangement* to the bidding documents may be in the form of literature and data.
“VIP
Arrangement”
- 9. Bid Security**
- 9.1. The bid security is required to protect the Procuring agency against the risk of Bidder’s conduct, which would warrant the security’s forfeiture
- The bid security shall be denominated in the currency of the bid:
- (a) 2% bids security of the total cost should be attached with the bid.;
 - (b) be submitted in its original form; copies will not be accepted;
 - (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity
- 9.2. Bid securities shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
- 9.3. The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity or
 - (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance or
- 10. Period of Validity of Bids**
- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.
- 10.2 In exceptional circumstances, the Procuring Agency may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated 2013). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.
- 11. Format and Signing of Bid**
- 11.1 The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID”.
- 11.2 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Submission of Bids

- 12. Sealing and Marking of Bids**
- 12.1 The Bidder shall seal the original bid in envelopes, duly marking the envelopes “ORIGINAL BID”.
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.

- 13. Deadline for Submission of Bids**
- 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- 14. Late Bids**
- Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

- 15. Modification and Withdrawal of Bids**
- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

- 16. Opening of Bids by the Procuring agency**
- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.

- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

- 17. Clarification of Bids**
- During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

- 18. Preliminary Examination**
- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

- 18.2 Arithmetical errors will be rectified on the following basis. 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 Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.

- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.
- 20. Contacting the Procuring agency**
- 20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
- 21. Post-qualification**
- 21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
- 21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.
- 21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 22. Award Criteria**
- The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP, Rules, 2010 (amended 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award**
- Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

26. Performance Security

Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

27. Corrupt or Fraudulent Practices

27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

- (a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;
 - a. **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - b. **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
 - c. **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
 - d. **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the *VIP Arrangement* to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1	Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i>
ITB 1	Name of Contract. <i>“VIP Arrangement”</i>
Bid Price and Currency	
ITB 4	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
Preparation and Submission of Bids	
ITSB 19	<i>Qualification requirements:</i> <ol style="list-style-type: none"> 1) NTN 2) Sales Tax 3) Registration with SRB for works & services 4) Minimum Five years’ experience relevant field 5) Turnover of at least last Five years
ITB 7	Amount of bid security. 2 % of Bid Security
ITB 8	Bid validity period. 45 days
ITB 9	Number of copy. <i>One Original</i>
ITB 19.1	Deadline for bid submission. <i>04-01-2022 at 11:30 hours</i>
ITB 20	Bid Evaluation: <ul style="list-style-type: none"> ○ Lowest evaluated bid in terms of Value for Money. ○ As per specifications, terms & conditions and bid data sheet mentioned in the bidding document
	Under following conditions, Bid will be rejected: <ol style="list-style-type: none"> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it

SUMMARY SHEET
TENDER NOTICE

S. No.	Bid Value	Price in PKR

Total Bid Value in PKR		
Earnest Money @ 2% in PKR		
Pay Order/Demand Draft No:		Date:
Signature :	Seal :	