



# TENDER DOCUMENT

**OUTSOURCING OF THE LAWN OF THE STAFF CLUB, UNIVERSITY OF KARACHI  
FOR ORGANIZING EVENTS AND OTHER ALLIED FUNCTIONS**

***UNIVERSITY OF KARACHI***

*Submission date: 26-09-2023*



# UNIVERSITY OF KARACHI KARACHI

Ref: E.O./2023

Cost of form  
Rs. 5,000/=(Non refundable)

## **BIDDING DOCUMENT**

### **Outsourcing Lawn of the Staff Club, University of Karachi for Organizing Events and other Allied Functions**

The University of Karachi is going to outsource the Lawn of the Staff Club, University of Karachi on annual rental basis for wedding ceremonies and other events.

S. #	Description	Qty	Amount
1	<b>Outsourcing of the Staff Club Lawn University of Karachi</b> Garden Area is 24,800 sq. ft. Bridal Room size 12' x 15' = 180 sq. ft.	01	

Amount \_\_\_\_\_

(Rupees \_\_\_\_\_ Only)

(Bid Security Rs. \_\_\_\_\_)

SIGNATURE OF THE PROPRIETOR  
AND RUBBER STAMP OF THE COMPANY

## **TERMS & CONDITIONS**

- The Offer must include a Call Deposit of Rs. 100,000/- in shape of Pay Order/Bank Draft in favor of University of Karachi. Offers without such Call deposit, shall be rejected. The Security Deposit of Successful Bidder shall be forfeited, if it fails in complying to the Agreement.
- It is clarified that University of Karachi reserves the right to accept or reject any application / Offer as per SPPRA Rules 2010.
- The bidders shall be registered with tax authorities.
- Usage of the Staff Club Lawn shall not be any political anti-social activity. The privacy of the University shall be maintained at all cost by the successful event managing company.
- Complete profile of the bidders shall be submitted with the bid.
- Utility provided by the University Liab to pay the Contractor.
- Scope of Services: Complete details of the scope and size of the event management company shall be provided.
- Duration of Contract: Three (3) Years on satisfactory performance that may be extended on mutual consent.
- Staffing and Qualifications: Complete details of the employees who will be at service at the staff club lawn shall be provided. The company will also indemnify the University for their Acts of omission and commission.
- Intellectual Property: The staff of the event management company shall not be provided any residence at the staff club lawn.
- NTN/SRB/GST copies of the certificates shall be attached with bid documents.
- Payment Terms: On declaration of the successful bidder the amount given in the bid Document shall be deposited in the University account in 7 working days.
- Insurance: Event Management Company shall be liable to have insurance of its employees and goods.
- Organization must have Event Management experience [minimum Ten (10) Years].
- Force Measurers: University shall not be responsible in event of any calamity.
- Security Deposit: Successful bidder shall deposit a sum of Rs. 10,00,000/- (refundable) on successful and satisfactory completion of contract.
- Bidder shall deposit their sealed bid with the payment order in favor of University of Karachi amounting to a sum of Rs. 100,000/- the same shall be adjusted for the successful bidder.
- The last date of issuance of bidding document is day 25-09-2023 at 4:30 p.m.
- The last date of receipt of bidding document is 26-09-2023 at 11:30 a.m. The bids 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.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) as well as Procuring Agency's website [www.uok.edu.pk](http://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 *Outsourcing of University Lawn* as described in later pages.
- 2. Method and Procedure of Procurement** National Competitive Bidding Single Stage *One 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 *Outsourcing of University Lawn* 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 *Outsourcing of University Lawn* 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.



- 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 *Outsourcing of University Lawn* 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.

<b>Introduction</b>	
<b>ITB 1</b>	<b>Name and address of Procuring Agency:</b> <i>University of Karachi, Karachi.</i>
<b>ITB 1</b>	<b>Name of Contract.</b> <i>“Outsourcing of University Lawn”</i>
<b>Bid Price and Currency</b>	
<b>ITB 4</b>	Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i>
<b>Preparation and Submission of Bids</b>	
<b>ITSB 19</b>	<i>Qualification requirements:</i>  <ol style="list-style-type: none"> <li>1) NTN</li> <li>2) Sales Tax</li> <li>3) Registration with SRB for works &amp; services</li> <li>4) Minimum Ten years’ experience relevant field</li> <li>5) Turnover of at least last Five years</li> </ol>
<b>ITB 7</b>	<b>Amount of bid security.</b> 100,000/- of Bid Security
<b>ITB 8</b>	<b>Bid validity period.</b> 90 days
<b>ITB 9</b>	<b>Number of copy.</b> <i>One Original</i>
<b>ITB 19.1</b>	<b>Deadline for bid submission.</b> <i>26-09-2023 at 11:30 hours</i>
<b>ITB 20</b>	<b>Bid Evaluation:</b> <ul style="list-style-type: none"> <li>○ Highest evaluated bid in terms of Value for Money.</li> <li>○ As per specifications, terms &amp; conditions and bid data sheet mentioned in the bidding document</li> </ul>
	<b>Under following conditions, Bid will be rejected:</b> <ol style="list-style-type: none"> <li>1. Conditional tenders/bids;</li> <li>2. Bids not accompanied by bid security (Earnest Money);</li> <li>3. Bids received after specified date and time;</li> <li>4. Bidder submitting any false information;</li> <li>5. Black Listed Firms by Sindh Government or any entity of it</li> </ol>