



Internal Islamic University,
Islamabad

Tender Document

**“SUPPLY OF REFRESHMENT FOR
UNIVERSITY CONVOCATION”**

International Islamic University

H-10, Islamabad

DETAILED TERMS & CONDITIONS

(TENDER NOTICE FOR SUPPLY OF REFRESHMENT)

1. Firms should be registered with Income Tax and Sales Tax Department.
2. The prices should be quoted in Pak Rupees. Taxes are to be indicated separately.
3. The rates quoted should be valid for 60 days and extendable for another 30 days.
4. The party selected has to provide the refreshment/ catering services as under: -
 - a. Hi-Tea - for VVIPs/ Guests/ Others
 - b. Lunch - for Students/ Parents/ Others
5. The Hi-Tea will be served inside the Convention Centre Building as per the menu indicated in **Annexure "A"**.
6. The Lunch will be served outside the Convention Centre Building in open area, as per the menu indicated in **Annexure "B"**. The Lunch area will be covered with marquee.
7. The number of participants for **"Hi-Tea"** is **500** (approximately).
8. The number of participants for **"Lunch"** is **2200** (approximately).
9. The number of participants indicated above is approximate. The number can slightly be increased/ decreased at the time of placing of work order(s).
10. The party selected shall arrange Cutlery, Crockery, Utensils, Tables with Cloths and any other item/ equipment required at the venues.
11. The party selected will employ sufficient staff for providing quick, clean and efficient services.
12. The party selected shall employ experienced staff and ensure that the staff engaged observe highest standards of cleanliness, courtesy, manner and professionalism while dealing with VVIPs/ Guests/ Faculty/ Staff/ Students/ others.
13. The University Administration will not accept any misconduct or immoral activity from the staff of the concerned party.
14. Preference will be given to parties which are in possession of NOC with regard to provision of catering services at the Convention Centre, Islamabad.
15. The party selected will arrange security clearance of their workers/ staff from concerned Police Station/ Agencies.
16. **Pre-bid meeting will be held on 20th October 2023.**

17. The party selected shall has to provide the services on prescribed date and time. The tentative date of Convocation is **8th and 9th November 2023.**
18. Two (02) percent of the estimated cost of the refreshment and logistics must be enclosed with the bid as earnest money (refundable to the unsuccessful bidders) in the form of Bank Draft/Pay Order in favour of International Islamic University, Islamabad. Bids without earnest money will not be considered. **No Crossed-Cheque/ Security Deposits Receipt/ any other instrument other than Bank Draft/ Pay Order will be accepted.**
19. The University may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the ground for its rejection of all bids or proposals, but is not required to justify those grounds.
20. After conclusion of Convocation, the party/ parties awarded the work order(s), will provide proper printed Bill from bill book having proper serial number and separate Sales Tax Invoice for claim of payment.
21. **Technical Evaluation Criteria**

S #	Description	Marks
1.	Bidder's experience of organizing the EVENTS OF CONVOCATION at Jinnah Convention Centre especially serving the VVIP tea for the Chancellor and other dignitaries during the <u>last 05</u> years in public and private sector Universities/Government organizations (Supported with purchase order/contract award/contract agreement/advance acceptance letter/satisfactory performance certificate)	40
2.	Bidder's experience of organizing the OTHER EVENTS during the <u>last 05 years</u> in public and private sector Universities/ Government organizations (Supported with purchase order/contract award/contract agreement/advance acceptance letter/satisfactory performance certificate)	20
3.	Manager/ Supporting Staff Profile including Employment Card	20
4.	Establishment of the Firm/company/partnership/ sole-proprietor	20

Bidding Procedure/ Evaluation Criteria

22. The bids will comprise of a **"single package containing two separate envelopes"**. Each envelope should contain separately the **"Technical Proposal"** and the **"Financial Proposal"**.
23. The envelopes should be marked as **"TECHNICAL PROPOSAL"** and the **"FINANCIAL PROPOSAL"** in bold and capital letters.
24. Initially the envelope marked **"Technical Proposal"** will be opened and bids will be evaluated as per criteria mentioned above in clause 21 of tender documents. **Minimum 50 % marks will be required to qualify further for financial opening.**
25. **The firm(s) failing to qualify technically, will not be short-listed and their financial proposals will not be entertained.**
26. The **"Financial Proposals"** of only those firms will be opened/ considered, which will meet the tender's specifications. The **"Financial Proposals"** shall be opened in the presence of the participating firm(s), Date/ time will be communicated to the firms in advance.

27. Financial proposals of bids found technically non-responsive will not be entertained/ will be returned un-opened and the concerned firm/ individual will be informed accordingly.
28. **“Technically Compliant”** and **“Lowest Evaluated”** bid(s) will be accepted.

Note: - Please don't forget to attach Tender Fee and Earnest Money separately otherwise bid(s) will not be accepted/ entertained.

BIDDING PROFORMA FOR SUPPLY OF REFRESHMENT & LOGISTICS
(FOR STUDENTS/ PARENTS/ OTHERS IN OPEN AREA OUTSIDE CONVENTION CENTRE BUILDING)

S/N o	Menu's Description	Quantity	Rate per Head/ Person (w/o taxes)	Total Rate per Head/ Person (w/o taxes)	GST as per existing rule	Advance Tax/ W.H.T as per existing rule	Grand Total (including all Taxes)
1.	<u>Menu for Lunch Boxes</u> i. Chicken Sandwiches (2 Pieces) ii. Chicken Piece (Steamed) (1/8, 200 gms) iii. Chicken Patties iv. Fish (Grilled Piece 100 gms) v. Pastry vi. Tetra Pack Juice	2200 Persons per day (approx)					

Name of Party/ Vendor: _____

Signature: _____

Mailing Address with Contact Number: _____

BIDDING PROFORMA FOR SUPPLY OF REFRESHMENT & LOGISTICS
(FOR STUDENTS/ PARENTS/ OTHERS IN OPEN AREA OUTSIDE CONVENTION CENTRE BUILDING)

S/No	Menu's Description	Quantity	Rate per Head/ Person (w/o taxes)	Total Rate per Head/ Person (w/o taxes)	GST as per existing rule	Advance Tax/ W.H.T as per existing rule	Grand Total (including all Taxes)
1.	<u>Menu for Buffet Lunch</u> i. Chicken Qorma ii. Chicken Wings Pulao/ Vegetable Pulao iii. Beef Seekh Kabab / Chicken Boti iv. Roghni Naan v. Salad & Raita vi. Sweet Dish (Kheer /Trifle) vii. Cold Drink (250 ml) viii. Mineral Water	2200 Persons per day (approx)					

Name of Party/ Vendor: _____

Signature: _____

Mailing Address with Contact Number: _____
