

*Tender Fee: Rs.1000/-
(Non-Refundable)*

TENDER FORM

Tender # MISC/6/14-15

DECORATION & CATERING SERVICES FOR CONVOCATION-2014

Date of Issue : **October 4, 2014**
Last Date of Submission : **October 25, 2014 (3:00 pm)**
Date of Technical Proposal Opening : **October 25, 2014 (3:30 pm)**
Date of Financial Proposal Opening : **October 30, 2014 (11:30 am)**

FINANCIAL PROPOSAL

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... Dated.....

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1. Introduction

Dear Tenderer:

Thank you the interest shown in response to the advertisement published in leading news papers, IBA & SWPPRA websites on October 4, 2014 to provide catering & decoration services for Convocation-2014 being held on Saturday December 06, 2014.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to avail services from your esteemed firm / company to facilitate the Convocation-2014 with catering & decoration, edibles & ancillaries items.

Tender Forms are available at the Office of Manager Purchase & Stores from October 4, 2014 to October 25, 2014 during 9:00 am to 3:00 pm.

The Tender Document should be submitted at Purchase Office between 9:00 am to 3:00 pm upto October 25, 2014 and will be opened on same date & venue at same venue at 3:30 pm in the presence of representatives who may care to attend. In case of any holiday the tender shall be opened on next working day at same place and time.

Financial Proposal(s) of Technically qualified firm(s) will be opened on October 30, 2014 at 11:30am. The minimum qualifying percentage is 80%.

Please mention "Tender Number" at top left corner of the envelopes. IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

Please contact with Manager Purchase & Stores on 38104700 Ext. 2150 for any information and query.

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Service Providers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from October 4, 2014 to October 25, 2014 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in October 25, 2014 by 3:00 pm in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Should you need further any assistance / guidance please feel free to contact with Mr. M. Sohail Khan on the following numbers: 38104700 Ext: 2151.
- (h) Kindly mentioned "Tender Number" at top left corner of the envelope.

Stamp & Signature

3. **TENDER FORM**
Decoration & Catering Services for Convocation 2014
Set-up for 1500 Guests

S. #	Description	Quantity	Days	Rate	Amount
(a) Complete Venue Setup Including:					
1	Tent (Marquee, Shamiyana, Qanat) to cover entire lawn & rear side of Auditorium at Main Campus with complete decoration.	As per Requirement	02 days setup to be ready by 12 noon on Friday 5 th December		
2	Presidential Chairs	01 unit	02 days		
3	VVIP Chairs	08 units	02 day		
4	Head Table to seat 6 persons on stage (with flower array / decoration and with table cover and skirting)	As per Requirement	02 days		
5	Stage. Size: 36' x 24'	01 unit	02 days		
6	Sofa chair with covers	270 units	02 days		
Chairs:					
7	(a) With Maroon Top Covers / Ribbon	100 units.	02 days		
8	(b) With Green Top Covers / Ribbon	300 units.	02 days		
9	(c) With Yellow Top Covers / Ribbon	50 units.	01 day		
10	(d) With Blue Top Covers / Ribbon	1000 units.	01 day		
11	(e) With White Covers / Ribbon	50 units.	01 day		
12	Pedestal Fans (Good Quality)	80 Units.	01 day		
13	Center Tables with cover	45 Units.	01 day		
14	Spotless Carpeting in main venue, Refreshment Area & Red runners in walk ways where required.	As per Requirement	01 day		
(b) Lightning & Luminaries:					
15	Lightning in Convocation marquee & refreshment area (Tabba Courtyard)	As per Requirement	01 day		
16	Lightning in behind Academic Block in Photograph Area (Sunshade)				
17	Lightning in Parking Area				

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(c) Refreshment Setup: (including crockery & cutlery)					
18	Lightning Canopy for refreshment setup at the rear side of Auditorium with complete setup	As per Requirement	01 day		
19	a) VVIP guests enclosure (round table set-up)	100 Guests	01 day		
20	b) Guests / Faculty enclosure (buffet set-up)	400 Guests	01 day		
21	c) Students / Parents enclosure (buffet set-up)	1000 Guests	01 day		
22	Samovars	04 units	01 day		
(d) Refreshment Menu: Option-I					
1.	Fruit Cake	1500 guests	01 day		
2.	Chicken Patties (Single Bite)	1500 guests	01 day		
3.	Mini Pizza	1500 guests	01 day		
4.	Dahee Phulki	1500 guests	01 day		
5.	Barfee	1500 guests	01 day		
6.	Tea	1500 guests	01 day		
7.	Coffee				
Total					
15% SST					
Total Amount					

Total Amount (in words) _____

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Refreshment Menu: OPTION - II					
	Refreshment Menu	No. of Guests	Day	Rate	Amount
a.	Fruit Cake	1500 guests	01 day		
b.	Samosa	1500 guests	01 day		
c.	Mini Pizza	1500 guests	01 day		
d.	Gulab Jamun	1500 guests	01 day		
e.	Tea	1500 guests	01 day		
f.	Coffee	1500 guests	01 day		
Total					
15% SST					
Total Amount					

Option - II

All requirement / items /articles will remain same as of Option-I. However, refreshment menu are different in Option-II.

Charges Rs. _____ including SST

(Rupees in Words) _____

_____ (including SST)

Note:

- **The Marquee, Dias, PA System and student seating must be ready latest by 9AM on Friday 5 December 2014.**
- Full Carpeted, complete Marquee Setup with round table should be ready on or before December 5, 2014 at 12:00noon
- Round table setup for 08 persons each table.
- Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
- Kanats will be erected according to the need and requirement.
- Marque / Tent / Kanat / Pole Cover should be of mono color preferably beige color.

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4. Terms & Conditions of Services

The following terms of the works are agreed by the service providers:

- (i) **Receiving/Acceptance of Work Order:** The service provider will sign the copy of the Work Order as acknowledgement.
- (ii) **Date of Event / Execution:** The date of Event or Execution will commence from the Date of Work Order.
- (iii) **Place of Event:** As specified in the Work Order unless otherwise informed accordingly.
- (iv) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.
- (v) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- (vi) **Quality Factors:** The quality of Convocation must be of prime quality. Material e.g. tent, marquee, crockery, edible items & ancillary article must be of high quality.
- (vii) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (viii) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (ix) **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.
- (x) **Delivery of Goods / Works:** All the items must be delivered at site of the IBA who will sign the receipt with stamp on delivery note.
- (xi) **Rejection of Goods / Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (xii) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xiii) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xiv) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xv) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.

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- (xvi) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xvii) **Bid Security:** 5% Earnest Money should be evaluated on higher cost and deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xviii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xix) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xx) **Price / Rate:** Price / rate must be quoted on Financial Tender Form including transportation charges and submitted in sealed envelope.
- (xxi) **Sindh Sales Tax:** Sindh Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiv) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxv) **Company Profile:** Company Profile be attached with this document.
- (xxvi) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxvii) **Submission of Documents:** Last date for tender submission is October 25, 2014 upto 3:00 pm
- (xxviii) **Opening of Tender:** Tender will be opened on October 25, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxix) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on October 30, 2014 at 11:30am.
- (xxx) **Minimum Qualifying Percentage:** is 80%.
- (xxxi) **Envelops:** Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (xxxii) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxxiii) **Stamp Duty:** Stamp duty 0.3% for Works against total value of Work Order will be levied accordingly.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

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IMPORTANT

1. Complete setup in all respect i.e., decoration, electrification, luminaries, sheds, seating arrangement crockery / cutlery and allied make-up will be provided as per Work Order descriptions.
2. Endorsement of deliveries will be made by Manager Purchase & Stores.
3. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment.
4. Electricity will be available in main lines at IBA, premises. It will be the responsibility of decorator/service provider to provide wire/cable and extend upto the connection points as and where required through their own cable/wire.
5. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto December 7, 2014 by 4:00pm which ever occurred later. Penalty of Rs. 1000/- per day will be imposed if any items found present at IBA premises on December 8, 2014 onwards.
6. Dumping of goods / items is prohibited

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5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s _____, the service provider hereby declares that:

- (a) Its intention not to obtain the procurement / services / work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

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It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

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