TENDER DOCUMENT FOR

Services of Tent-Age & Catering with Food & other Items for Convocation

Advertisement No: UOH/ADV/86-2022

The
University of Haripur
Restoring Hope; Building Community

TENDER EOI/DOCUMENT FOR THE SERVICE OF TENT-AGE & CATERING WITH FOOD & OTHER ITEMS OR CONVOCATION

Bids shall be opened on **November 15, 2022** at **11:30 A.M** the Office of Convener, Procurement Committee for Service, The University of Haripur, Off-Hattar Road, Haripur

Name of Firm/Contractor/Company (Block Letter) _____

_____

Address (Block Letter): _____

_____

_____

Telephone No:

Fax No:

E-mail:

Signature &Seal

Stationary Charges of Rs. 2,000/-(Non-Refundable) vide Demand Drat/Pay Order No:_____date_____

Earnest Money of (Refundable) vide CDR Order No:_____ Date_____

Date of Bid Submission:

Subject: **Tender Notice for the Services of Tentage & Catering with Food & other Items for Convocation 2022**

Sealed Bids/Quotations are invited from reputed firms/companies (Local/Non Local), registered with FBR, having active tax payer status as well as with Khyber Pakhtunkhwa Revenue Authority for the "***Services of Tentage & Catering with Food & other items for Convocation*** for University of Haripur.

TERMS & CONDITIONS:

- The detailed terms & conditions have been set forth in Document, which is available in the **Procurement Office** The University of Haripur, on Payment of Rs.2,000/-Non-Refundable (Stationery Charges) in the form of Bank Draft/Pay order in favor of **Treasurer,** The University of Haripur.
- In case of documents downloads from The University of Haripur website (www.uoh.edu.pk) should be submitted separately along with pay order/demand draft of Rs.2,000/- (Stationery Charges). No bid will be accepted without Tender documents fee.
- The Bid Security @2% **(Refundable)** amount of total bid price shall be submitted from the account of firm/bidder/contractors who submit the bid. (Will be attached with Financial bid) in the form of Bank Draft in favor of **Treasurer, The University of Haripur**.
- **Pre-Bid** meeting will be held on **November 8, 2022** at 11:30am in the office of Convener, Procurement Committee for Services.
- The Bid/Quotation should reach this office by **November 15, 2022** before **11:00 am**. Bids will be opened on same date at **11:30 am** in the office of convener Procurement Committee of Services at 11:30am.
- Quotation/Bid must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

Procurement Officer

The University of Haripur**,** Hattar road Haripur**, Ph. No. 0995-920618**

TENDER FOR SERVICE OF TENTAGE & OTHER FOOD ITEMS FOR CONVOCATION 2022

Tender No	No.UOH/Adv/86-2022
Bidding Procedure	Single Stage One Envelope procedure as per KPPPRA's & PPRA's rules
Stationery Charges	Rs.2,000/- in form of DD/Pay Order in favour of Treasurer The University of Haripur. In case of Tender Document is downloaded from University of Haripur website **(www.uoh.edu.pk)** it should be submitted along with Pay Order/Demand Draft of Rs. 2,000/-. (To be attached with Technical Proposal) No bid will be accepted without stationery charges.
Earnest Money	The Bidding firm shall attach bid Security @2% **(Refundable)** of total amount, to be attached with Financial Bid shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.
Submission	Upto **November 15, 2022** at **11:00 am** in Procurement Office Through Currier
Opening	Upto **November 15, 2022** at **11:30 am** in the Office of Convener Procurement Committee
Contract Duration	One Year (Extendable)
Contact Person	Dr. Zia Ur Rahman Landline 0995-920638, Major ® Muhammad Iqbal, Landline: 0995-920645, during office hours. (8:00am to 4:00pm, Monday to Friday)

Note: Tender notice is also available on The University of Haripur website (www.uoh.edu.pk) as well as on KPPRA's website (www.kppra.gov.pk).

BASIC ELIGIBILITY CRITERIA

Potential firms/companies are advised to prepare the EOIs/Tender in line with following mandatory format: Bidders/Firms/Company must fulfill the following basic eligibility criteria without which their bids shall not processed.

Table No.1 Basic Eligibility Criteria

S.No	Description	Remarks
Section-1	**Brief Profile of firm/company:** • Legal Ownership (Whether the bidder is Sole proprietary firm or partnership business concern) • Year of establishment • Organizational Structure of the Company/Firm (whether it is a private, public sector, public private limited firm Certificate of Company/Firm registered as Caterer/Event Management./ Incorporation under the laws of Pakistan. Copy of registration documents is required. • Detail of Business Volume (number of business points & addresses within NTN/GST registration certificate • Valid KPRA registration. • Name, address, telephone, fax numbers and email address etc. of the participating firms.	Mandatory
Section-2	**Professional Staff:** • Complete list of Professional Staff including Managerial and Operational/Working Staff including their Bio-data	Mandatory
Section-3	**Cooking Facilities:** • Complete list of Professional Cooking Utensils/ Kitchen Appliances & Peripherals	
Section-4	**Financial Soundness:** • Financial position for the last two years including bank statements	Mandatory
Section-5	**Legal Integrity of Firm** Submission of undertaking on legal valid and duly attested stamp paper (original) mentioning • The firm/company/contractor is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. • Certified that, Bid security is @2% is attached with Financial Bid. • Certified that, the information/documents provided by me/firm/company/contractor are correct and nothing has been concealed. Signing Authority of the documents shall be responsible if any information provided is found fake/incorrect at later stage.	Mandatory
Section-6	**Experience:** • List of executed/in hand similar contracts in public sector/government/private offices since establishment of firm/individual along with copies of contract/agreement/work order etc. This shall cover the detail of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the job was carried out.	Mandatory
Section-7	• Valid license to operate the service issued by the Govt. Department should be attached.	Mandatory
Section-8	• Cost shall be quoted in Pak Rupee inclusive of all applicable taxes/duties/delivery charges etc.	Mandatory
Section-9	• The Bidding firm shall attach bid Security @2% **(Refundable)** of total amount, to be attached with Financial Bid shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.	Mandatory

Section-10	• Authorized person (Officer/Official) of the Firm/Company/Contactor shall initial all the pages of the Tender Documents along with official seal/stamp.	Mandatory

Note: Documents regarding "Basic Eligibility Criteria" should be enclosed with the Bids. Bids of only eligible firms shall be considered for further consideration. Incomplete documents shall not be entertained.

SECTION-1 GENERAL INSTRUCTIONS TO BIDDERS (GITB)

Bidders should read these conditions carefully and comply strictly while sending their tenders. If the bidder finds any discrepancy, error, or omission in the tender documents he may intimate it to the **Convener, Procurement of Services** in writing two days before the closing date for Tender.

The **Procurement Committee** reserves the right to accept or reject any or all quotations/tenders/bids without giving any reason. The decision of the **Procurement Committee** will be final and shall not be challenged in in any court of law.

1. Introduction

1.1. **Name and Address:** Procurement Office, The University of Haripur, Off Hattar Road, District Haripur-Khyber Pakhtunkhwa

1.2. **Eligible Bidders:** General sales tax registered. National tax number registered. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan.

1.3. **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. Content of Bidding Document:

2.1. The Goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the bidding documents include:

a. General Instructions to Bidders (GITB)

b. Bid Data Sheet (BDS)

c. Schedule of Requirements

d. Technical Specifications

e. Bid Forms and Price Schedules

2.2. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

3. Clarification of Bidding Documents: A prospective Bidder requiring any clarification of the bidding documents may notify in writing. The University will response in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents directly from the University.

4. Preparation of Bids and Bidding Procedure

4.1. Language of Bid: The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchange by the Bidder and the University shall be written in English language.

4.2. Documents Comprising the Bid: The bid prepared by the Bidder shall comprise the following components:

a. Mandatory documents given in the eligibility criteria without which bid shall not be processed

b. Bid Form with stationary charges in the form demand draft or pay order and Form including specifications of all items and a Price Schedule as well as bid security in the form of CDR **sealed in envelop**

c. **Bidding Procedure:** Single Stage One Envelop Bidding Procedure shall be followed.

5. General Instructions to Bidders (GITB)

5.1. All bids should reach the undersigned within due date and time as specified in the advertisement through registered post.

5.2. The submission of bids by hand is not acceptable. Bidders are bound to submit complete form issued by The University of Haripur with stamp and signature on each page.

5.3. Tenders must be enclosed in a properly sealed envelope. Both technical and financial proposals shall sealed in separate envelops and properly marked. Any cutting/ correction in bid will make the bid/quotation/offer invalid.

5.4. Tenders forms shall be filled in ink or typed. No tender filled through pencil shall be considered.

5.5. Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.

5.6. In case quoting alternate prices, separate tender shall be purchased. If the tenderer quoted alternate rates on same bid documents, only lowest offer will be consider for evaluation.

5.7. The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.

5.8. The evaluation will be based on the comparison of specification/model/ makes and expiry. University of Haripur reserves the right to choose the specification/ models/ makes at its own discretion.

5.9. Bidder, interested in bidding for one or more items separately, is allowed to do so. However, University of Haripur reserves the right to award tender for accepting the bid for each item or bid of the whole items and can also change the quantity or specification of the purchases

5.10. Contract will be signed subject to the availability of funds.

5.11. The contractor shall notify forth in written form to The University of Haripur with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

5.12. The University of Haripur reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/ supplier.

5.13. The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the University of Haripur a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.

5.14. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

5.15. The tender shall remove the rejected articles within 15 days of intimation of rejection, after which University of Haripur shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderers risk and on his account.

5.16. Bidder, interested in bidding for one or more items separately, is allowed to do so. However, University of Haripur reserves the right to award tender for accepting the bid for each item or bid of the whole items and can also change the quantity and specification.

5.17. The University can change/modified the list of menu and increased/decreased the

number of persons/item(s) for each Convocation during the contract period upon the recommendations of committee.

5.18. Bidders should read these conditions carefully and comply strictly while sending their tenders.

5.19. If the Tenderer find any discrepancy, error, or omission in the tender Document he may notify it to the University of Haripur in writing two days before the closing date for Tenders.

5.20. The Tender Committee reserves the right to accept or reject any or all quotations/Tenders without giving any reason. The decision of the Tender Committee shall be final and unchallengeable in any court of law.

6. BID Price and Validity

6.1. The Bidder shall indicate price in Pak Rupees (PKR)

6.2. All kind of taxes levied by the government shall be paid by the bidder and must be included in the quoted prices.

6.3. The Bid will remain valid and open for acceptance for a period of 120 days from the specified date of opening or closing of financial year on the case may be.

7. Earnest Money or Bid Security

7.1. The Bidding firm shall attach bid Security @2% **(Refundable)** of total amount attached with Financial Bid shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur**.

7.2. Unsuccessful bidders' bid security will be returned as promptly as possible after completion of codal formalities.

7.3. The successful Bidder's bid security will be discharged upon the Bidder's successful Completion of contract agreement.

7.4. The earnest money may be forfeited in the following cases:

7.4.1. When bidder withdraws or modifies the offer, after opening of tender but before acceptance of tender

7.4.2. When bidder does not execute the agreement if any, prescribed within the specified time.

7.4.3. When the bidder submitted fake or forged documents, company authorization or misinterpretation of facts or other acts comes under the category of fraudulent practices defined in Clause-14 sub-clause14.2

8. Format and Signing of BIDS

8.1. The 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 or the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

9. Submission of Bids

9.1. Deadline for Submission of Bids

9.1.1. Bids must be received by the University at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet

9.1.2. The University reserve the right at its discretion, extend this deadline for the

submission of bids by amending the bidding documents, in which case all rights and obligations of the University and bidders previously subject to the deadline will thereafter be subject to the deadline as extended

9.1.3. **Late Submission:** Any bid received by the University after the deadline for submission of bids prescribed by the University will be rejected and returned unopened to the Bidder.

10. Opening, Clarification and Evaluation of Bids

10.1. Opening of Bids

10.1.1. The University will 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

10.1.2. 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 University, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

10.1.3. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidder.

10.2. **Clarification of Bids:** During evaluation of the bids, the University may, at its discretion, 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

10.3. Preliminary Examination:

10.3.1. The University will 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.

10.3.2. Arithmetical errors will be rectified on the following basis.

10.3.2.1. 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.

10.3.2.2. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.

10.3.2.3. If there is a discrepancy between words and figures, the amount in words will prevail.

10.3.3. The University may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

10.3.4. Prior to the detailed evaluation, the University will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservation to critical provisions, such as those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The University's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

10.3.5. If a bid is not substantially responsive, it will be rejected by the University and

may not subsequently be made responsive by the Bidder by correction of the nonconformity.

10.4. Evaluation and Comparison of Bids

10.4.1. The University will evaluate and compare the bids which have been determined to be substantially responsive.

10.4.2. The University evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties, taxes and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

10.4.3. 60% weightage will be given to technical evaluation while 40% weightage to financial evaluation.

10.5. Contacting

10.5.1. No Bidder shall contact on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the University, it should do so in writing.

10.5.2. Any effort by a Bidder to influence the University in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid

10.5.3. Counseling or canvassing staff or elected representatives by any Bidder will become liable to disqualification.

11. Conforming Tender

11.1. A conforming tender is defined as follows:

11.1.1. It is submitted on time.

11.1.2. It is lodged at the nominated place.

11.1.3. All required forms are completed.

11.1.4. Documents are properly signed.

11.1.5. It complies with the tender conditions.

11.1.6. There are no commercial and contractual qualifications to the tender.

11.1.7. A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

12. Award of Contract

12.1. Qualification

12.1.1. In the absence of prequalification, the University will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

12.1.2. The determination will take into account the Bidder's compliance with the qualification criteria defined in the bidding document.

12.1.3. The University 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

12.2. The University Right to Increase or Decrease Quantities at the time of Award

12.2.1. The University reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of

goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

12.3. **University Right to Accept any Bid and to Reject any or All Bids**

12.3.1. The University 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, without thereby incurring any liability to the affected Bidder or bidders. The University will inform the affected Bidder or bidders of the grounds for the PA's action, if so requested by, the University shall not be required to justify the grounds.

12.4. **Notification of Award**

12.4.1. Prior to the expiration of the period of bid validity and subject to GITB the University will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

12.4.2. The notification of award under GITB will constitute the formation of the Contract.

12.5. **Signing of Contract**

12.5.1. At the same time as the University notifies the successful Bidder that its bid has been accepted,

12.6. **Performance Security**

12.6.1. Within one week of issuance of the purchase order successful bidders shall furnish to University of Haripur, the performance security bond as per equivalent to 10% of the bid price, the performance security shall be payable to University of Haripur as compensation for any loss resulting from the suppliers failure to complete its obligation.

12.6.2. The performance security will be discharged by the University and returned to the supplier after completion of the supplier's performance obligations under the contract.

13. Mode of Payment

13.1. The payment will be made to the firm on monthly basis as and when the bill received if found in order in all respects after the successful and complete satisfaction report,

13.2. Payment shall be made in the form of cross cheque in favour of Company/firm

13.3. No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.

14. Duration of Contract
15.

14.1 Initially the contract will be for a period of One Year**.** However, there will be three (03) months probationary period, if service provider fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.
Contract can be extended by Management and reserves the right to **terminate** the contract at any time without any notice. However, the contractor will give **03 month** notice in writing if he desires before the expiry of the contract.
University reserve the right to extend the contract or go for fresh tender at any stage without any notice, which will not be challengeable at ay forum for the contractor.

15. Disqualification of Tender

15.1. The bidder shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in corrupt or fraudulent practices shall be disqualified from tendering.

15.2. **Corrupt or Fraudulent Practices**

15.2.1. The University observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of its policy, the PE: (a) defines, for the purposes of this provision, the terms set forth below as follows:

15.2.2. “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

15.2.3. The University will;

15.2.3.1. Reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

15.2.3.2. Declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a KPPRA & PPRA financed contract.

15.2.3.3. Declare a firm ineligible if the firm is blacklisted by any government and non-government organization. And a certificate to this effect by bidder must be attached with the bid.

A-The Bidding Document		
GITB-4.1	Language of the Bid	English
B-Preparation of Bid		
Basic Eligibility Criteria	The price quoted shall be:	In Pak Rupees (PKR) inclusive of all applicable taxes & transportation charges
	The price shall be:	Fixed and must include the Income and General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
	Qualification requirement	Section-1 to 10
GITB-7.1	Amount and Form of Bid Security	1. The tenders found deficient of the amount as bid security compared to total bid price will not be considered. 2. The Bid security should be in the form of CDR in Favor Treasurer-The University of Haripur 3. No personal cheques will be acceptable at any cost. 4. The previous bid security if any will not be considered or carried forward.
GITB-6.3	Bid validity period.	Bid should remain valid for 120 days from the closing date.
C-Submission		
GITB-1.1	Address for Bid Submission	Procurement Office The University of Haripur, Off Hattar Road, District Haripur-Khyber Pakhtunkhwa, Phone No: 0995-920618
GITB-9.2	Deadline for Bid Submission	November 15, 2022
D-Opening of Bid		
Tender Invitation	Bid Opening	Bids will be opened on same date at 1130 hours,

SECTION-3 SHEDULE OF REQUIRMENTS, TECHNICAL SPECIFICATION &STANDARD FORMS

3.1. Schedule of Requirements

3.2. Technical Specifications

3.3. Standards Forms

3.1. Schedule of Requirements

A-Technical Evaluation

1. Evaluation Purpose

1.1. All bids will be evaluated for technical soundness

2. Eligible Criteria

2.1. Eligibility evaluations are given on the Table 1 & 2.

2.2. All bids will be evaluated as per the given Evaluation Sheets.

2.3. All the information shall be strictly submitted in accordance with the above formats / forms. Technical Evaluation of Company/Firms will be done on the basis of information/data given on these forms/formats. Company brochures, etc. could be forwarded as supplementary but will not be entertained in lieu of the prescribed formats and no data will be extracted from such pre-printed documents

2.4. All certificates should be filled in properly.

3.2. Technical Specification

Technical Specification are given in technical proposal form

3.3. Standard Forms

3.3.1. Bid Form/ Cover Letter

3.3.2. Technical Proposal Form

3.3.3. Financial Proposal Form (Price Schedule)

3.3.4. Form of Tender Security

3.3.5. Undertaking

3.3.1. Bid Form/ Cover Letter

Date: _____

No: _____

To
In-Charge Procurement
The University of Haripur

Subject: **Submission of Tender Documents in Response to Your Advertisement.**

Dear Sir,

1. Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods in conformity with the said bidding documents.
2. We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the University according to Clause GITB-7.1 of Instructions to Bidders.
4. We also agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening under Clause GITB-6.5 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20_____

_____ _____

[Signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

3.3.2. Technical Proposal (TP) Forms

Following forms shall be attached with Technical Proposal

TP Form-3.3.2.1. Mandatory Requirements		
Name of Firm		
Authorized Person Name and Signature		
Sr. No	**Particular Description**	**Attached as Annexure**
1.	Section-1	**1.1**
2.	Section-2	**1.2**
3.	Section-3	**1.3**
4.	Section-4	**1.4**
5.	Section-5	**1.5**
6.	Section-6	**1.6**
7.	Section-7	**1.7**
8.	Section-8	**1.8**
9.	Section-9	**1.9**
10.	Section-9	**1.10**

Financial Proposal Form:

S. No	Description	Qty	Unit Rate (Inclusive of all applicable taxes)	Total Rate (Inclusive of all applicable taxes)
1	Beef Pulao Chicken Qorma Mutton Karahi Halwa BBQ (Boneless Fish) Naan Salad Tissue (Rose petal) Minral Water (Nestle) Sitting Arrangement	Upto 150 People		
2	Beef Pulao Chicken Qorma Halwa Salad Naan Tissue Minral Water (Nestle) Sitting Arrangement	1200 People		
3	**Pandal Arrangement** • Area to be covered with Daira • Entrance Gate • Passage Carpet (Red) • Carpet Rolls • Chairs for pandal with cover & tie (1200) • Sofa Lounges (20 Sets) • Wooden or glass tables(20) • Stage (Carpeted) • Stage Size (35ft Lengthx18ft Width) • Table for Stage • VIP Chair high back for stage • Fresh flower Arrangements (Stage +VIP tables) • Lights for venue (according to setup requirement)			

	• Sound system (SP4 with 10 speakers for pandal + 5 mic (Stand+Wireless)			
4	**Food Venue Arrangements** **General Public (Male)** • Crockery, cutlery and glassware • Patch carpet for venue • Area to be covered with Daira • regular foam chairs for • Entrance gate • Lights for venue (according to setup)	1200		
	Food Venue Arrangements **General Public (Female)** • Crockery, cutlery and glassware • Patch carpet for venue • Area to be covered with Daira • regular foam chairs for • Entrance gate • Lights for venue (according to setup)			
	VIP Setup • Round table sitting arrangements for 150 guests Area to be covered with Daira • One head table for 20 guests • Crockery, cutlery and glassware • Carpet for venue • Entrance gate Lights for venue (according to setup)	150		
5	Banner for Back Stage (as per stage size)	01		

Sr. No	Total Bid Value (PKR)	CDR Amount (PKR)	CDR No. and Bank Details

Note:

- Exact number will be confirmed two days prior to event.
- Contractor shall start preparation of convocation venue on the 2 days prior to the event, in order to make it readily available on the 2 days before for full dress rehearsal prior to the Convocation day.
- The company/firm will also give options of different color scheme/theme which will later be approved by University authorities.

UNDERTAKING

I have read the terms and conditions thoroughly regarding "Tender dated _____, I hereby undertake to abide by these terms & conditions in letter and spirit. In case of false, fake information or documents, I shall be liable to disqualification and subsequently my CDR be forfeited by the Procuring Entity.

Signature: _____

Name of Authorize Person: _____

Company/Firm Name: _____

Seal: _____