



# GOVT COLLEGE UNIVERSITY FAISALABAD

**TENDER DOCUMENT No. 565/25 / 2018**

**Purchase Price: Rs. 500/-**

Sealed tenders are invited from the firms / suppliers of good repute registered with Sales Tax and Income Tax Department as active Tax Payer for provision of Food Catering Services at the eve of 9<sup>th</sup> Convocation, Government College University, Faisalabad to be scheduled in October at New Campus, Government College University, Faisalabad.

Detail and Specifications are separately attached as Appendix "A".

## **GENERAL TERMS & CONDITIONS**

### **1. Tender Opening Date & Procedure:**

- The provision of services shall be completed in accordance with Punjab Procurement Rules 2014.
- A single package of Technical and Financial Bids in complete conformity with Tender Documents will be dropped in Tender Box placed at Procurement Department of the GCUF, not later than **1330Hrs on 27.09.2018**.
- Bids will be opened on **27.09.2018 at 1400Hrs** for evaluation by the "Entertainment Management Committee".

### **2. Tender Fee, Bid Security and Requirements:**

- Bid must be accompanied by Tender Fee of Rs: 500/- in shape of Call Deposit Receipt (CDR) in original.
- Bid must be accompanied by Bid Security @ 2% of the estimated price of Rs.1,500,000/- (refundable) in shape of Call Deposit Receipt (CDR) in original.
- CDRs must be in favor of Treasurer, Government College University, Faisalabad.
- Bid must be accompanied with NTN and STN certificate of Firm.
- The rates / bids should be inclusive of all applicable Govt. Taxes.

### **3. Validity of Offers.**

- Offers shall be valid for at least 30 days from the date of submission of bids.
- Withdrawal / modification of the original offer within the validity period shall entitle the University to forfeit Bid Security.

### **4. Failures and Terminations:**

No offer of a supplier / firm will be considered if: -

- a) Bid received without Bid Security / Call Deposit or less CDR than the required.
- b) Bid received not in accordance with specifications of Tender Documents.
- c) Bid received later than the date and time fixed for tender.
- d) Bid incomplete in any respect or unsigned.
- e) Bid offer ambiguous or conditional offer.
- f) Bid offer from a firm which is black listed at any level.
- g) Bid contain any erasing / cutting / overwriting etc.
- h) Successful bidder will be bound to provide standard & quality services.

- i) All Government Taxes will be deducted according to applicable rules
- j) If situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.
- k) The Firm fails to deliver the services as specified in accordance with the terms and conditions laid down in the Work Order.
- l) The decision of the Vice Chancellor of GC University, Faisalabad, would be final & binding on both the parties in case of any conflict.
- m) The GCUF reserve the right to reject all bids at any time prior to the acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules, 2014.

### **OTHER TERMS AND CONDITIONS**

**All the food items shall be prepared by good quality. The material to be used for preparation of the food stuff shall be of the following specifications only:**

- i. Cooking Oil-Dalda/Kashmir /Sufi or equivalent.
- ii. Tea leaves- (Best Quality).
- iii. Sugar- clean white (Separate).
- iv. Tetra pack milk be used only.

### **5. Catering Specifications:**

- i. The selected bidder has to ensure supply of the specified quantity, good quality and hygienic food.
- ii. The selected bidder has to make arrangement for serving the food items by trained personnel with clean uniform at his cost and responsibility.
- iii. The selected bidder will be held responsible for any untoward incidence occurred due to substandard/ bad food supply and bad presentation will be prosecuted as per law of the land.
- iv. The catering service provider has to ensure safe disposal of wastes.
- v. Successful bidder shall supply Crockery and cutlery as specified below :

| Sr. # | Description                           | Quality/Specifications   |
|-------|---------------------------------------|--------------------------|
| 01    | Crockery<br>Plates, Cups, Dishes etc. | Fine Bone Chinamade VIP  |
| 02    | Cutlery<br>Spoons, Forks etc.         | Stainless steel made VIP |
| 03    | Containers with flame                 | Stainless Steel made VIP |
| 04    | Glasses                               | Wine typeVIP             |

### **6. Technical verification**

- a. The Daira, Tenatage and Carpeting of best quality, clean, colour and contrast will be verified by the Entertainment Management Committee.
- b. The quality and quantity of food shall be checked by the Coordinating Officials for the Convocation declared by the Entertainment Management Committee for catering services from time to time during execution of work to ensure the quantity, quality and hygiene of food.

**ISSUED TO:**

M/S-----

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**Muhammad MazharWaseem**

Incharge Officer, Procurement & Inventory Control /

Secretary Entertainment Committee

Allama Iqbal Road Faisalabad, Phone: 041-9201468 & 9201030



# GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

## Appendix "A"

**TENDER DOCUMENT NO. 565/25 / 2018**

**DETAIL & SPECIFICATIONS OF FOOD CATERING SERVICES AT THE EVE OF 9<sup>TH</sup> CONVOCATION FOR 9<sup>TH</sup> CONVOCATION SCHEDULED IN OCTOBER 2018 AT NEW CAMPUS, GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD.**

| Sr.No. | Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Amount including all Taxes |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1.     | <p>Manu for VIP Guests of 250 Nos. with tentage, carpeting, seating, floral arrangements and floral table baskets.</p> <ul style="list-style-type: none"> <li>• Butterfly Chicken</li> <li>• Chicken Club Sandwich (Fresh Two Layer)</li> <li>• Chicken Samosa Small</li> <li>• Bakery Biscuits (Variety)</li> <li>• Fresh Simple Cake (Pieces)</li> <li>• Both Soft Drink &amp; Tin Pack (per Person)</li> <li>• Simple Tea (Sugar Separate)</li> <li>• Tissues (Rose Petal Box)</li> </ul>                                                                                                                                                                                                                                                        |                            |
| 2      | <p>Manu of fresh Break Fast for approx 50 Nos. security officials.</p> <ul style="list-style-type: none"> <li>• Halwa Puri</li> <li>• Nan Channy</li> <li>• Tea etc;</li> <li>• Mineral Water serving and extra (700 Bottle ½ Litre- Nestle)</li> </ul> <p>Manu for Other Guests of 1000 Nos. with buffet serving, tentage, carpeting arrangements and floral table baskets.</p> <ul style="list-style-type: none"> <li>• Chicken Club Sandwich (Fresh Two Layer)</li> <li>• Butterfly Chicken</li> <li>• Spring Roll Vegetable</li> <li>• Mineral Water Serving (1.5 Litre)</li> <li>• Biscuits &amp; Cake (Variety)</li> <li>• Kashmiri Tea (Garnished with nuts)/ Green Tea (Qahwa) (Sugar Separate)</li> <li>• Paper Tissue (Napkin)</li> </ul> |                            |
| 3      | <p>Lunch Boxes for Students (5500 Nos).</p> <p>Roasted Chicken Piece -250 gm (Fresh)</p> <p>Two Pieces Small Round Bread</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |

|                         |                                                                                                                                                    |  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                         | Two Piece of Tomato Ketchup Sachet (Branded)<br>Cup Cake<br>Juice ( Nestle / Fruita Vitals Chaunsa Nectar 300 ml or Equivalent)<br>Tissue (Napkin) |  |
| <b>Total Cost (Rs.)</b> |                                                                                                                                                    |  |

**Note: Rate should also be quoted on Firm's letter head pad.**

**Details of Call Deposit Receipt (CDR)**

**Signature**\_\_\_\_\_

**No**\_\_\_\_\_ **Amount**\_\_\_\_\_

**Name of Bidder**\_\_\_\_\_

**Bank**\_\_\_\_\_ **Branch**\_\_\_\_\_ **City**\_\_\_\_\_

**CNIC No** \_\_\_\_\_

**Name of the Firm & Address** \_\_\_\_\_ **Ph No**\_\_\_\_\_

**N.T.No.** \_\_\_\_\_ **Sales Tax No.**\_\_\_\_\_

**Issued By:**

**Muhammad MazharWaseem**

Incharge Officer,Procurement & Inventory Control /

Secretary Entertainment Committee /

Government College University, Allama Iqbal Road, Faisalabad.

Phone No.041-9201468, 9201030