

TENDER DOCUMENT

Food and Catering Services (Detail of items are in bidding document)



Government College University Faisalabad

Please read carefully this tender document and sign & stamp each page.



GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

TENDER DOCUMENT No. 767.24.2023

PROVISION OF FOOD AND CATERING SERVICES AT THE EVE OF 11TH **CONVOCATION, GCUF**

Purchase Price: Rs.1,000/-

1. INVITATION TO THE BID

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 and Catering Services at the eve of 11th Convocation, Government College University, Faisalabad to be scheduled in March at New Campus, Government College University, Faisalabad.

2. INSTRUCTIONS TO THE BIDDERS

2.1 Tender Opening Date & Procedure:

The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on **Single Stage - Single Envelope** Bidding Procedure.

Bids in complete conformity with Tender Documents will be dropped in the office of Director Procurement & Inventory Control, GC University Faisalabad, not later than **11:00 Hrs on 05.03.2024** which shall be opened on same day at **11:30 Hours**.

Note: Tender Number must be mentioned on envelope.

3 Tender Fee, Bid Security and Performance Security:

The Bid must be accompanied by Tender Fee of Rs:1,000/- in shape of Call Deposit Receipt (CDR)/ Bank Guarantee in original or deposit slip and Bid Security @ 2% (i.e. 35,000/-) of Estimated Price i.e. "1,750,000" PKR" (refundable) in shape of Call Deposit Receipt (CDR) in original. CDRs must be in favor of treasurer Government College University, Faisalabad. The rates / bids should be inclusive of all applicable Govt. Taxes.

4 Validity of Offers.

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

iii. Sales Tax Number and NTN Number must be mentioned on the letter head and bidding documents.

5. Eligibility and Award of Contract / Work.

a. The work will be awarded to the overall lowest bidder

b. Supporting Documents: -

Bid of a supplier/firm will not be considered if following supporting documents are annexed.

5.1 The bidder must provide company profile, name and address of the company with financial status and chief executives (or any other authorized persons).

5.2 The firm should have three-year experience in relevant line of business and must attach supply orders with the bid as proof.

5.3 Copy of National Tax Registration certificate and proof of filer.

5.4 Copy of Sales Tax Registration certificate and proof of filer.

5.5 Copy of Professional Tax Certificate.

5.6 An affidavit on Rs. 100/- stamp paper that currently firm is not blacklisted or debarred by any Government/Semi-Government department to participate in bidding.

5.7 Tender Fee (Non-Refundable) and 2% of Estimated Price (refundable) in shape of Call Deposit Receipt (CDR) in original and must be issued from Payees Account only.

6. 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. Bids received not in accordance with specifications of Tender Documents.
- c. Bid received later than the date and time fixed for tender.
- d. Tender is incomplete in any respect or is unsigned.
- e. Offer is ambiguous and the offer is conditional.
- f. Offer from a firm which is black listed at any level.
- g. Any erasing / cutting / overwriting etc.
- h. The supplier fails to deliver the consignment within specified delivery period strictly in accordance with the terms and conditions as laid down in the Purchase Order.
- i. Situation warranted, then University is authorized to forfeit the bid Security and the firm may also be black listed.

BID DATA SHEET (Information for the Bidders)

1	Procuring Agency	Government College University Faisalabad
2	Tender Number	767.24.2023
3	Name of Tender	Provision of Food and Catering Services at the eve of 11 th Convocation Phase II, GCUF
4	Tender Document available place	Director Procurement & Inventory Control, GC University Faisalabad
5	Cost of Tender Document	Rs.1,000/- CDR or Pay Order in favor of the Treasurer GC University Faisalabad
6	Bid Security	Amount mentioned in Clause No. 3 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of “Treasurer GC University Faisalabad”
8	Tender Addressed to	Director Procurement & Inventory Control, H Block , Allama Iqbal Road, Government College University Faisalabad
9	Contact Number	Ph. 041-9201468
10	Due Date, Time and place of submission of Tender Document	05-03-2024 till 11:00 AM Director Procurement & Inventory Control, GC University Faisalabad
11	Date, Time and Place of Bid Opening	05-03-2024 at 11:30 AM at Director Procurement & Inventory Control, GC University Faisalabad

Signature and Stamp of the Supplier / Vendor: _____

7 Other Special conditions

7.1 The decision of the Vice Chancellor of Government College University, Faisalabad, would be final & binding on both the parties.

7.2 Cheque or Cross Cheque shall not be accepted at all.

7.3 The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.

7.4 The Bid Security of Successful Bidder(s) may be converted as part of the Performance Security for successful execution of the work.

7.5 If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.

7.6 The Bid Security may be forfeited if a Bidder refuses to accept supply order of the Bid

7.7 Firms having authorization letter from manufacturer for this equipment would be preferred.

7.8 Technical brochure must be attached (if any).

7.9 All Government Taxes will be deducted according to applicable rules.

7.10 The University may reject all bids/proposals at any time prior to the acceptance of a bid or proposal as per PPRA Punjab rule 35, however upon bidder request the ground of rejection will be communicated to the concerned but no justification will be given as per PPRA rule 35 (2).

8. Suppression of facts and misleading information

During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the supply order or award of the supply order or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

9. 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 /Kashmiri equivalent.
- ii. Tea leaves-(Best Quality).
- iii. Sugar-clean white (Separate).

10. 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 Plates, Cups, Dishes etc.	Fine Bone China made in India
02	Cutlery Spoons, Forks etc.	Stainless steel made in India
03	Containers with flame	Stainless Steel made in India
04	Glasses	Wine type glass

11. Technical verification

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

Sr.No.	Items
1	Manu for VIP Guests (300 persons) with Covered tentage and Seating arrangement
	Chicken Quorma
	Chicken Tikka Boti&Seekh Kabab
	Chicken Vegetables Palao
	GulabJamun
	Cold Drink Tin Pack
	Green Tea
	Raita
	Assorted Salad + Russian Salad Bowls
	Roghni Nan and Roti , Pratha (Fresh Tandoori) at Spot.
	Mineral Water Serving Nestle Bottles ½ Litre
	Tissues (Rose Petal Box), Knorr, Shezan Ketchup,
2	Manu for Guests (Approx-1000 Nos) Without Seating, Just Buffet & Catering only with canats , tables etc
	Chicken Karahi
	Vegetables Palao
	Raita
	Assorted Salad
	Roghni Nan and Roti (Fresh Tandoori) at Spot.
	Green Tea
	Mineral Water Serving Nestle Bottles ½ Litre
	Tissues (Rose Petal Box)

Appendix “A”

Financial Offer

TENDER DOCUMENT No. 767.24.2023

PROVISION OF FOOD AND CATERING SERVICES AT THE EVE OF 11TH CONVOCATION, GCUF

1	2	3	4	5	6	7	8
Sr. No.	Service Name with Detail	No. of Persons	Currency Description (PKR)	Unit Price	Rate of Sale TAX	Total Price (PKR) including GST etc	2% Bid Security (PKR) as per Estimated Price

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

12 REJECTION AND ACCEPTANCE OF THE TENDER/BID

12.1. The Committee has the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), under PPRA Rules 2014 without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to issuance of supply order, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

12.2. The Tender / bid shall be rejected if:

12.3. It is substantially non-responsive; or

12.3.1 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or

12.3.2. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

13. PAYMENT

100% payment will be made to the Successful Bidder after provision of good quality food and catering services on receipt of the following documents:

- i. Bill
- ii. General Sales Tax Invoice
- iii. Inspection report

Director

Procurement & Inventory Control, GC University Faisalabad

Government College University Faisalabad

ISSUED TO:

M/S -----

Details of Call Deposit Receipt (CDR)

Signature_____

No_____ **Amount**_____

Name of Bidder_____

Bank_____ **Branch** _____ **City**_____ **CNIC No** _____

Name of the Firm & Address _____ **Contact** -----

N.T.No. _____

Sales Tax No._____

Issued By:

Director
Procurement& Inventory Control
Government College University Faisalabad
041-9201468