



QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450
PROCUREMENT OFFICE

TENDER DOCUMENT
FOR
SERVICES FOR 15th ACADEMIC CONVOCATION
(VENUE SETUP & CATERING)
AT
QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE & TECHNOLOGY,
NAWABSHAH.

Method of Procurement: Single Stage-One Envelope Procedure

OFFICE ADDRESS:
PROCUREMENT MANAGER
Quaid-e-Awam University of Engineering,
Science & Technology (QUEST), Sakrand Road Nawabshah Sindh.
Phone # 0244-9370381 ext. 3159



INDEX			
S. #	PARTICULARS		PAGE NO.
1.	Tender Notice / Notice Inviting Tender (N.I.T.)		
2.	Instructions to Bidders (I.T.B)		
3.	Bid Data Sheet		
4.	Evaluation / Selection Criteria:		
	4.1. Mandatory criteria (Section -A)		
	4.2. Technical Evaluation Criteria (Section B)		
	4.3. Technical Evaluation Criteria (Section C)		
5.	Annexures		
	A. Terms and Conditions		
	B. Bidder Profile		
	C. Integrity Pact		
	D. Financial Bid Form		
	E. Form of Contract		
	F. Bidder's Registration Form For PPMS		
6.	Undertaking for the Firm		



QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

No QUEST/NH/PROC-351

Dated: 08 11 2024

Extension in the deadline for submission and opening of bids

With reference to the NIT QUEST/NH/PROC/342 dated: 01.11.2024) and in three widely circulated daily newspapers i.e., Daily Kawish, Express Tribune and Daily Jung on 03-11-2024, the date of submission and opening date for bid is hereby extended as per SPPRA Rule # 22 as following:

1. Submission date: up to **27-11-2024**
2. Opening date: On **27-11-2024**. *The time and place remains the same.*

All other terms and conditions remain the same.

This corrigendum is issued with approval of the competent authority.


Procurement Manager,
QUEST Nawabshah



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Sakrand Road, Nawabshah, 67450

PROCUREMENT OFFICE

No: QUEST/NH/PROC-351

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PID (H) 171/24

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No: QUEST/NH/PROC/342

Dated: 01.11.2024

NOTICE INVITING TENDER

Quaid-e-Awam University of Engineering, Science & Technology (QUEST) Nawabshah, invited e-bid through E-Pak Acquisition and disposable system (E-PADS). The details of tenders are as under:

Name of Work	Tender Fee	Date of issuance	Submission date and time	Opening date and time
Services for 15 th Academic Convocation (Venue Setup & Catering)	5,000	06-11-2024	21-11-2024 up to 12:00 pm	21-11-2024 at 1:30 pm
Procurement Procedure:	Single Stage One Envelope			
Award Criteria:	<i>Most advantageous bid (highest ranked bid on least cost basis)</i>			
Contact details:	Procurement Manager, at Electrical Engineering Department (A-Sector), Quaid-e-Awam University (QUEST), Nawabshah S.B.A Sindh. Phone # 0244-930389, email address: pm@quest.edu.pk			
Bids Submission:	(Date & time): 21-11-2024 up to 12:00 PM, the bids submit on E-PADS . The hard copy of the technical and financial bid must be reach the procuring agency before the deadline for submission of E-PADS , QUEST. Manual bids shall not be received. The Bids received after the due date and time will not be accepted.			
Bid Security:	3% of bid amount at the time of bid submission in the shape of Pay Order only in the name of Director Finance, QUEST Nawabshah			
Bid Validity Period:	90 days			
Eligibility:	<ol style="list-style-type: none"> 1) All the interested Contractors / Firms having valid registration with Federal Board of Revenue (FBR) for Income Tax, and Registration with GST. 2) Minimum 3 years of experience of similar nature in government/private organizations or Universities. 3) Last 2 years bank statements minimum 2 million transaction (per year) for services. 4) The bidder has attached Income Tax Returns Forms for last three financial years. 5) Latest Income Tax Certificate (NTN) and active taxpayer status. 6) Detailed portfolio of company profile. 7) Required Bid security and tender fee. 8) Other mandatory criteria mentioned in the bidding document. 			
Terms and conditions:	<ol style="list-style-type: none"> 1) The contract documents and other terms & Conditions can be seen and blank tenders be obtained from the office of the undersigned on any working day and also downloaded from QUEST (www.quest.edu.pk) and SPPRA (PPMS) websites from the day of issuance mentioned in this NIT. The bids will be opened on the date and time as mentioned above in the presence of bidders or their authorized representative who wish to attend. 2) The cost of bid should inclusive of all government taxes. 3) The procurement agency reserves the right to accept or reject any or all financial bids as per SPPRA rules. 4) In case of any disturbance or busy schedule of any committee member, the tenders will be opened on next working day. 5) Under following conditions tender will be rejected: <ol style="list-style-type: none"> 1) Conditional bids / tenders. 2) Bids not accompanied by the bid security of required amount and form. 3) Bid received after specified date and time. 4) Black listed firms. 5) In case the applicant not fulfills SPPRA or aforesaid conditions, the applications for issuance of bidding document will not be entertained. 			

Note: The details including selection criteria are available in the Bid document.


Procurement Manager
QUEST Nawabshah



2. INSTRUCTION TO BIDDERS

1. INSTRUCTIONS TO BIDDERS

- i. Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah expects that aspirant 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 page. Moreover, attach required supporting document according to the requirement.
- ii. Tender Documents can be obtained from the office of the, Procurement Office, Quaid-e-Awam University, Sakrand road Nawabshah. with the request for issuance of SBDs on payment of Tender Fees Rs. 5,000/- should be paid through Demand Draft/ Pay Order in favor of **Director Finance QUEST, Nawabshah.**
- iii. The last date for submission of the Tender Documents on (**E-PADS**) portal on November 21, 2024 by 12:00 pm. Procurement Office, Electrical Engineering Department (A-Sector), QUEST, Nawabshah. The Tender will be opened on same day at 01:30 pm in the presence of representatives who may care to attend.
- iv. Bid Security of 3% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Director Finance QUEST, Nawabshah.**
- v. Successful bidder shall provide 10% Performance Security of total value of Purchase Order/Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Completion of Contract.
- vi. Arithmetical errors will be rectified as, 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 correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- vii. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- viii. Service provider company shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to QUEST, Nawabshah.

Procurement Office,
Quaid-e-Awam University of
Engineering, Science &
Technology Nawabshah,
Shaheed Benazirabad, Sindh,
Pakistan



3. BIDDING DATA

(a) **Name of Procuring Agency:** Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah

(b) **Brief Description of Services:** The service provider catering services, decoration, sound system and venue setup for the 15th Convocation of Quaid-E-Awam University Of Engineering, Science & Technology, Nawabshah.

(c) **Procuring Agency's address:** Quaid-E-Awam University of Engineering, Science & Technology, Sakrand Road Nawabshah, 67480, Sindh – Pakistan.

(d) **Amount of Bid Security:** Bid Security of 3% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Director Finance QUEST, Nawabshah.**

(e) **Period of Bid Validity (days):** Ninety Days (90)

(f) **Performance Security Deposit:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of Pay Order before submission of invoice. The Performance Security may be extended at least three months beyond the Completion Contract.

(g) **Deadline for Submission of Bids along with time:** Tender Document in sealed envelope should be submitted by November 27, 2024 by 12:00pm in Procurement Office, Electrical Engineering Department (A-Sector) Quest Nawabshah. The tender will be opened on same day at 01:30am in the presence of representatives who may care to attend.

(h) **Bidding Procedure:** You are kindly requested to fill in the attached Tender Form (Technical & Financial Proposals) and attach firm/agency profile etc. along with the tender document. This will be greatly helpful in evaluating the firm/agency standing. All financial proposals / quoted rates must be inclusive of applicable Sindh Sales Tax (SST). Please clarify it from Finance Department, QUEST Nawabshah regarding tax deduction in case of any query prior to bidding.



4. BIDDER QUALIFICATION CRITERIA (Mandatory)

S.No	Mandatory Eligibility Criteria *	Yes/No
1	Minimum 2 years of experience of similar nature in government/private organizations or Universities	
2	Last 2 years bank statements minimum 2 million transaction (per year) for services.	
3	The bidder has attached Income Tax Returns Forms for last three financial years.	
4	Manufacturers / Firms/Supplier / Companies / Distributors must provide active "Sales tax & Income Tax Registration Certificate both FBR and/or SRB" at the time of submission of bidding document.	
5	Satisfactory Performance Report/Certificates of recent contracts of services from last or current Institution/ organization.	
6	Affidavit of "No Dissatisfactory Performance: for any litigation or blacklisting"" at any Institute/ Organization for last 2 years	
7	3% Bid Security	
8	Tender Fee Paid	

Attached all documentary proofs. Failure to provide documents will lead the rejection of the bid.



5. Evaluation Criteria:

- a. Total point for Technical Proposal: 100
- b. Minimum qualifying percentage is 60%. Applicant who secured less than 60% will be categorically disqualified for further process.

Technical Qualifications Criterion:

1- No. of Convocations or programs of similar nature at least 1000 persons: (please tick appropriate area)

Note: Please provide supporting documents of your claims

i. 5+ : _____ 30 Marks

ii. 4+ : _____ 20 Marks

iii. 2+ : _____ 10 Marks

2- Experience in Catering: (please tick appropriate area) *Note: Please provide supporting*

documents of your claims

i. 5+ Years: _____ 12 Marks

ii. 03 Years: _____ 08 Marks

iii. 02 Years: _____ 04 Marks

3- Corporate Clientele List: (please attach list with contact details & date of last event): (please tick appropriate area); *Note: Please provide supporting documents of your claims.*

i. 10+ Clients: _____ 24 Marks

ii. 08 Clients: _____ 18 Marks

iii. 5 Clients: _____ 14 Marks

4- Have managed at least 3 programs of similar nature (convocation) in government/ private organizations or universities.

i. If YES _____ 20 Mark

ii. If NO _____ 0 Marks.

5- Experience in Corporate Event Management: (please tick appropriate area)

Note: Please provide supporting documents of your claims.

i. 10+ Years: _____ 14 Marks

ii. 5-9 Years: _____ 10 Marks

iii. 2-4 Years: _____ 06 Marks



Stamp &
Signature

Important Note:

1. For Rehearsal One day before Convocation by the end of December (For student's morning 11am & after 12'o clock for the faculty) venue should be readied one day of convocation (marquee Setup, Stage, Student Chairs required).
2. For Convocation, venue should be readied and handed over to Secretary Convocation Prof. Dr. Abdul Sattar Saand one day before Convocation.
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Round table setup for 08-10 persons each table. (VIP lunch area).
5. Kanats will be erected according to the need and requirement.
6. Marque/ Wall Panels / Kanat / Pole Cover should be beige color.
 - a. Please provide sample of Marque (Net not acceptable)
 - b. Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah will penalize up to 10% of the item value on substandard delivery of following items/services:

S. No	Description
1.	Marquee <ol style="list-style-type: none">i. No Patchesii. No Holesiii. Should be same as sample provided by the bidderiv. Not DE colored
2.	Crockery & Cutlery (Ceramic & Stainless Steel) <ol style="list-style-type: none">i. Neat & Cleanii. Free from cracks
3.	Furniture Quality plus Carpet <ol style="list-style-type: none">i. Neat & Cleanii. Not Repaired or Broken
4.	Adequate lighting in all specified areas (if needed)
5.	All facilities should be up and running by 8:30am on the convocation day
6.	Floral arrangements should feature adequate seasonal & fresh flowers.

Stamp & Signature



TERMS & CONDITIONS:

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 & Timeline:** Schedule of work and timeline will be framed with mutual consultation of the concerned Secretary Convocation and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Timeline provide by the: Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah.
- (v) **Disclosure of Confidentiality:** All rights reserve with the QUEST, NAWABSHAH and no information (video recording/photographs etc.) either in hard form/electronic media/copying should be disseminated without the permission of the authority. The cater must hand over all the recordings/photographs etc. before the final payment.
- (vi) All other arrangements i.e. electric issues, settings etc. would be on the part of the cater.
- (vii) The service provider shall guarantee to provide the services of high standard and up to mark. All arrangements should be well organized without any hindrances. No disorder would be accepted during event.
- (viii) **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.
- (ix) **Quantity:** 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.
- (x) **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.
- (xi) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xii) **Advance Payment:** No Advance Payment subject to Bank Guarantee.
- (xiii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & QUEST, NAWABSHAH.



Stamp &

Signature

- (xiv) **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 QUEST 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 Nawabshah binding to the parties.
- (xv) **Bid Security:** 3% Bid Security 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 **Director Finance QUEST**.
- (xvi) **Performance Security:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of pay order at the time of contract agreement. The Performance Security shall extend at least three months beyond the Date of Completion of work / Contract.
- (xvii) **Price / Rate:** Price / rate must be quoted on Financial Tender Form including transportation charges and submitted in sealed envelope.
- (xviii) **Sindh Sales Tax:** Sindh Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **Rights:** QUEST 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. QUEST, also reserve the right to issue Work Order for all the items to overall lowest responsive bidder on lump sum basis.
- (xxii) **Related Work:** Related work may be alter, remove, added or deleted to scope if considered essential to complete related task assigned.
- (xxiii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on November 21, 2024 at 01:30 PM.
- (xxiv) **Minimum Qualifying Percentage:** is 60%.
- (xxv) **Envelops:** Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in envelop & seal of Company should be affix on opening flaps.



- (xxvi) **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.
- (xxvii) Stamp Duty: Stamp duty 0.35% for Works against total value of Work Order will be levied accordingly.
- (xxviii) **Sales Tax Registration Certificate:** Service Provider must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.

Note:

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



INTEGRITY PACT

DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACT WORTH PKR. 10.00 MILLION

OR MORE

Contract Number: _____

Dated: _

Contract Value: PKR. _____

Contract Title: TENDER FOR SERVICES FOR 15TH ACADEMIC CONVOCATION (VENUE SETUP &
CATERING)

This is an integrate part of contract agreement signed by and between QUEST, CAMPUS NAWABSHAH and M/s. _____, Dated _____

M/s. _____ as the contractor hereby declares that it has not obtain or induce the procurement of any contract, right, interest privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or con by it (GOS) through any corrupt business practice.

Without limiting the generality of the foregoing, the contractor represents and warrants that it has fully declared that brokered, commission fees etc, paid or payable to any one and not give nor agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent as associate, broker, consultant, direct or promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe finder's fee of kick back, whether described as consultation fee or otherwise with the object of obtaining or including the procurement of contract, right inters, privilege or other obligation or benefit in whatsoever from Procuring Agency (P.A), except that which has been expressly declared pursuant here to.

The contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Procuring Agency (P.A) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting, facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Procuring Agency (P.A) under any law, contract or other instruments, be voidable at the option of Procuring Agency (P.A).

Notwithstanding any right and remedies exercised by Procuring Agency (P.A) in this regard, the contractor agrees to indemnify Procuring Agency (P.A) for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to Procuring Agency (P.A) in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or Kick back given the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest, privilege other obligation or benefit in whatsoever from Procuring Agency (P.A).

Procuring Agency

Supplier/contractor/consultant



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CONTENTS

1. Introduction	Page 3
2. Instructions	Page 4
3. Bidding Data	Pages 5
4. Tender form	Pages 6
5. Terms & Conditions	Pages 9
6. Integrity PactPage 11



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Procurement Manager
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- xii. Bid Security of 3% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Director Finance QUEST, Nawabshah.**
- xiii. Successful bidder shall provide 10% Performance Security of total value of Purchase Order/Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Completion of Contract.
- xiv. Arithmetical errors will be rectified as, 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 correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- xv. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- xvi. Service provider company shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to QUEST, Nawabshah.



3. BIDDING DATA

- (a) **Name of Procuring Agency:** Quaid-E-Awam University Of Engineering, Science & Technology, Nawabshah.
- (b) **Brief Description of Services:** The service provider catering services, decoration, sound system and venue setup for the 15th Convocation of Quaid-E-Awam University Of Engineering, Science & Technology, Nawabshah.
- (c) **Procuring Agency's address:** Quaid-E-Awam University Of Engineering, Science & Technology, Sakrand Road Nawabshah, 67480, Sindh – Pakistan.
- (d) **Amount of Bid Security:** Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **director finance QUEST, Nawabshah.**
- (e) **Period of Bid Validity (days):** Ninety Days (90)
- (f) **Performance Security Deposit:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of Pay Order before submission of invoice. The Performance Security may be extended at least three months beyond the Completion Contract.
- (g) **Deadline for Submission of Bids along with time:** Tender Document should be submitted on E-pads November 27, 2024 by 12:00pm. Procurement Office Quest Nawabshah. The tender will be opened on same day at 01:30pm in the presence of representatives who may care to attend.
- (h) **Bidding Procedure:** You are kindly requested to fill in the attached Tender Form (Technical & Financial Proposals) and attach firm/agency profile etc. along with the tender document. This will be greatly helpful in evaluating the firm/agency standing. All financial proposals / quoted rates must be inclusive of applicable Sindh Sales Tax (SST). Please clarify it from Finance Department, QUEST Nawabshah regarding tax deduction in case of any query prior to bidding.



4. Tender Form/BOQ

SERVICES FOR 15th ACADEMIC CONVOCATION

S.#	Description	Rate (Rs.)	Amount (Rs.)
1	Hall Arrangements: for No of (600) Persons at multipurpose hall with all decoration i.e. Sofa, Chairs, Head Table, Mineral Water.		
2	VIP lunch No. of 100 persons Menu: Mutton Qorma, Finger Fish, Mix Vegetable Rice, White Chicken Haandi, Chicken Bar.B.Q, Naan, Gulaab Jaman, Jalebi Mineral Water, Cold Drink, Salad Bar & Marquee with wall paneling to Cover complete Lunch area + round table setup No. of 25 VIP's setup and Table with Chairs for remaining persons.		
3	Tea + Biscuit + Mineral Water for 100 persons at auditorium before the start of Convocation and seating arrangement of Sofa Set.		
4	Student/Parents Lunch No. of 500. Menu: Chicken Qorma, White Chicken Haandi, Malai Boti, Reshmi Kabab, Gulaab Jaman, Jalebi, Mix Vegetable Rice, Naan, Mineral Water, Cold Drink, Salad Bar & Marquee with wall paneling to Cover complete Lunch area + round table setup and Chairs		
5	Security Lunch Area for 100 person. Menu: Chicken Biryani, Cold Drink, Mineral Water and Marquee with wall paneling to Cover complete Lunch area + runder table setup and Chairs.		
6	Sound System + Generator during coverage of Program / Convocation Proceedings, No. of 02 SMD Screens Size 10/20 for multipurpose hall		

Grand Total Amount (in words)-



Signature

Stamp &

Important Note:

1. For Rehearsal One day before Convocation by the end of December (For student's morning 11am & after 12'o clock for the faculty) venue should be readied one day of convocation (marquee Setup, Stage, Student Chairs required).
2. For Convocation, venue should be readied and handed over to Secretary Convocation Prof. Dr. Abdul Sattar Saand one day before Convocation.
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Round table setup for 08-10 persons each table. (VIP lunch area).
5. Kanats will be erected according to the need and requirement.
6. Marque/ Wall Panels / Kanat / Pole Cover should be beige color.
 - a. Please provide sample of Marque (Net not acceptable)
 - b. Quaid-E-Awam University Of Engineering, Science & Technology, Nawabshah will penalize up to 10% of the item value on substandard delivery of following items/services:

S. No	Description
1.	Marquee v. No Patches vi. No Holes vii. Should be same as sample provided by the bidder viii. Not DE colored
2.	Crockery & Cutlery (Ceramic & Stainless Steel) iii. Neat & Clean iv. Free from cracks
3.	Furniture Quality plus Carpet iii. Neat & Clean iv. Not Repaired or Broken
4.	Adequate lighting in all specified areas (if needed)
5.	All facilities should be up and running by 8:30am on the convocation day
6.	Floral arrangements should feature adequate seasonal & fresh flowers.

Stamp & Signature



QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

Phone: +92-244-9370381 ext. 3159

Email: pm@quest.edu.pk

Web: www.quest.edu.pk



TERMS & CONDITIONS:

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 & Timeline:** Schedule of work and timeline will be framed with mutual consultation of the concerned Secretary Convocation and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Timeline provide by the: Quaid-e-Awam University Of Engineering, Science & Technology, Nawabshah.
- (v) **Disclosure of Confidentiality:** All rights reserve with the QUEST, NAWABSHAH and no information (video recording/photographs etc.) either in hard form/electronic media/copying should be disseminated without the permission of the authority. The cater must hand over all the recordings/photographs etc. before the final payment.
- (vi) All other arrangements i.e. electric issues, settings etc. would be on the part of the cater.
- (vii) The service provider shall guarantee to provide the services of high standard and up to mark. All arrangements should be well organized without any hindrances. No disorder would be accepted during event.
- (viii) **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.
- (ix) **Quantity:** 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.
- (x) **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.
- (xi) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xii) **Advance Payment:** No Advance Payment subject to Bank Guarantee.
- (xiii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & QUEST, NAWABSHAH.



Stamp &

Signature

- (xiv) **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 QUEST 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 Nawabshah binding to the parties.
- (xv) **Bid Security:** 3% Bid Security 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 **Director Finance QUEST**.
- (xvi) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of pay order at the time of contract agreement. The Performance Security shall extend at least three months beyond the Date of Completion of work / Contract.
- (xvii) **Price / Rate:** Price / rate must be quoted on Financial Tender Form including transportation charges and submitted in sealed envelope.
- (xviii) **Sindh Sales Tax:** Sindh Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **Rights:** QUEST 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. QUEST, also reserve the right to issue Work Order for all the items to overall lowest responsive bidder on lump sum basis.
- (xxii) **Related Work:** Related work may be alter, remove, added or deleted to scope if considered essential to complete related task assigned.
- (xxiii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on November 21, 2024 at 01:30 PM.
- (xxiv) **Minimum Qualifying Percentage:** is 60%.
- (xxv) **Envelops:** Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in envelop & seal of Company should be affix on opening flaps.



- (xxvi) **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.
- (xxvii) Stamp Duty: Stamp duty 0.35% for Works against total value of Work Order will be levied accordingly.
- (xxviii) **Sales Tax Registration Certificate:** Service Provider must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.

Note:

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



INTEGRITY PACT

DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACT WORTH PKR. 10.00 MILLION

OR MORE

Contract Number: _____

Dated: _

Contract Value: PKR. _____

Contract Title: TENDER FOR SERVICES FOR 15th ACADEMIC CONVOCATION (VENUE SETUP & CATERING)

This is an integrate part of contract agreement signed by and between QUEST, CAMPUS NAWABSHAH and M/s. _____, Dated _____

M/s. _____ as the contractor hereby declares that it has not obtain or induce the procurement of any contract, right, interest privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or con by it (GOS) through any corrupt business practice.

Without limiting the generality of the foregoing, the contractor represents and warrants that it has fully declared that brokered, commission fees etc, paid or payable to any one and not give nor agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent as associate, broker, consultant, direct or promoter, share holder, sponsor or subsidiary, any commission, gratification, bribe finder's fee of kick back, whether described as consultation fee or otherwise with the object of obtaining or including the procurement of contract, right inters, privilege or other obligation or benefit in whatsoever from Procuring Agency (P.A), except that which has been expressly declared pursuant here to.

The contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Procuring Agency (P.A) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting, facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Procuring Agency (P.A) under any law, contract or other instruments, be voidable at the option of Procuring Agency (P.A).

Notwithstanding any right and remedies exercised by Procuring Agency (P.A) in this regard, the contractor agrees to indemnify Procuring Agency (P.A) for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to Procuring Agency (P.A) in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or Kick back given the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest, privilege other obligation or benefit in whatsoever from Procuring Agency (P.A).

Procuring Agency Supplier/contractor/consultant