

NAME OF COMPANY: _____

DATE OF ISSUANCE: _____



TENDER DOCUMENTS

PROCUREMENT OF VARIOUS SERVICES FOR DUET CONVOCATION 2017-18

LETTER OF INVITATION FOR BID / NOTICE INVITING TENDER

Sealed bids are invited from well reputed Firms / Event Management Service Providers / Decorators / Caterers for Procurement of Designing / Printing, Decorating & Catering Services for the occasion of DUET Convocation 2017-18.

Bid Security: 5% bid security of the Bid Price in shape of pay order / bank draft in the name of Dawood University of Engineering & Technology (DUET) Karachi.

Eligibility: Income Tax, GST / SRB registered firms (as per SPPRA Rule 46 1a (iii))

Method of Procurement: Single Stage – Two Envelop Procedure

Bidding / Tender Document:

Bidding Document can be obtained from the office of the Procurement Officer during office hours against the pay order / bank draft of Rs. 1000/- (Non-Refundable) in favour of Dawood University of Engineering & Technology (DUET), Karachi. The bidding document can also be downloaded from the University website (www.duet.edu.pk) and the SPPRA website (www.pprasinidh.gov.pk)

Date of Issuance of From 15-01-2018 to 29-01-2018 (up to 12:00 noon)

Tender Documents:

Last Date of submission: 29-01-2018 (01:00 pm)

Date of Opening: 29-01-2018 (02:00 pm)

In case of any Govt. Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule. Place of issuance, submission, inquiries and will be at Procurement Section. Tenders will be opened at Seminar hall, Dawood University of Engineering & Technology, Karachi.

Under following conditions Bid will be rejected:

- Conditional and telegraphic bids/tenders
- Bids not accompanied by bid security & non-refundable tender fee.
- Bids received after specified date and time
- Affidavit on Stamp paper of Rs. 100/- that firm has not been black listed in any Government/Semi Govt. / Corporate (Inclusive all Govt. applicable Taxes) Sector/ Public & Private Organization/Education Institution.

Procuring agency reserves the right to reject all or any bids subject to the relevant provision of Sindh Public Procurements Rules 2010(Amended in 2013)

PROCUREMENT OFFICER
DUET, KARACHI

BIDDING DATA SHEET

Scope of Procurement:	Scope of Procurement: Arrangements of various services (PRINTING MATERIAL, DECORATION & AMBIANCES SETUP, WALL PANELING, FOOD & CATERING SETUP, SOUND & MULTIMEDIA SETUP, WITH VENUE) for DUET 4 th Convocation 2017
Eligibility to Bid	Income Tax & GST/NTN & SRB Registered Firms only
Bid Price	Bid Price: Price Shall be quoted in Pak Rupees inclusive of all Govt. applicable taxes
Validity of Bid	Validity of Bid: Bid shall be valid for 90 Days
Language of Bid	Language of Bid: Language of Bid shall be in English
Submission of Bid	Bidder shall submit One Original
Bid Security	Bid Security: 5% of quoted bid Price in shape of Bank Draft /Pay Order / Demand Draft in favor of Dawood University of Engineering & Technology(DUET), Karachi
Issuance of Bidding Document	Bidding Document will be issued from the Office of Procurement Officer From 15-01-2018 to 29-01-2018 (up to 12:30 PM)
Place and Deadline for Submission of Bid:	Place and Deadline for Submission of Bid: Procurement Section, Dawood University of Engineering & Technology (DUET), Karachi Date: 29-01-2018 , Time: 01:00 pm
Opening of Bid (Place, Date & Time)	Opening of Bid (Place, date & time) Venue: Seminar Hall, Dawood University of Engineering & Technology (DUET), Karachi Date: 29-01-2018, Time: 02:00 pm
Evaluation and Comparison of Bid	Bids shall be evaluated according to SPP rule 46 (2)
Performance Security	Performance Security: The successful Bidder shall furnish the performance security 05% in shape of Bank Guarantee /Pay Order / Demand Draft within 10 Days of the receipt of notification of award.
Signing of Contract Agreement	Contract Agreement shall be signed within 03 days after the receipt of award of contract with stamp duty 0.30% to be paid by supplier

INSTRUCTIONS FOR BIDDERS:

1. BIDS:

Rate (Inclusive all Govt. applicable Taxes)s shall be for the supply of material/items/services described in the Schedule of Requirements / Bill of Quantities at DUET Karachi, meeting the following conditions;

- 1.1 Bids should remain valid for 90 days from the date of the opening of tenders failing which their offer will not be considered.
- 1.2 Telephone/telex/fax/telegraphic tenders shall not be entertained.
- 1.3 Bidders must have an office at Karachi failing which their offer will not be considered.
- 1.4 After opening of tenders no change is allowed to be made in the tender documents.
- 1.5 All applicable taxes (if any) including GST should be included in the quoted price.
- 1.6 **All the information provided in the bid should also be adequately supported by relevant documents and technical brochures. Bidders may attach documents highlighting the competitive edge and unique features of their proposals.**
- 1.7 Incomplete tenders will not be acceptable.
- 1.8 The DUET Authority reserves the right to accept or reject any or all the bids or increase or decrease the quantity of items/services subject to relevant provision of SPPRA Rules 2010 (amended 2017).
- 1.9 In case of agents bidding for the tender, they must enclose original Proforma Invoice/Fax copy/Quotation from their Principals failing which their offers may be ignored.
- 1.10 **The bidder must submit following documents along with their offer failing which their offer will be rejected:**
 - 1.10.1 Manufacturer Authorization Certificate if SUB CONTRACTOR /SUPPLIER.
 - 1.10.2 List of Technical/Engineering Staff preferably stationed in Karachi.
 - 1.10.3 List of Similar Services Provided to public sector along with satisfactory report of work completion
 - 1.10.4 List of clients in Pakistan for a similar work / supply.
 - 1.10.5 *The bidder has to provide certificate that all items/material are as per required standard & at Latest version and as per specification provided by Procuring Agency.*

Non-Black List Affidavit / Undertaking (confirming that bidder has never been black listed from any Government/Semi Government organization) on Stamp Paper of Rs. 100/- .

1.10.6 Bidder should propose all BOQ items to be strictly compliant with technical specification/Schedule of Requirements; no optional item/material will be accepted.

1.10.7 **Each and Every Page of Tender Document along with supporting document must be signed & stamped by the Bidder/Supplier.**

1.10.8 Form of Tender must be filled properly by the Bidder (**Annexure A**)

2. BID SECURITY

The bidder should submit their bid along with a Pay Order/Demand Draft i.e. 5% of the total Cost of Bid as Earnest Money in the name of Dawood University Of Engineering & Technology (DUET), Karachi and valid for 28 days beyond the validity of the bid.

2.1 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security/Bond.

2.2 The bid security may be forfeited;

(a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form/Form of Bid (Annexure A) & as per clause 2.

(b) In the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract

(ii) to furnish performance security

2.3 A bid valid for a shorter period (as per terms & conditions clause 2.) shall be rejected by the Procuring agency as nonresponsive

2.4 Bid Security shall be release to the unsuccessful bidder once the contract has been signed with the successful bidder or validity period has expired as per SPP Rules 2010 (amended in 2013) of rule 37 (1) & 37 (2).

3. PERFORMANCE SECURITY

3.1 Performance guarantee equal to 05% of the price of the work order shall be furnished within 03 days of issuance of letter of Intent or Purchase Order/Supply Order as per **Annexure-B OR in the form of Pay Order/ Demand Draft/Bank Guarantee.**

3.2 Validity of Performance Security: Performance Security will be released after 60 Days Beyond the date of completion of contract only after issuance of Certificate of Satisfactory to be issued from Concerned Procurement Committee / Procuring Agency's Designated Officer.

4. ALTERNATIVE PROPOSALS

If any bidder submits alternative proposal (s), complete information on alternative items/material should be submitted on sepaRate (Inclusive all Govt. applicable Taxes) Bidding Documents along with sepaRate (Inclusive all Govt. applicable Taxes) Bid security i.e. 5% of total bid amount.

5. VALIDITY OF PRICES

The prices quoted should be valid for a period of at least 90 days from the date fixed for opening of tenders

6. SIGNING OF THE AGREEMENT

Within 03 days of the issuance of the letter of intent / Purchase Order the successful bidder will be required to sign a Contract Agreement (duly affixed by stamp duty) with the Procuring Agency (i.e., The DUET Karachi) for the supply of such quantity in whole or in part of the tendered stores as clarified in the letter of intent / Purchase Order.

7. BREACH OF CONTRACT

In case of breach of contract, the damages suffered by the Procuring Agency shall be recovered to the full extent from the Contractor's Performance Bond.

9. DEFAULT-LIABILITY OF CONTRACTOR

9.1 The Procuring Agency may upon written notice of default to the Contractor terminate the contract in circumstances detailed hereunder.

9.2 If in the judgment of the Procuring Agency the contractor fails to make delivery of items/services within the time specified in the Contract Agreement or within the period for which the Procuring Agency has granted extension to the contract.

- 9.3 If in judgment of the Procuring Agency, the Contractor fails to comply with any of the other provisions of this contract.
- 9.4 In the event the Procuring Agency terminates the contract in whole or in part, the Procuring Agency reserves the right to purchase upon such Product/items/services and in such a manner, as may deem appropriate. Items/services similar to the one terminated and the Contractor will be liable to the Procuring Agency for liquidated damages for delay until such reasonable time as may be required for the final supply of items/services.

10. REJECTION

In the event any portion of the stores supplied by the contractor is found to be defective in services item / material or workmanship or otherwise not in conformity with the requirements of the contract or as per required specification and approved sample provided to supplier after award of contract, the Procuring Agency shall have the right either to reject or request in writing for rectification of the stores, then the Contractor shall with utmost diligence and at his own expense correct the same or replace the defective stores. If the Contractor fails to do so, the Procuring Agency either:

- (i) Opt to replace or rectify such defective stores and charge to the Contractor the excess cost occasioned to the Procuring Agency plus (15%) fifteen percent.
- (ii) In the event the Contractor is not able to rectify or replace the rejected stores within reasonable time, the Procuring Agency reserves the right to acquire the said stores at a reduced price considered equitable under the circumstances. Nothing in the clause shall affect any claim by the Procuring Agency under any clause of the Terms & Conditions.

11. DELAY IN DELIVERY- LIQUIDATED DAMAGES

1. 11.1 If the Contractor fails to deliver the items or required services with the time laid down in the Contract Agreement/Supply Order or any extension thereof, there shall be a deduction from the Contract Price, as liquidated damages, a sum of 0.5% per day of total value or a part of the contract price of each unit of the undelivered stores for each calendar month of delay. Total liquidated damages payable to the Procuring Agency shall not in any case exceed by five percent (5%) of the Contract Price of the unit or units so delayed and such deduction shall be in full satisfaction of the Contractor's liability for the said failure. The amount will be recovered from the Local Agent's Commission/Performance Bond.

11.2 Should the progress of the contract at any time be lagging behind the programme agreed between the Procuring Agency and the Contractor, the Procuring Agency shall notify the Contractor in writing and the Contractor shall thereupon take such steps as he deems fit to expedite the progress of the Contract.

12. QUALITY OF SERVICES:

No variation will be allowed in quality/substance as per specifications/schedule of requirements. In case of delayed/unsatisfactory performance or non-performance, Bidder Performance security shall be forfeited which may lead to the termination of the contract in part or in full. The Procuring Agency will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments.

13. ACCEPTANCE TERMS

The submission of the tender against the tender inquiry by the Bidder means that the Bidder has read and accepted the terms and conditions relating to all the tender document and annexure(s) and has thoroughly examined the specifications and particulars in the tender inquiry.

14. DISQUALIFICATIONS:

Offers are liable to be rejected if, there is any deviation from instructions as laid down in the bid document i.e.

- 14.1 Technical details/brochures and literature pertaining to the offered items/services are not attached.
- 14.2 Tenders are submitted without the required earnest money (i.e. 5%) & nonrefundable tender fee i.e. Rs. 1000/- in favor of DUET, Karachi
- 14.3 Offers are received after specified date and time.
- 14.4 Specification and other requirements are not properly adhered to or manufacturer's brochures show specifications different from those given in the proposal.
- 14.5 Authorized dealership certificate or Certificate of Proprietary (in case of Proprietor) is not attached.
- 14.6 Income Tax, GST, NTN and SRB Registered certificates are not attached.

15. DELIVERY SCHEDULE

15.1 Last week of February 2018 after signing of contract or issuance of Supply Order. However, procuring agency for his convenience may change the schedule with in the Bid Validity Period under the provision of SPP rules 2010 (amended in 2017)

16. DISQUALIFICATION OF SUPPLIERS.

Procuring Agency shall disqualify a supplier if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal or managerial competence as supplier is false or incorrect and materially inaccurate (Inclusive all Govt. applicable Taxes) or incomplete.

Or at any stage has indulge in corrupt and fraudulent practices as per SPP Rules 2010 (amended 2013)

17. CANCELLATION OF BIDDING PROCESS:

17.1 A procuring agency may cancel the bidding process at any time under the provision of SPP Rules 2010 (amended in 2017)

17.2 Procuring Agency's Right to Accept Any Bid and to reject any or All Bids under the provision of SPP Rules 2010 (amended in 2017):

The Procuring agency 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 or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

18. CONFIDENTIALITY:

18.1 Procuring Agency shall keep all information regarding the bid evaluation confidential until the time of announcement of evaluation report in accordance with the requirements of Rule 45 of SPP Rule 2010 (amended in 2017).

19. PAYMENT

19.1 Payment shall only be released within 30 days only against original invoice, Delivery of required items/Products/Material/Services and a **SATISFACTORY**

REPORT (must be attached) which is to be issued by the DUET Authorized representative / Procurement Committee that all the contractual services are performed accordingly. No part payment will be allowed.

20. INSPECTIONS & TESTS

20.1 The Procuring Agency shall have the right to inspect and/or to test the quality of the services to confirm their adherence to the Contract specifications at no extra cost to the Procuring Agency. The Procuring Agency shall notify the Supplier in writing, in a timely manner of the identity of any representatives retained for these purposes.

20.2 The inspections and tests may be conducted at point of delivery or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Procuring Agency.

21. CHANGE ORDERS

21.1 The Purchaser may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following: a. quantities, or specifications; b. the place of delivery; and/or

21.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

CONTRACT AGREEMENT

THIS CONTRACT is made at _____ on _____ day of _____ 2018
Between the DUET Karachi (hereinafter called the “Procuring Agency”) of the First
Part and M/s a firm registered under the laws of
Pakistan and having its registered office at
(Hereinafter called the “Supplier”) of the Second Part.

WHEREAS the Procuring Agency invited bids for procurement of items/services, in
pursuance whereof M/s..... being the supplier/
manufacturer/ authorized Agent of (Item name) in Pakistan
and ancillary services offered to supply the required item (s) with in (delivery time)
after receipt of letter of Intent/Award of Contract/Supply Order and

Whereas the Procuring Agency has accepted the bid by the Supplier for the supply
of(item name) and services in the sum of Rs.....(amount)-
(Rupees.....) cost per unit, the Total Amount in PKR (Inclusive all Govt.
applicable Taxes) of(quantity of item).....(item
name) shall be Rs.....(amount)- (Rupees.....) and
shall be delivered with-in 45 days after receipt of letter of Intent/Award of
Contract/Supply Order.

NOW THIS CONTRACT WITNESS AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are
respectively assigned to them in the Terms and Conditions of Tender Form
and this Agreement.
2. The following documents form and be read and construed as integral part of
this Contract, viz:
 - a) the Tender Form and the Price Schedule submitted by the Bidder,
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;

- d) the Terms and Conditions of Contract;
- e) the Procuring Agency's Notification of Award (Supply order/LOI).

3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide required goods/Items and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Items/services and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at the place and shall enter into force on the day and year first above mentioned.

Signed/ Sealed by the

Supplier/ authorized Agent

Signed/ Sealed by Procuring Agency

1. _____

1. _____

2. _____

2. _____

FORM OF TENDER/BID

Contractor/Manufacturer/Supplier

Telegraphic Address :

Telephone Number :

Fax Number :

To,

[Name of Procuring Agency]

Dear Sir,

In response to your invitation to Tender No. _____ dated _____ I/We hereby submit my/our tender in duplicate for the supply of Items/services/Product as per details given in the schedule hereto duly signed by us or such portion thereof as you may specify in acceptance of tender at the prices given in the said schedule and agree to hold this offer open till _____ 2018. I/We shall be bound by a communication of acceptance dispatch within the prescribed time.

I/We have understood the Terms and conditions of Invitation to Tender and have thoroughly examined the specifications quoted in the schedule hereto and am/are fully aware of nature of Items/services required and my/our tender is to supply Items/services strictly in accordance with the requirements.

The Tender particulars have been furnished and signed.

Yours Faithfully

Dated: _____ Address: _____

CONTRACT PERFORMANCE BOND/SECURITY

(This Bond must be from Scheduled Bank executed on a Stamp Paper)

Known all men by these present, we, _____ AND
_____ address or legal title of Contractor (here insert the
legal title of _____ are jointly and severally bound to the surety).

Dawood University Of Engineering & Technology (DUET), Karachi including its
successor in office and Assignees acting through the Vice Chancellor, (herein after
called the "Procuring Agency") in the sum of Rs. _____ (Rupees
_____) to be paid to the
Procuring Agency for which payment we jointly and severally bind ourselves and our
successors, assignees and legal representatives.

Signature _____

Signature _____

Dated _____

The above _____ have tendered
to the Procuring Agency for the supply of Items/services for the Dawood University of
Engineering & Technology (DUET), Karachi and this tender in part has been
accepted.

NOW THE CONDITION OF THIS BOND IS

1. That the said _____ shall supply the Items/services
to the Procuring Agency strictly in accordance with the terms and conditions
on which the Contract has been awarded to them and shall complete the
supply in terms of the contract.
2. AND, if the said _____
do not comply with the supply of Items/services within the stipulated period, or
such extended period as may be allowed to them by the Procuring Agency, or
only partly supply, or do not commence the supply, or commit a breach or
failure in the performance or any part of the Contract, the said Bond shall
come into force.

AND, if the said _____ should execute the contract in terms of
the conditions of the Contract and hand-over the work to the Procuring
Agency, his obligation shall be void.

Signature _____ Signature _____

Dated _____

Bidders Technical Evaluation / Qualification for Decoration Catering (Minimum Qualifying Score 70%)

Sr. No.	Technical Evaluation	Marks	Max Marks
1	Years in Business (Please Provide Supporting Documents of your Claims)		
	15 + Years	10	10
	10 - 14 Year	5	
	01 - 09 Year	2	
	Not Provided	0	
2	Organize Convocation event for Public / Private Sector Universities/Education Institutions. (Claims / documented proof to be submitted only for last five Years)		
	Organized 15 or above Convocation	20	20
	Organized 07 - 14 Convocation	10	
	Organized 01 - 06 Convocation	5	
	None above	0	
3	Experience in Catering / Experience in Printing & Designing (For Printing Material)		
	15 + Years	10	10
	07 - 14 Years	5	
	01 - 06 Years	2	
	Not Provided	0	
4	CorpoRate (Inclusive all Govt. applicable Taxes)/ Clientele Details		
	50 or above	10	10
	30 – 49	5	
	15 – 29	3	
	01 – 14	2	
	None above	0	
5	Turn Over Last Three Years		
	10 Million or above	10	10
	05 - 09 Million	5	
	01 - 04 Million	2	
	None above	0	
6	Past Completed Events & Convocations / Printing & designing Satisfactory Report from Public Sector Universities/ Govt. Owned Organizations		
	25 or above Certificates of Satisfactory	10	10
	10 - 24 Certificates of Satisfactory	5	
	01 - 09 Certificates of Satisfactory	3	
	Not Provided	0	
7	Undertaking on Stamp Paper that all the information submitted are true and Correct.		
	Provided	10	10
	Not Provided	0	
8	Tax Payer		
	Filer / Active Tax Payers (attach Proof)	10	10
	Non Filer	0	
9	List/Details of Managers / Organizers Working in Your organization with Qualification		
	Provided	5	10
	Not Provided	0	
			100

Note:

- Total Points for Technical Proposal: 100.
- The Financial Proposal of those bidders will be opened who will secure minimum 70% marks in the technical proposal.
- Supporting documents of your claims must be attached against each evaluation.
- Undertaking/Affidavit on Stamp Paper must be provided that all the information provided for Technical & Financial Proposal are true else Bid will be rejected.

**BIDDERS TECHNICAL EVALUATION / QUALIFICATION FOR ONLY
DESIGNING & PRINTING MATERIAL FOR CONVOCATION 2018**

S No.	Description	Provided by Bidder (Yes/No)
1	Details of Experience for designing & printing material in Government/Semi Govt., Public & Private Sector Universities, Education Institution –Provide Satisfactory Certificate/Supply Orders at least 05 (Latest)	
2	List of clients with details but not below then 20 –attach details	
3	Last 03 years Turn Over –Rs.10.000 million –Attach evidence / bank statement (attested)	
4	Stamp paper of Non Black Listing Firm- (That your firm is not blacklisted by/in Governments/Semi Government/Institution.	
5	Active Tax Payer- Attach Proof (to be verified from FBR/Income Tax)	
6	As per SPP Rules 2010 of Rule 46 1a(iii) FBR Certificates for Income Tax & Sales Tax in case of Procurement of goods and Registration with Sindh Revenue Board (SRB) in case of Procurement of work and services Sindh Revenue Board or other applicable taxes proof)- Attach Proof and details to be verified.	
07	Details of Previously work done with copies of supply order	

Note:

Bid will be rejected if bidder did not qualify/comply in the technical evaluation as mentioned above.