

Bid Document Fee: Rs.1500/-



Women University of Azad Jammu & Kashmir Bagh

Admin Block, Bagh Azad Kashmir.

BID DOCUMENT

For
Necessary Arrangements

For the Execution of University Convocation (Tent-Age, Seating Arrangements, Catering with Food, Sound System, SMD Screens, and Stage Decoration etc.)

Venue of Bid opening: Treasurer's Office, Women University of Azad Jammu & Kashmir, Bagh

Phone No: 05823-960038

Mobile No: 0313-8354903, 0300-8354903

Website: www.wuajk.edu.pk

TERMS AND CONDITIONS FOR SUPPLY OF ITEM (S)/SERVICES

NOTE: - Bidders should read these terms & conditions very carefully and comply strictly while sending their bids. Afterwards no excuse /justification will be accepted /entertained.

Submission of Bid:

1. The last date for the receipt of bid is up to November 03, 2022 at 02:00 p.m. and will be opened on the same day at 2:30 p.m. in the Treasurer's office, Women University of AJ&K Bagh in the presence of firms who wish to be present.
2. As per AJKPPRA Rule No. 36(a), Single stage one envelope procedure shall be followed.
3. All bids should accompany Rs. 50,000/- as **earnest** money (**Refundable**) in shape of bank draft/pay order in favor of The **Treasurer Women University of Azad Jammu & Kashmir Bagh**. The bid received without earnest money or less than Rs. **50,000/-** would be liable to be rejected.
4. The bidders are required to fill in the unit price/rate against each item/Service) in the company letter head pad in Pak Rupees.
5. The rates inserted by the bidders shall be deemed to be the full inclusive value of the required delivery and installation at venue of convocation.
6. All expenses, inclusive of all applicable taxes, which may be required together with all risks, liabilities contingencies and obligations imposed or implied by each and every one of the bid documents except where specifically and explicitly provided for otherwise. The quantities set forth in the bill of quantities are estimated quantities to be used only for computing bids.
7. **No offer of a supplier/firm will be considered if:-**
 - a) Received without Demand draft/Pay **Order Rs 1500/-**, as tender document fee Or less than the required amount.
 - b) Received earnest money less than required amount
 - c) Received later than the date and time fixed for bid submission.
 - d) Received/ submitted to other than the officer/ office specified in the terms and conditions of this bid notice
 - e) The offer is ambiguous.
 - f) The offer is conditional.
 - g) The offer is from a firm which is black listed, by any Govt. Office.
 - h) The offer is received by telephone/telex/fax/telegram.
 - i) Any unsigned/ ambiguous erasing, cutting/overwriting etc. is made.
 - j) Firm does not provide mandatory documents mentioned in technical evaluation criteria.
8. All prices should be valid for 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle WUAJ&K Bagh to forfeit the earnest money and/or imposing a ban on such vendor from future participation in WUAJ&K Bagh bids/ works.
9. Bids shall be prepared by filling in the Company/firm's letter head, list of Goods completely and without alternations or modifications. All entries, numerals and the signatures of all persons signing the Bids shall be without interlineations or erasures except those necessary to correct

errors made by the bidders, in which case the interlineations and erasures shall be initialed by the persons or persons signing the Bids.

10. Bidders are required to **sign and stamp all pages of submitted proposal**.

Doubt in Bid Document:

11. Any bidder who may have any doubt or questions as to the true meaning of any part of the bid documents should deliver a written request to the Convener Central Purchase Committee for any clarification or answer thereof, prior to the date set for opening of the bid. Any explanations, revision, additions or deletions to the bid documents will be made only by formal addendum, fully signed and issued by the WUAJ&K Bagh and mailed or delivered to each bidder, who has received a set of bid documents. Such addendum will become an integral part of the bid documents and receipt thereof must be acknowledged by return of the form issued with the addendum. Each addendum shall be signed by the bidder. The WUAJ&K Bagh shall neither be responsible nor bound by any explanations, revisions, additions or deletions to the bid documents except those contained in the formal addendum signed and issued by the WUAJ&K Bagh.
12. No unauthorized alteration shall be made in the form of bid and the accompanying documents and if any such alteration is made or bill of quantities are not properly filled in or if these instructions are not fully complied with, the bid is likely to be rejected by the WUAJ&K Bagh

Work Order:

- 13 Women University of Azad Jammu and Kashmir Bagh will issue supply order to the bidder whose bid has been determined to be substantially responsive to the bid documents and recommended by the committee and approval of the competent authority. **University reserves the right to increase/ decrease the number of guests/quantity at the time of issuance of supply order.**
- 14 The earnest money of the successful bidder will be retained with WUAJ&K Bagh until completion of event, and from the date of issuance of Certificate of the satisfactorily Completion of job. The earnest money of the unsuccessful bidders will be released on written request of the bidder once decision of award of contract is final.

Delivery and Installation/ Arrangements

- 15 The selected bidder will be bound to provide Pindal/Making the required arrangement with the consent/directions of the relevant committee with following schedule

A) Pedal for the Execution of the Convocation

Details of Arrangements with time line

1. Pendal of 1800 Persons Sitting Capacity

- i. **Preparation of Pandal** with off white/white canopy/Daira, Minimum 90X 120 or 90 X135 which must be very clean, soft, and spotless, Closed from all sides with Panels/Kant of half with (one color) up to 3/4th total height of the walls . There should be no pillar in the Center or Street of the Pandal
- ii. **Stage Preparation and Decoration** :-
 - a) Solid wood/Steel structure:- Length 32 Feet, Width 24 feet, height 2.5 to 3.5 feet,
 - b) Covered with soft/neat & clean one color (Green/Marron) carpet from all sides and top
 - c) Stair of Stage from both the sides of 5 to 8 feet length covered with carpet of the stage color
 - d) **Stage Table 2.5 Feet high**, 2 to 2.5 feet width and 12 to 14 feet length, Fully decorated with fresh tulip flowers as per directions/satisfaction of the committee (**no artificial flower will be allowed**)
 - e) **Presidential/Stage Chairs**:- VIP Standard Presidential Chairs 7 Nos.
- iii) **Sound System (for 02 days)**
 - Complete sound system Arrangements for Stage and Pandal according to setup (Speakers, Mikes and Wireless mikes etc.), it should be very high quality sound system with four or six speakers or more according to setup, which should be handled through the very experienced person during the event. There must not be any break down/ missing during the execution
- iii. **SMD, Screen for Live Transmission**, Two Screen minimum of 12x10 Feet have to be installed both the side of the hall for live transmission of the stage.
- iv. Open area Before the stage will be minimum 24 feet before the stage and 1st row of the sofa
- v. Two seater new sofa off white Color for the siting of VVIPs for at least 100 persons. Center tables for front row of the pindal.
- vi. Low back Cushion Chair at least 500, for remaining siting ordinary 1200 chairs may be used
- vii. Total 1700 Chairs, all chairs must be covered with off white cover with blue ribbon.
- viii. Carpet is necessary up to half of the total area of pindal
- ix. Neat and clean Red Carpet / Runner from stadium gate to stage/walking area/street of the hall
- x. Fresh plants/ gamlas with covers at different appropriate places of the hall.
- xi. Any other thing which is deemed fit and necessary

2 Time line of the Preparation /Completion of different task/Activities

- i All required material/required items have to be reached at site upto 6 PM on 12-12-2022
- ii All required items/necessary arrangements have to be completed upto 9. AM on 13-11- 2022
- iii Inspection of the pindal by the committee will be made on 9.30 AM on 13-11- 2022
- iv Pindal/Hall has to be handed over to the Committee after completion of all work except decoration of stage with fresh flowers upto 11. AM on 13-11-2022 for rehearsal of the convocation
- v Decoration of the stage with fresh flowers of the stage will be made at the evening of the 13-11-2020, for the main event of convocation which will be held on 14-11-2022
- vi De-installation of the pindal will be made after 2 .00 PM on 14-11-2022 after the completion of the main event

A) Arrangement of Lunch on 14-11-2022**Details of the Tasks****1) Lunch for VIP for 100 Persons**

- i) **Manu** :- a) Chicken Boti, b) Vegetable fried rice, c) Chicken Qorma, d) Mutton Qorma, e) Dall Mash, f) Nan/Roti, g) Fresh Salad/Raita , h) Cold Drinks, i) Mineral Water (Nestle or Aqua Fina)
- ii) **Sweet** :- Kheer
- ii) Hall will be closed with Kanat and top will also be covered.
- iv) Standing Buffy has to be arranged
- v) Sitting arrangements and serving at table has to be managed for 25 VVIPs with honorable president and others.
- vi) Chairs should be available in the hall for seating of the persons, if anyone wants to sit during the lunch
- vii) Crockery must be neat & clean and high standard

2) Lunch for Parents of the Students up to 800 Persons

- Manu** :- a) Vegetable fried rice, c) Chicken Qorma, e) Dall Mash, f) Non/Rottee, g) Fresh Salad & Raita , h) Cold Drinks, i) Fresh Water, g) Green Tea
- ii) Two closed halls with Kanat have to be prepared for male and female separately. Top of the hall will remain opened.
- iv) Standing Buffy has to be arranged
- vi) Chairs should be available in the hall for sitting of the persons, if any wants to sit during the lunch
- vii) Crockery must be neat & clean and high standard

3) Lunch for the Students up to 800 Persons

- I) a) Chicken Biryani, Fresh Salad & Raita, b) Cold Drinks , Fresh water
- II) Standing Buffy has to be arranged
- III) Closed hall with Kanat have to be prepared. Top of the hall will remain opened.

Delay/Non Compellation of Any Task :-

- 16 In case of non-delivery/in-completion of arrangement or provision of low quality material or any delay in services the bidder will be liable to the imposition of penalty in shape of forfeiture of earnest money and black listing, and any other legal action under rules
- 18 The food & catering services should comply with all specifications as per Purchase/supply order and laid down specifications etc. Fresh and clean water for cooking is the responsibility of the bidder.

Special Conditions:

- 19 The lowest evaluated bidder shall execute and complete the contract strictly in accordance with the work order and to the satisfaction of WUAJ&K Bagh.
- 20 The contractor should ensure that completion of all tasks/arrangements should be free of objections and any kind of defects.
- 21. The contractor should have to make all the arrangement strictly as per time line , up to the satisfaction of the Committee and deliver the fresh, hygienic and quality food/services as per work order**
- 22. The University Committee may inspect the material/items which have to be installed for the proposes at the vendor site/godown/shop**

23. The University may award the contract items two firms or withdraw any item if deem necessary for the event/ fit for interest of the University/event

General Conditions:

24. The contractor or his agent shall attend any or all meetings at his expense/cost when called by the WUAJ&K Bagh to discuss progress of the contract and other related matters at any time during the period of contract.
22. In case of any dispute, decision of the Vice Chancellor, Women University of Azad Jammu and Kashmir Bagh will be final and binding upon the parties.
23. The Women University of Azad Jammu and Kashmir Bagh reserves the right to change/modify goods specifications/ quantities at any time before the award of contract.
24. Women University of Azad Jammu and Kashmir Bagh reserves the right to accept or reject part or whole of the bid at any time prior to the acceptance of the proposal.
25. All incomplete or conditional bids are liable to be rejected.
- 26. The rates should be quoted on F.O.R Muhammad Hussain of Dharray Sports Complex, Bagh (A.K) basis.**

TECHNICAL EVALUATION CRITERIA

- 27 The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.
- 28 The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.
- 29 Under PPRA Rules # 30, Bids will be evaluated on the basis of following criteria, only those bidders will be included in comparative statement who have fulfilled the criteria:

S.N	Mandatory Requirements	Documents Required	Requirement
01	Sales Tax Registration	Certificate of Registration	Mandatory
02	Filer status must be active(Sales Tax)	Print out of filer status not older than 15 days from bidding opening day	Mandatory
03	Income Tax Registration	Certificate of Registration	Mandatory
04	Filer status must be active(Income Tax)	Print out of filer status not older than 15 days	Mandatory
05	Conformance to the required specification of items/menu given in schedule of requirement.	Detailed specifications, menu, arrangements etc.	Mandatory
06	Company firm is not black listed	Affidavit/Bidder's undertaking on stamp paper	Mandatory
07	At least two relevant supply orders/contracts received for providing tent-age and catering services from public sector department/institute for more than 1500 guests	Copies of Supply Orders/Contracts received by the bidder from public sector department/ institutes	Mandatory

30 Price / Bid Performa (It Must be prepared of Company letter heads and must be signed and stamp

S.N	Menu/Specification/Detail	Qty (Servings)	Rates to be quoted in Pak Rupees Inclusive of all Taxes	
			Unit Price	Total Price (Rs.)

			(Rs.)	
A	Pindal Arrangements (As per specs given)			
	i) Sound System as per given specs (Must be quoted Separately)			
	ii) SMD Screen, as per specs given (Must be quoted Separately)			
	ii) Stage Decoration with) Fresh Flowers (Must be quoted Separately)			
	iii) Arrangement of Stage table and Chairs (Must be quoted Separately)			
	iv) All other arrangement of pental			
	Total (For All requirement of the Bental)			
B	Arrangement of Lunch (with the Manu and other arrangements of Lunch as already mentioned)			
I	For VIP Manu ;- a) Chicken Bootee, b) Vegetable fried rice, c) Chicken Qorma, d) Mutton Qorma, e) Dall Mash, f) Non+Rotti, g) Fresh Salad/Raita , h) Cold Drinks, i) Mineral Water ii) Sweet :- Gheer ii) Hall will be closed with Kanat and top will also be covered iv) Standing Buffy has to be arranged v) Siting arrangements and serving at table has to be managed for 25 VVIPs with honorable president and other vi) Chairs should be available in the hall for sting of the persons, if any wants to set during the lunch vii) Crockery f must be neat & clean and high standard	100		
ii	For Parent and Faculty Manu ;- a) Vegetable fried rice, c) Chicken Qorma, e) Dall Mash, f) Non/Rottee, g) Fresh Salad &Raita , h) Cold Drinks, i) Fresh Water, g) Green Tea ii) Two closed halls with Kanat have to be prepared for male and female separately. Top of the hall will remain opened. iv) Standing Buffy has to be arranged vi) Chairs should be available in the hall for siting of the persons, if any wants to set during the lunch vii) Crockery must be neat & clean and high standard	800		
iii	For Students a) Chicken Bariyani, Fresh Salad & Raita, b) Gold Frinks , Fresh water. b) Standing Buffy has to be arranged c) Closed hall with Kanat have to be prepared.	800		

	Top of the hall will remain opened.			
	Total			
	Grand Total (A +B))			

Note: Final Date and time line will be conveyed at the time of issuance of work order

Note: Bid should be submitted at the following address:

(Naeem Asghar)
 Assistant Treasurer Purchase
 Secretary Central Purchase Committee
 Department of Finance, Women University of Azad Jammu & Kashmir Bagh Shalian House,
 Hudda Bari
 Phone# 05823-960038, Mobile# 0313-8354903, 0300-8354903
 Website: www.wuajk.edu.pk