

*Tender Fee: Rs.2000/-
(Non-Refundable)*

TENDER FORM

Tender # MISC/02/16-17

DECORATION & CATERING SERVICES FOR CONVOCATION-2016

Date of Issue : **October 22, 2016**
Last Date of Submission : **November 7, 2016 (3:00 pm)**
Date of Technical Proposal Opening : **November 7, 2016 (3:30 pm)**
Date of Financial Proposal Opening : **November 9, 2016 (10:00 am)**

FINANCIAL PROPOSAL

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... Dated.....

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1. Introduction

Dear Tenderer:

Thank you the interest shown in response to the advertisement published in leading news papers, IBA & SPPRA websites on October 22, 2016 to provide catering & decoration services for Convocation-2016 being held on Saturday December 03, 2016.

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Manager Purchase & Stores on 38104700 ext: 2151 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Service Providers 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 and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from October 22, 2016 to November 7, 2016 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in November 7, 2016 by 3:00 pm in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Should you need further any assistance / guidance please feel free to contact with Mr. M. Sohail Khan on the following numbers: 38104700 Ext: 2151.
- (h) Kindly mentioned "Tender Number" at top left corner of the envelope.

Stamp & Signature

3. **TENDER FORM**
Decoration & Catering Services for Convocation 2016
Set-up for 1800 Guests

S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
(a) Complete Venue Setup Including:					
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 48600 sq.ft (approx.)	1	3		
	(b) Air Condition System minimum 80ton i.e. (4 ton x 20 Floor Standing) with complete in all respect to provide cooling for control of temperature in the Marquee of Convocation 48600 sq.ft covered area (Cricket Ground)		1		
2	Presidential Chair	1	1		
3	VVIP Chairs	8	1		
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1		
5	Stage Size: 36' x 24'	1	3		
6	Stage Carpet Color = Beige Color (Picture Attached) on stage	36'x24'	2		
7	Two Seater Sofas (100 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	125	1		
(b) Chairs (foamy back & seat)					
8	(a) With Off -White Covers	1100	1		
9	(b) With Green Ribbon and Off White Covers	200	2		
10	(c) With Yellow Ribbon and Off White Covers	50	2		
11	(d) With Blue Ribbon and Off White Covers	450	2		
12	Pedestal Fans (Good Quality & Soundless)	100	1		
13	Center Tables with cover	45	1		

14	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached. Red runners in walk ways where required.	1	1		
Sub Total (a & b)					
(c) Lighting & Luminaries:					
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1	1		
16	Lightning in behind Tabba Block for Group Photo session.	1	1		
17	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1	1		
Sub Total (c)					
(d) Refreshment setup: (including crockery & cutlery)					
18	a) VVIP guests enclosure (round table set-up)	100	1		
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1		
20	c) Students / Parents enclosure (buffet set-up)	1300	1		
21	Tea / Coffee Dispenser	10	1		
Sub Total (d)					
(e) Refreshment Menu:					
1	Fruit Cake (renowned and famous operating bakery of Karachi)	1800	1		
2	Aaloo Samosa	1800	1		
3	Spring Roll (small)	1800	1		
4	Hot Gulab Jamun	1800	1		
5	Tea	1800	1		
6	Coffee	1800	1		
Sub Total (e)					
Total (a & b) + (c) + (d) + (e)					
14% SST					
Grand Total Amount					

Grand Total Amount (in words) _____

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Important Note:

1. For Rehearsal on dated 1st December 2016 venue should be ready at 12:00 noon (marquee Setup, Stage, Student Chairs required)
 2. For Convocation, venue should be ready and handover to admin department on Night of 2nd December 2016. (11:00 pm)
 3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
 4. Round table setup for 08 persons each table.
 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. IBA will penalize 25% 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.	Food <ol style="list-style-type: none">i. Qualityii. Quantityiii. Heated
3.	Crockery & Cutlery (Ceramic & Stainless Steel) <ol style="list-style-type: none">i. Neat & Cleanii. Free from cracks
4.	Staff <ol style="list-style-type: none">i. Should be proper uniformii. Minimum Fifteen supporting staff
5.	Furniture Quality plus Carpet <ol style="list-style-type: none">i. Neat & Clean
6.	Air Condition & Pedestal Fans <ol style="list-style-type: none">i. All Floor standing ACs & pedestal fans should be on optimum performance

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4. BIDDING DATA

- (a). **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). **Brief Description of Works** Decoration & Catering Services For Convocation-2016
- (c). **Procuring Agency's address:-**Main Campus, University Road, Karachi
- (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 Institute of Business Administration, Karachi
- (e). **Period of Bid Validity (days):-** Ninety Days
- (f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of 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 Delivery/Completion of work / Contract.
- (g). **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in November 7, 2016 by 3:00 pm in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (h). **Venue, Time, and Date of Bid Opening:-** Financial Proposal(s) of Technically qualified firm(s) will be opened on November 9, 2016 at 10:00am.
- (i). **Liquidity damages:-** 10% liquidity damages of the total amount will be imposed per month for which the service provider failed to complete work within the execution period.
- (j). **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
....., **Amount :Rs.....Drawn on Bank..... Dated.....**

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5. Terms & Conditions of Services

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 & Time Line:** Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.
- (v) **Delayed Delivery:** 10% liquidity damages of the total amount will be imposed per onth for which the company/firm/agency failed to deliver within the delivery/execution period.
- (vi) **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.
- (vii) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (viii) **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.
- (ix) **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (x) **Delivery of Goods / Works:** All the items must be delivered at site of the IBA who will sign the receipt with stamp on delivery note.
- (xi) **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.
- (xii) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xiii) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xiv) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xv) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

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- (xvii) **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 IBA 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 Karachi binding to the parties.
- (xviii) **Bid Security:** 5% 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 Institute of Business Administration, Karachi.
- (xix) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xx) **Price / Rate:** Price / rate must be quoted on Financial Tender Form including transportation charges and submitted in sealed envelope.
- (xxi) **Sindh Sales Tax:** Sindh Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiv) **Rights:** IBA 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. IBA, also reserve the right to issue Work Order for all the items to any lowest responsive bidder on lump sum basis.
- (xxv) **Related Work:** Related work may be alter, remove, added or deleted to scope if considered essential to complete related task assigned.
- (xxvi) **Company Profile:** Company Profile be attached with this document.
- (xxvii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxviii) **Submission of Documents:** Last date for tender submission is November 7, 2016 upto 3:00 pm
- (xxix) **Opening of Tender:** Tender will be opened on November 7, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxx) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on November 9, 2016 at 10:00am.
- (xxxi) **Minimum Qualifying Percentage:** is 80%.
- (xxxii) **Envelops:** Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (xxxiii) **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.
- (xxxiv) **Stamp Duty:** Stamp duty 0.35% for Works against total value of Work Order will be levied accordingly.

Note:

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

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IMPORTANT

1. Complete setup in all respect i.e., decoration, electrification, AC System, luminaries, sheds, seating arrangement crockery / cutlery and allied make-up will be provided as per Work Order descriptions.
2. Endorsement of deliveries will be made by Manager Purchase & Stores.
3. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment.
4. Electricity will be available in main lines at IBA, premises. It will be the responsibility of decorator/service provider to provide wire/cable and extend upto the connection points as and where required through their own cable/wire.
5. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto December 4, 2016 by 4:00pm which ever occurred later. Penalty of Rs. 1000/- per day will be imposed if any items found present at IBA premises on December 5, 2016 onwards.
6. Dumping of goods / items is prohibited

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6. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s _____, the service provider hereby declares that:

- (a) Its intention not to obtain the procurement / services / work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

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It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

Stamp & Signature