

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

# **TENDER FORM**

**Tender # ES/01/17-18**

## **DECORATION & CATERING SERVICES FOR CONVOCATION-2017**

### **TECHNICAL PROPOSAL**

**Date of Issue** : September 28, 2017  
**Last Date of Submission** : October 17, 2017 (3:00 PM)  
**Date of Technical Proposal Opening** : October 17, 2017 (3:30 PM)  
**Date of Financial Proposal Opening** : October 23, 2017 (10:00 AM)

# **C O N T E N T S**

1. Introduction	Page 3
2. Instructions	Page 4
3. Evaluation Criteria	Page 5
4. Terms & Conditions	Page 9
5. Integrity Pact	Page 11

## **1. Introduction**

Dear Tenderer:

Thank you the interest shown in response to the advertisement published in leading newspapers, IBA & SPPRA websites on September 28, 2017 to provide catering & decoration services for Convocation-2017 being held on Saturday December 2, 2017.

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 Senior 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 Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from September 28, 2017 to October 17, 2017 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in October 17, 2017 by 3:00 pm in the Office of the Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, 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 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) 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) 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.

---

Stamp & Signature

### 3. Evaluation Criteria

- a. Total point for Technical Proposal: 100  
b. Minimum qualifying percentage is 80%. Applicant who secured less than 80% will be categorically disqualified for further process.

#### Technical Qualifications Criterion:

1- Years in business: (please tick appropriate area)

Note: Please provide supporting documents of your claims.

- i. 30 + Years: \_\_\_\_\_ 10 Marks  
ii. 20 - 29 Years: \_\_\_\_\_ 05 Marks  
iii. 10 - 19 Years: \_\_\_\_\_ 02 Marks

2- No. of Convocations of at least 1000 persons: (please tick appropriate area)

Note: Please provide supporting documents of your claims.

- i. 10 + : \_\_\_\_\_ 10 Marks  
ii. 5 - 9 : \_\_\_\_\_ 05 Marks  
iii. 2 - 4 : \_\_\_\_\_ 02 Marks

3- Experience in Catering: (please tick appropriate area)

Note: Please provide supporting documents of your claims.

- i. 30 + Years: \_\_\_\_\_ 10 Marks  
ii. 20 - 29 Years: \_\_\_\_\_ 05 Marks  
iii. 10 - 19 Years: \_\_\_\_\_ 02 Marks

4- 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. 50 + Clients: \_\_\_\_\_ 14 Marks  
ii. 20 - 49 Clients: \_\_\_\_\_ 07 Marks  
iii. 10 - 19 Clients: \_\_\_\_\_ 02 Marks

\_\_\_\_\_  
Stamp & Signature

5- Firm / Company own the following facilities: 20 Marks  
(Please tick appropriate area) each carries TWO marks  
Note: Please provide supporting documents of your claims.

- |       |                         |                |                                    |         |
|-------|-------------------------|----------------|------------------------------------|---------|
| i.    | Chef                    | 4 +            | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many chefs?)          |         |
| ii.   | Cook                    | 12 +           | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many cooks?)          |         |
| iii.  | Helper                  | 10 +           | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many helpers?)        |         |
| iv.   | Factory (kitchen)       | 240+ sq. yards | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many sq. yards?)      |         |
| v.    | Warehouse / Store       | 800+ sq. yards | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many sq. yards?)      |         |
| vi.   | Banquet Hall (AC)       |                | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many halls?)          |         |
| vii.  | Vehicles Truck (3500cc) | 8+             | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many vehicles?)       |         |
| viii. | Managing Staff          | 5 +            | Yes_____                           | No_____ |
|       |                         |                | (if yes, how many Managing Staff?) |         |

6- Dissatisfactory performance at IBA during last 5 years:

- |     |        |       |           |
|-----|--------|-------|-----------|
| i.  | If YES | _____ | 0 Mark    |
| ii. | If NO  | _____ | 18 Marks. |

\_\_\_\_\_  
Stamp & Signature

7- Experience in Corporate Event Management: *(please tick appropriate area)*  
*Note : Please provide supporting documents of your claims.*

- i. 10 + Years: \_\_\_\_\_ 15 Marks
- ii. 5 - 9 Years: \_\_\_\_\_ 07 Marks
- iii. 2 - 4 Years: \_\_\_\_\_ 03 Marks

8- Annual Revenue (July 2015-June 2017): *(please tick appropriate area)*  
*Note : Please provide bank statement.*

- i. Rs.30.0 plus million: \_\_\_\_\_ 10 Marks
- ii. Rs.10.0 million – Rs. 29 million: \_\_\_\_\_ 05 Marks

\_\_\_\_\_  
Stamp & Signature

**NOTE:**

- a. Total point for Technical Proposal: 100
- b. The Financial Proposal of those bidders will be opened who will secure minimum 80% marks in the technical proposal.
- c. Please provide sample of Marque (**Net not acceptable**)
- d. IBA will penalize up to 9% of the item value on substandard delivery of following items/services:

<b>S. No</b>	<b>Description</b>
1.	<b>Marquee</b> i. No Patches ii. No Holes iii. Should be same as sample provided by the bidder iv. Not DE colored
2.	<b>Food</b> i. Quality ii. Quantity iii. Heated
3.	<b>Crockery &amp; Cutlery (Ceramic &amp; Stainless Steel)</b> i. Neat & Clean ii. Free from cracks
4.	<b>Staff</b> i. Should be proper uniform ii. Minimum Fifteen supporting staff
5.	<b>Furniture Quality plus Carpet</b> i. Neat & Clean ii. Not Repaired or Broken
6.	<b>Air Condition &amp; Pedestal Fans</b> i. All Floor standing ACs & pedestal fans should be on optimum performance ii. Good Condition iii. Functional iv. Noiseless v. Properly wired (adequately hidden under carpet etc) vi. Clean
7.	Adequate lighting in all specified areas
8.	All facilities should be up and running by 10am on the convocation day (including Air Conditioning)

\_\_\_\_\_  
 Stamp & Signature



#### **4. 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 be mentioned in 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 month 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 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 should be submitted to Finance Department.
- (xv) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xvi) **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.

---

Stamp & Signature

- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (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** must be quoted on Financial Tender Form including transportation charges and submitted in sealed envelope.
- (xxi) **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 and as per applicable rates / denomination of Purchase / Work Order.
- (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 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 submission is October 17, 2017 up to 3:00 PM.
- (xxix) **Opening of Tender:** Tender will be opened on October 17, 2017 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 October 23, 2017 at 10:00 AM.
- (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) **Stamp Duty:** 0.35% for Works against total value of Work Order will be levied accordingly.
- (xxxiv) **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 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.**

\_\_\_\_\_  
Stamp & Signature

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