

*Tender Fee: Rs.500/-  
(Non-Refundable)*

## **TENDER FORM**

**Tender # MISC/06/15-16**

### **DECORATION & CATERING SERVICES OF FAREWELL DINNER-2016**

**Date of Issue** : **January 18, 2016**

**Last Date of Submission** : **February 4, 2016 (3:00 pm)**

**Date of Opening of Tender** : **February 4, 2016 (3:30 pm)**

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

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

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## **1. Introduction**

Thank you the interest shown in response to the advertisement published in IBA & SPPRA websites on January 18, 2016 to provide catering & decoration services for farewell dinner-2016 being held on March 12<sup>th</sup>, 2016 at IBA Main Campus, Karachi.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to avail the services from your esteemed firm / agency to facilitate the farewell dinner-2016 with catering & decoration, edibles & ancillaries items.

Tender Forms are available at the Office of Manager Purchase & Stores from January 18, 2016 to February 4, 2016 during 9:00 am to 3:00 pm.

Kindly mention "Tender Number" at top left corner of the envelope. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

Please contact with 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 January 18, 2016 to February 4, 2016 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in February 4, 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 information 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.

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Stamp & Signature

**3. TENDER FORM**  
**Decoration & Catering Services for Farewell Dinner-2016**  
**Set-up for 400 (approx.)**

S. #	Description	Quantity	Rate	Amount
(a)	Frill marquee setup with round table & chairs at Main Campus with complete decoration should be ready at <b>6:00pm on March 12, 2015</b>	Setup for 400 guests		
i	Tent, Pole Cover, Frill Marque should be same color			
ii	Luminaries required according to the theme of function			
<b>Total Amount (a)</b>				
(b)	<b>March 12, 2016 (Buffet Setup with Round Table &amp; Chairs) In Marquee with Full Plate, Half Plate, Quarter Plate, Goblets, Table Fork, Tea Spoon and allied Crockery &amp; Cutlery</b> <b>Dinner * at 8:00pm</b>		<b>Rate</b>	<b>Amount</b>
i.	Welcome Drinks	400 guests		
ii	Salad Bar	400 guests		
iii.	Chicken White Korma	400 guests		
iv.	Sheermal / Nan (Live Tandoor)	400 guests		
v.	Finger Fish	400 guests		
vi.	Beef Biryani	400 guests		
vii.	Loki Halwa	400 guests		
Viii	Gulab Jamun	400 guests		
ix	Kashmiri Tea with grinded dried fruits	400 guests		
x.	Mineral Bottle 1.5ltr Nestle or equivalent (on actual consumption)*	400 guests		
<b>Sub Total (b)</b>				
<b>Total (a) + (b)</b>				
<b>14% SST</b>				
<b>Grand Total Amount</b>				

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**Grand Total Amount (in words)**\_\_\_\_\_

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**\*Mineral Water 1.5ltr bottle will be served on actual consumption at Per Bottle Rate Rs: \_\_\_\_\_  
(inclusive of GST)**

**Important Note:**

1. Complete setup with round table in all respect i.e., decoration, electrification, luminaries, sheds, seating arrangement crockery, cutlery and allied make-up will be provided as per Work Order descriptions and should be ready on or before March 12<sup>th</sup>, 2016 at 4:00pm
2. Round table setup for 08 persons each table.
3. Marque / Pole Cover should be of mono color preferably beige color.
4. Endorsement of deliveries will be made by Manager Purchase & Stores.
5. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment.
6. 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.
7. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto March 13, 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 March 14, 2016 onwards.
8. Dumping of goods / items is prohibited
9. All furniture items must be covered with table covers, covers & skirting where required of high quality.

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Stamp & Signature

#### **4. BIDDING DATA**

- (a). **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). **Brief Description of Works** Decoration & Catering Services For Farewell Dinner-2016
- (c). **Procuring Agency's address:**-Main Campus, University Road, Karachi\_
- (d). **Estimated Cost:**- Rupees 450,000.00
- (e). **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
- (f). **Period of Bid Validity (days):**- Ninety Days
- (g). **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.
- (h). **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in February 4, 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.
- (i). **Venue, Time, and Date of Bid Opening:**- Tender will be opened on February 4, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (k). **Liquidity damages:**- 2% liquidity damages of the total amount will be imposed per month for which the service provider failed to complete work within the execution period.
- (l). **Deposit Receipt No: Date: Amount:**(in words and figures) **Pay Order / Demand Draft**

# ....., **Amount :Rs.....Drawn on Bank..... Dated.....**

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Stamp & Signature

## **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:** 2% penalty 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 must be of prime quality. Material e.g. 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.

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Stamp & Signature



- (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.
- (xvii) **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.
- (xviii) **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.
- (xix) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (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.
- (xxv) **Company Profile:** Company Profile be attached with this document.
- (xxvi) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxvii) **Submission of Documents:** Last date for tender submission is February 4, 2016 upto 3:00 pm
- (xxviii) **Opening of Tender:** Tender will be opened on February 4, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxix) **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.
- (xxx) **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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Stamp & Signature

## **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