

BAHAUDDIN ZAKARIYA UNIVERSITY,
MULTAN.

TENDER DOCUMENT

For

CATERING SERVICES AND FOOD ITEMS, FOR THE 13TH
CONVOCATION 2016 OF BAHAUDDIN ZAKARIYA UNIVERSITY

Last Date of Submission: 14.12.2016

BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN

www.bzu.edu.Pk

Tel.# 9210071-5 Ext.1318

TENDER FORM OF THE BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN FOR THE YEAR 2016-17.

Catering Services and Food Items, for the 13th Convocation 2016 ON F.O.R. Basis

Advertised Tender No. T/2016-17/61

Last Date of Receipt of Tender 14-12-2016 11:30 a.m.

Date of Tender Opening 14-12-2016 12:00 p.m.

Tender Price:- Rs.1000/- (Non-refundable)

Earnest Money @5% on Estimated Amount (Refundable)

VENUE TENDER: Treasurer Office B.Z. University, MULTAN.

1. All tender must be submitted on their tender document with sealed envelope and addressed to the Treasurer, Bahauddin Zakariya University, Multan.
2. Any offer not received as per terms & conditions of the tender will be rejected.
3. No offer shall be accepted if:
 - (i) It is received after the time and date fixed for its receipt.
 - (ii) Received without earnest money from the firms.
 - (iii) The tender document is unsigned.
 - (iv) The tender is ambiguous.
 - (v) The offer is conditional.
 - (vi) The offer is from a firm, black listed /suspended or removed from the approved list.
 - (vii) The offer is received by telegram or Fax.
 - (viii) The offer is received with shorter validity than required in tender enquiry.
 - (ix) The offer is not conforming to specifications indicated in the tender enquiry.

Detail

| Sr. No. | Item/Equipment | Qty. | Earnest Money @5% on Estimated Cost |
|---|---|-------------|-------------------------------------|
| Menu for High Tea (for Faculty Members, Officers and Guests) | | | Rs.30,000/- |
| 1. | Catering including Canopy, Sofa Sitting, Round Chairs and Tables, Complete Carpet, etc. Catering will be placed on site one day before (16 th December) | 400 persons | |
| 2. | Chicken Vegetable Roll | 400 persons | |
| 3. | Chicken Sandwich (one bite) | 400 persons | |
| 4. | Fruit Cake | 400 persons | |
| 5. | Cookies Freshly Baked Bakery Biscuits | 400 persons | |
| 6. | Kashmiri Tea and Black Tea | 400 persons | |
| Menu for Lunch Boxes (for Students) | | | |
| 1. | i. Chicken Piece (1/4) ii. Rogni Naan (one) iii. Gulab Jaman (one) iv. Juice (one pack) | 1200 Nos | |
| Whole job turnkey basis, Bill charge as per actual order. | | | |

Certificate

1. We / I hereby confirm to have read carefully the terms & conditions of your Tender Enquiry dated for opening on ----- for the purchase of -----.
We agree to abide by all these terms & conditions/instructions.
2. Certified that the prices quoted against advertises tender dated-----are not more than the prices charged from any other purchasing Agencies in the country in the financial year ----- and in case of any discrepancy, we/I hereby undertake to refund the price charged in excess if and when asked to do so.
3. Certified that the prices quoted by our firm are inclusive of G.S.T and all taxes as per rules and regulations.

1. NAME OF FIRM-----
2. ADDRESS-----
3. INCOME TAX NO-----
4. SALE S TAX REGN NO-----
5. NAME OF TENDERER-----
6. NAME OF BANK AND A/C NO.-----
7. C.N.I.C NO.-----
8. SIGNATURE OF TENDERER -----
9. DATE AND STAMP -----

TERMS & CONDITIONS

- i. Sealed bids are invited for the purchase/provision of Food Items/Catering Services for the 13th Convocation 2016 of B.Z. University, Multan.
- ii. The interested bidders shall submit their bids under Single stage- two envelope procedures as defined by Govt. of Punjab Procurement Regulatory Authority.
- iii. The bidders will submit their bid in the two envelopes shall contain technical and financial proposals separately and clearly marked as "TECHNICAL PROPOSAL" & "FINANCIAL PROPOSAL" in bold letters. The financial proposal should accompany earnest money @5% of the Estimated Cost, in the form of call deposit in favor of the Treasurer, B.Z University Multan.
- iv. In the first stage, only the envelopes containing "TECHNICAL PROPOSAL" shall be opened in the presence of bidders (or their authorized representatives) who may like to attend the tender opening meeting.
- v. The "TECHNICAL PROPOSAL" shall be evaluated and no amendments in the "TECHNICAL PROPOSAL" permitted.
- vi. Financial bid will be opened after the completion of all codal formulation of evaluation of the Technical Bid on the date, and time which will be communicated to the bidders.
- vii. Financial bid will be opened for those bidders who submitted their Technical bids OR fulfill the Technical requirement in the presence of the bidders in case any bidder after written call will not be present at the time of opening due to any reason then any claim by him will not be accepted in future. Otherwise their Financial Bids shall be returned un-opened to the respective bidder.
- viii. Bahauddin Zakariya University, Multan reserves the right to drop any item given in the tender without assigning any reason and also reserves the right to reject any or all bids.
- ix. Certificate of the concerned Authority (if any) issued in favor of Hotel/Restaurant/Catering Company for providing the required services should be attached with the bids.
- x. The quotations offering sub standard product can be screened out to ensure quality procurement/provision of required items/services.
- xi. The rates will be valid up for 30-days from the date of opening the tender.
- xii. A University Inspection committee will inspect the items/services and further will recommend for payment.
- xiii. The firm must attach photocopy of income tax and Sales Tax Registration with the quotation, otherwise quotation will not be accepted.
- xiv. Attached proforma/Certificate should invariable be filled and submitted with the quotation.
- xv. All bids should reach the office of Treasurer, Bahauddin Zakariya University, Multan on or before **14.12.2016** at **11:30 a.m.** The bids will be opened on the same date at **12:00 p.m.**
- xvi. Price of each item should be mentioned including GST/ all Taxes applicable in Tender.
- xvii. The tender should be quoted on the basis of free delivery of items/services at the Prescribed Venue of B.Z. University Campus.
- xviii. Quotation should be submitted in print output/typed condition preferably.
- xix. Conditional bid will not be accepted.

TREASURER
UAN. 111229988 Ext.1318