



TENDER DOCUMENT

**TENDER FOR VIP ARRANGEMENTS FOR 2,000 GUESTS,
CONVOCATION 2023**

UNIVERSITY OF KARACHI

Submission date: 21-05-2025



UNIVERSITY OF KARACHI KARACHI

Ref: P.O./ 0041-2025

Cost of form
Rs. 3,000/=(Non refundable)

BIDDING DOCUMENT

VIP ARRANGEMENTS FOR 2,000 GUESTS, CONVOCATION 2023

FINANCIAL PROPOSAL

| S. No. | Description | QTY | Unit Price | Total Price |
|--------|--|--|------------|-------------|
| 1 | Hall 6 Carpet / wall to wall (standard Expo Carpet) Laying and Pasting in SQFT Foyer Area | 36000 sq ft 13000 sq ft | | |
| 2 | Generators 500 KVA (for A/c Backup) with Fuel Recommended in case of power failure 250 KVA (for Hall Backup with Fuel Recommended in case of power failure | 2 Nos | | |
| 3 | Electric Work convocation hall | Complete | | |
| 4 | Sound System- for Convocation Set-up- 3 Pair -SP4 2 Pair SP 2 for Monitor Line array (Hanging Project) 8 Podium Mic 2 Cordless Mic 2 Base Park 1 Mixer | Complete | | |
| 5 | Main Stage (50x20x3ft) Carpet Backdrop Platform for plants Procession platform (60x20ft) | Complete | | |
| 6 | Head Table- 6 Presidential Chair Flower Arrangement Trussing with Face Lights | Complete | | |
| 7 | SMDs 10x20 (Rear side of the stage) 10x10 (for Stage) 8x12 (for Hall) | 1 Nos 2 Nos 2 Nos | | |
| 8 | PC Chairs with Cover and ribbons for students and guests | 1,300 Nos | | |
| 9 | Sofa Lounges for VIPs at Main Convocation hall | 50 Nos | | |
| 10 | Acrylic Chairs for Faculty members(pavalion style) | 600 Nos | | |
| 11 | HD Quality Video & Photography | Complete | | |
| 12 | Live Streaming | Complete | | |
| 13 | Ambience Lights | 200 Nos | | |
| 14 | Side Wall Paneling with Branding | 1000 rft | | |
| 15 | Water Dispensers with Mineral water bottles, disposable glasses including spare mineral water bottles. 10 Dispensers 30 mineral water bottles (19 ltr). | *** | | |

| | | | | |
|----|--|--|-------------|--------------|
| 16 | VIP Robbing Area Octonorm Shell robbing area with 4 mirror Sofa lounges for VIPs VIP robbing area with 2 mirror | 1 4 1 | | |
| 17 | Medical Aid Area Table with cover Chair with Cover Fans 4 | 1 | | |
| 18 | Faculty Lunch / Dinner Area Round Tables Setup Buffet Tables Shuffle Dishes Crockery & Cutlery VVIP waiters for serving | 600 persons | | |
| 19 | Information Desk Covered Area for Registration at out side foyer area 32x16 ft Chairs with Covers Tables with Covers Fans | 1 10 | | |
| 20 | Daira for Security Staff (60x60) Water Tanks with (ICE) Fans 20 Chairs with covers 100 Nos. | 1 | | |
| 21 | Branding Works Stage Side wings 10x12 ft Foyer area separation panels 16x8ft Separators (Almira) 2x8ft Welcome Panel (Outside Foyer area) 10x20ft | 2 24 15 1 | | |
| 22 | Tea Setup for Rehearsals Tea / Coffee Cookies | | | |
| 23 | Lunch / Dinner for 600 persons | | Rate | Total |
| a. | Beef Biryani (1.5 Meat) | | | |
| b. | Chicken Koyla Karahi (Live) | | | |
| c. | Gola Kabab / Chandan Kabab | | | |
| d. | Fish Fillets (Penguins Fish) | | | |
| e. | Paratha | | | |
| f. | Nan / Taftan | | | |
| g. | Live Tandoor | | | |
| h. | Salad Bar | | | |
| i. | Qulfi Falooda (Ice Berg) | | | |
| j. | Tea (Live) | | | |

TECHNICAL CRITERIA

| S # | Description | Ranges | Marks Division | Total Marks |
|-----------------------------|---|---|----------------|-------------|
| 1 | Average Annual Turnover during the last 5 (Five) financial years demonstrated through Annual FBR-Income Tax Returns | Above PKR 50 million | 10 | 10 |
| | | Above PKR 30 million | 05 | |
| | | Above PKR 20 million | 02 | |
| 2 | Total Assets (upto last financial year) demonstrated through Annual FBR-Income Tax Return | Above PKR 50 million | 10 | 10 |
| | | Above PKR 30 million | 05 | |
| | | Above PKR 20 million | 02 | |
| 3 | Human Resource / Total Number of employees (Mandatory: supported with contracts OR appointment orders OR employee cards) | Above 60 Persons | 10 | 10 |
| | | Above 40 Persons | 05 | |
| | | Above 30 Persons | 02 | |
| 4 | Experience of organizing the EVENTS OF CONVOCATION during the last <u>05 years</u> in Public and Private Sector Universities / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate) | 5,000 or more Guests (2 marks for each event) | 10 | 10 |
| | | 3,000 or more Guests (2 marks for each event) | 06 | |
| | | 2,000 or more Guests (1 marks for each event) | 03 | |
| 5 | Bidder's experience of organizing the OTHER EVENTS during the last <u>05 years</u> in Public and Private Sector Universities / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate) | 6,000 or more Guests (2 marks for each event) | 10 | 10 |
| | | 4,000 or more Guests (2 marks for each event) | 06 | |
| | | 2,000 or more Guests (1 marks for each event) | 03 | |
| 6 | Establishment of the Firm/company/partnership/sole-proprietor | 3-5 years | 03 | 10 |
| | | 6-10 years | 06 | |
| | | Above 10 years | 10 | |
| 7 | Events involving VVIPs Organized / (managed more than large scale events / ceremonies with Heads of Governments (President/Prime Minister) (Documentary Proof Required) | 3 Marks for each event | 15 | 15 |
| 8 | Concept Proposal Methodology, / Theme to be presented by each Company/Firm/Association | Presentation | 25 | 25 |
| TOTAL MARKS / POINTS | | | | 100 |

Note:

1. The Bids shall be evaluated on the basis of Eligibility Criteria and Responsiveness of bid of the bidding documents, based on the record / documentary evidence submitted by the bidder.
2. The above-mentioned merit point system for weighing evaluation factors / criteria will be applied for technical proposals.
3. Bidders achieving minimum 80% marks / points will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
4. Only those Financial Proposals will be accounted / considered which were technically qualified by the Committee.
5. Technically qualified / successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposals(s). The Technical & financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Karachi University accordingly.

IMPORTANT NOTE

1. Venue should be ready at 09:00 a.m. for Rehearsals and photo session **TWO DAYS PRIOR TO CONVOCATION** (Stage, Student Chairs, Sofas etc. required).
 2. Venue should be ready and handed-over at 08:00 a.m. on convocation day.
 3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
 4. Grand Table VIP Guests Required.
 5. Complete Trussing will be erected according to the need and requirement.
- a. Karachi University will penalize of the item value on substandard delivery of following items / services;

| S. No. | Description |
|--------|--|
| 1 | Food <ol style="list-style-type: none">i. Qualityii. Quantityiii. Fresh and Heated |
| 2 | Crockery & Cutlery (Ceramic & Stainless Steel) <ol style="list-style-type: none">i. Neat & Cleanii. Free from cracks |
| 3 | Staff <ol style="list-style-type: none">i. Should be in clean and proper uniformii. Sufficient supporting staff to provide the excellent services to VIP guests. |
| 4 | Furniture Quality Plus Carpet <ol style="list-style-type: none">i. Neat & Clean |

TERMS & CONDITIONS

- Bid should be accompanied by bid security equal to 2% of the total contract value in the shape of pay order drawn in favour of University of Karachi to be deposited in the Purchase Office before opening of Bids.
- The tender fee of Rs. 3,000/- (non-refundable) must be deposited in United Bank Limited Account No. **1146-01004234** entitled “**University of Karachi**”. The original deposit slip /online deposit receipt must submit along with the bid.
- The bid must be submitted along with the detailed company profile.
- Rates must be inclusive of GST and other Taxes/duties (if any) as levied from time to time by the Sindh Government.
- Successful bidder must be submitted 5% performance security of the total amount at the time of contract agreement in shape of pay order drawn in favour of University of Karachi.
- The University of Karachi reserves the right to reject any or all the bids or proposals at any time in accordance with SPPRA Rules 2010.
- Procurement Committee shall finalize the bids in light of SPP-Rules, 2010 (updated January 2024).
- The bidders are requested to submit their bids along with the bid validity period.
- The method of procurement is open competitive bidding single stage one envelop procedure.
- The prices to be quoted shall be filled in the bidding documents mandatory.
- The successful bidders who undertake to execute the contract shall be liable to forfeiture of their Bid Security as a penalty.
- The bids shall be evaluated on the following criterion.
 - Lowest evaluated bid in terms of Value for Money.
 - As per specifications, terms & conditions mentioned in the bidding document
- Period of Bid Validity (days):- 45 (Forty Five) Days
- 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.
- Quality Factors: The quality of Goods must be of prime quality.
- 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.
- The bids without bid security shall not be entertained. Bids prepared in accordance with the instruction in the bidding documents, must be submitted electronically through EPADS on / or before 21-05-2025 at 11:30 a.m. Late submission of bids will not be accepted. Bids will be opened on the same day i.e. 12:00 noon.
- In case the day of bid opening falls on a public/local holiday, next working day shall be considered as the deadline for the same.
- The Tender Notice and Bidding Document shall be available on the Official website, <http://portalsindh.eprocure.gov.pk/#/> (EPADS) as well as Procuring Agency’s website www.uok.edu.pk

SIGNATURE OF THE PROPRIETOR
AND RUBBER STAMP OF THE COMPANY

Instruction to Bidders (ITB)

Preparation of Bids

- 1. Scope of Work** The *University of Karachi* plans to develop / acquire a comprehensive integrated solution for all the functional needs and requirements of *VIP Arrangement* as described in later pages.
- 2. Method and Procedure of Procurement** National Competitive Bidding **Single Stage One Envelope** Procedure as per SPP Rules 2010 (as amendment up to date)
- 2. Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English language
- 3. Documents Comprising the Bid** The bid prepared by the Bidders shall comprise the following components:
 - (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
 - (b) Bid security furnished in accordance with ITB Clause 9.
- 4. Bid Prices**
 - 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the *VIP Arrangement* it proposes to supply under the contract.
 - 4.2 The prices shall be quoted inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery of services specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
 - 4.3 Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
 - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
- 5. Bid Form** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the *VIP Arrangement* to be supplied.
- 6. Bid Currencies** Prices Shall be quoted in Pak Rupees.
- 7. Documents Establishing Bidder's Eligibility and Qualification** The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
 - (a) That the Bidder has the financial and technical capability necessary to perform the contract;
 - (b) That the Bidder meets the qualification criteria listed in the Bid Data Sheet.

- 13. Deadline for Submission of Bids**
- 13.1 Bids must be received by the Procuring Agency at the address specified in Bidding Documents, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents. In such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- 14. Late Bids**
- Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

- 15. Modification and Withdrawal of Bids**
- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

Opening and Evaluation of Bids

- 16. Opening of Bids by the Procuring agency**
- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.

- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

- 17. Clarification of Bids**
- During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

- 18. Preliminary Examination**
- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.

- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 19. Evaluation and Comparison of Bids**
- 19.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive.
- 19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and execution charges imposed till the delivery location.
- 20. Contacting the Procuring agency**
- 20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
- 21. Post-qualification**
- 21.1 In the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
- 21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.
- 21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 22. Award Criteria**
- The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**
- 23.1 Subject to relevant provisions of SPP, Rules, 2010 (updated January 2024), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2. Pursuant to Rule 45 of SPP Rules 2010 (updated January 2024), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.
- 24. Notification of Award**
- Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 25. Signing of Contract**
- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

26. Performance Security

Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

27. Corrupt or Fraudulent Practices

27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

- (a) **“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;
 - a. **“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - b. **“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
 - c. **“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
 - d. **“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (b) **“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

Bid Data Sheet

The following specific data for the *VIP Arrangement* to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

| Introduction | |
|---|--|
| ITB 1 | Name and address of Procuring Agency: <i>University of Karachi, Karachi.</i> |
| ITB 1 | Name of Contract. <i>“VIP Arrangement”</i> |
| Bid Price and Currency | |
| ITB 4 | Prices quoted by the Bidder shall be <i>“fixed” and in” Pak Rupees”</i> |
| Preparation and Submission of Bids | |
| ITSB 19 | <i>Qualification requirements:</i> <ol style="list-style-type: none"> 1) NTN 2) Sales Tax 3) Registration with SRB for works & services 4) Minimum Five years’ experience relevant field 5) Turnover of at least last Five years |
| ITB 7 | Amount of bid security. 2 % of Bid Security |
| ITB 8 | Bid validity period. 45 days |
| ITB 9 | Number of copy. <i>One Original</i> |
| ITB 19.1 | Deadline for bid submission. <i>21-05-2025 at 11:30 hours</i> |
| ITB 20 | Bid Evaluation: <ul style="list-style-type: none"> ○ Lowest evaluated bid in terms of Value for Money. ○ As per specifications, terms & conditions and bid data sheet mentioned in the bidding document |
| | Under following conditions, Bid will be rejected: <ol style="list-style-type: none"> 1. Conditional tenders/bids; 2. Bids not accompanied by bid security (Earnest Money); 3. Bids received after specified date and time; 4. Bidder submitting any false information; 5. Black Listed Firms by Sindh Government or any entity of it |

SUMMARY SHEET
TENDER NOTICE

| S. No. | Bid Value | Price in PKR |
|---------------|------------------|---------------------|
| | | |
| | | |
| | | |

| | | |
|---------------------------------------|---------------|--------------|
| Total Bid Value in PKR | | |
| Earnest Money @ 2% in PKR | | |
| Pay Order/Demand Draft No: | | Date: |
| Signature : | Seal : | |