

ISSUED ON: _____

ISSUED TO: _____

**QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE &
TECHNOLOGY NAWABSHAH**



TENDER DOCUMENT

TITLE OF THE WORK

1. ARRANGEMENT OF SEATING FOR REHEARSAL
AND CONVOCATION DAY AT MULTIPURPOSE HALL.
2. ARRANGEMENT OF CANOPY FOR LUNCH ON REHEARSAL
AND ON CONVOCATION DAY

**QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE &
TECHNOLOGY NAWABSHAH**

To,

The Director Finance
Quaid-E-Awam University of Engineering,
Science & Technology Nawabshah

Subject: - **1. ARRANGEMENT OF SEATING FOR REHEARSAL AND
CONVOCATION DAY AT MULTIPURPOSE HALL.**

**2. ARRANGEMENT OF CANOPY FOR REHEARSAL AND
LUNCH ON CONVOCATION DAY**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in I accordance with said conditions.

Rs- _____/- (Rupees _____)

2. We under take if my/our tender is accepted to commence the works immediately or within one week of recognized of the work order.
3. We agree to abide by this tender for a period of 60 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 60 days.
4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

**Signature of Contractor/Seal of Firm
Authorised Representative of Firm**

QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE &
TECHNOLOGY NAWABSHAH

APPENDIX TO FORM OF TENDER

5% of the bid price pay order.

.....

Period of commencement from receipt of letter of
intent

Immediately after issuance of the work order

Time completion

Whole arrangement should be ready in all respect
on or before Rehearsal day

Amount of liquidated damages

If the supply and performing of the work is not
found according to the specification and samples
provided, it will be rejected at risk and cost of the
supplier and in case the supplier fails to supply the
order, the penalty should be imposed as per
Inspection Committee decision which is not more
than 10% amount of work order.

Contractor's address for serving the notice
(Duly registered with concerned tax authorities)

.....

.....

Persons or bodies corporate
Partnership or Company

forming

N/A

**Signature of Contractor/Seal of Firm
Authorised Representative of Firm**

QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE & TECHNOLOGY
NAWABSHAH

BIDDING DATA

- | | |
|--|---|
| a) Name & Address of Procuring Agency | Quaid-e-Awam University of Engineering, Science & Technology,
Sakrand Road Nawabshah. |
| b) Brief Description of Works | Arrangement of Canopy for:

(i) Arrangement of Seating for Rehearsal and Convocation Day.
(ii) Arrangement of Canopy for Lunch on Rehearsal and on Convocation Day. |
| c) Amount of Bid Security | 5% in shape of Pay order in favor of Director Finance QUEST, Nawabshah |
| d) Period of Bid Validity (days) | 90 days |
| e) Time of Completion | Whole arrangement should be ready in all respect on or before Rehearsal Day |
| f) Period of commencement from | Immediately after issuance of the work order |
| g) Performance Bond | 10% |
| h) Deadline for Submission of Bids along with time | _____ |
| i) Liquidity damages: | <ul style="list-style-type: none">- If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order. |
| j) Eligibility | <ul style="list-style-type: none">- Registration with FBR for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board (SRB) in case of Procurement of Works and Services as the case may and are not black listed in any procuring agency or authority.- At least three years relevant experience- At least three years turnover details including amount & award that average turnover of last three years should not be less than Rs. 5 million, as per online annual returns submitted to FBR.- Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) / paper(s) of- bidding documents are missing that can be downloaded from the official website of this University and SPPRA, and also can be obtained from the office of the Director Finance, QUEST, Nawabshah. Bid(s) with incomplete bidding documents will straightaway be rejected |

Director Finance

QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE &
TECHNOLOGY NAWABSHAH

INSTRUCTIONS TO TENDERERS

- a) Director Finance, Quaid-e-Awam University of Engineering, Science & Technology Nawabshah calls tender for the "Arrangement of Seating and Canopy for Lunch On Convocation Day" in accordance with the Bill of Quantities attached here to be submitted on or before _____ **hours** on _____. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- b) Any tender/tenders without call deposit will not be entertained. Call deposit of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled as per rule vide clause # 10 of terms & conditions and call deposit shall be forfeited.
- c) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
- d) All prices quoted shall be deemed to include all costs of performing the works, i.e. labour, materials, transportation, income tax, GST, duties, octroi charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.
- e) All tenderers or their representative are invited to present for the opening of the tender on _____ at _____ **hours**. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.
- f) The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.
- g) "Incase of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined".
- h) The tender for the each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Director Finance, Quaid-e-Awam University of Engineering, Science & Technology Nawabshah.
- i) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered.
- j) Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in ink.

- k) All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- l) Detailed particulars of the work can be seen in the Directorate of Services on any working day during the office hours.
- m) "Engineer" means the Director of Works & Services of the University or any other Engineering appointed by him.
- n) Bids can be submitted against any one or both works. Earnest money should be submitted accordingly.
- o) The tender must signed on each and every page by a person(s) authorized to do so.

TERMS & CONDITION

1. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision **or** the firm will be black listed.
2. Quantities shown in the B.O.Q. are approximate and no claim shall be entertained for quantities of executed being 30% more or less than those entered in the B.O.Q.
3. Inspection: *Nominated Inspection Committee will make Inspection of Convocation-2020/ arrangements incase of any unsatisfactory report, the penalty should be imposed.*
4. The qualified firm should arranged sample of approval for refreshment and lunch as per menu of B.O.Q at their own cost.
5. No subletting of all or any part of work will be allowed at any cost / reasons.
6. Payments: -
 - 6.1 The actual sum to be paid shall be determined by quantify/measurements of items actually supplied valuing it at the rates/prices quoted in the approved quotations.

Director Finance



Quaid-e-Awam University of Engineering, Science & Technology Nawabshah.

Bill of Quantities (B.O.Q.)

SEATING ARRANGEMENT AND CANOPY AND LUNCH FOR REHEARSAL & CONVOCATION DAY AT QUEST, NAWABSHAH.

(Such quantity can be Reduced / Increased at any time)

S. No	Item Description	Qty	Price	Amount
1	Seating Arrangement and Decoration of Stage for rehearsal and Convocation Day.			
	Seating arrangement and decoration of stage at Multipurpose Hall: stage tables 05 executive chairs 20-30 for stage and 02 seater sofas 45-60 with center table 16NOS, 500 cushion seats and 04 Nos Multi Media Screens standard size and sound system with wall to wall carpet.	1 Job		
2	Arrangement of Canopy, Refreshment and Lunch for V.V.I.P Guests			
	Decoration / Canopies near Multipurpose Hall: Table, Tents, Kanats, Chairs, Glass Table for V.V.I.P, Pedestal Fan good quality of crockery for V.V.I.P i.e. Plates S & L good quality, Spoons, Knife, fork, Napkin, Special dishes), Carpet and all relevant necessary items to be provided as per area of the canopies complete in all respect along with service boys with proper dress.			
	Refreshment for V.V.I.Ps Tea, Coffee, Green Tea, Mineral Water, Cake Bombay, Chicken Nuggets and etc.	50		
	Lunch for V.V.I.Ps			
	<div style="display: flex; justify-content: space-between;"> <div> 1. Mutton Qorma 2. Chicken Bar.B.Q 3. Fish Finger 4. Vegetable Rice 5. Mix Vegetable 6. Beh Fry 7. Salad Bar 8. Gajar Halwa </div> <div> 9. Gulab Jaman 10. Naan Rogni (Packet) 11. Live Tandoor 12. Cold Drik (Tin & Diet) 13. Mineral Water (Nestle) 14. Fresh Fruit 15. Tissue Paper Per Table </div> </div>	200		
3	Arrangement of Canopy and Lunch for Student & their parents			
	Decoration/ Canopies near Multi Purpose Hall: Tents, Kanats, chairs, tables, pedestal fan, good quality crockery i-e plates spoons, knife, fork, napkins etc, carpet and all relevant necessary items to be provided as per area of the Canopies complete in all respect along with service boys with proper dress.			
	<div style="display: flex; justify-content: space-between;"> <div> 1. Mutton Qorma 2. Gajar Halwa 3. Vegetable Rice 4. Chicken Bar.B.Q 5. Finger Fish (vacan) 6. Salaad bar 7. Naan Rogni </div> <div> 8. Mix Vegetables 9. Live Tandoor 10. Mineral Water Nestle 11. Beh Fry 12. Gulab Jaman 13. Soft Drink (Tin & Deit) </div> </div>	450		
4	Arrangement of Lunch for drivers, Security personals on Convocation Day.			
	1. Chicken Biryani 2. Chicken Qorma 3. Naan Rogni	150		
5	Rehearsal Day Arrangement Food			
	1. Chicken Biryani 2. Milk Tea	150		

- i. It is of utmost importance that bids should be submitted very carefully.
- ii. The delivery period shall start from the date of award of contract/ contract signature.
- iii. The vendor give affidavit for guarantee, to supply the stores exactly in accordance with the requirement specified in the invitation to this tender.

QUAID-E-AWAM UNIVERSITY OF ENGINEERING, SCIENCE &
TECHNOLOGY NAWABSHAH

CONVOCATION-2020

SUMMARY OF BID COST

1. Seating Arrangements for Rehearsal and
Convocation Day-2020

Rs:

2. Arrangements of Canopy for Lunch on
Rehearsal and on Convocation Day

Rs:

GRAND TOTAL AMOUNT (Inclusive with All Taxes)

Rs:

Signature of Contractor with Seal