

STANDARD BIDDING DOCUMENT

Framework Contract for Supply of Food Items

(YEAR 2020– 21)



The Islamia University of Bahawalpur

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Important Note:

Bidders must ensure that they shall submit all the required documents indicated in the Bidding Documents without any excuse. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidence for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under the Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab and PPRA received during the completion of the project.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website <http://ppra.punjab.gov.pk>. In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media and placed online at the website of University Guest House r, if any,.

The bidding document carrying all details can be downloaded from PPRA's website www.ppra.punjab.gov.pk and from the website of the Islamia University of Bahawalpur website <http://www.iub.edu.pk>, if any, for information only. All prospective bidders are required to register themselves with the Treasurer, IUB after payment or depositing an amount of **Rs.1000/-**. The deposit slip must accompany respective bid; otherwise the bid will stand rejected.

1.3 Type of Open Competitive Bidding

As per Rule 38(2)(a), Single Stage – Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) in the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) The lowest evaluated bidder shall be awarded the contract.
- (ix) The bids shall be evaluated on accumulative cost basis.

2 Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security, as per provisions of this tender document clause “Bid Security” of this document in favor of “**Treasurer, the Islamia University of Bahawalpur**”. The bids along with the Security, Tender Forms, Affidavits, etc., must be delivered into the Tender Box, placed in the office of the **Principal Officer, University Guest House, Abbasia Campus, IUB** on or before **11:00 AM on 15.10.2020**. The Technical bids shall be publicly opened in the same office at **11:30 AM** on 05.10.2020. In case the last date of bid submission falls in / within the official holidays / weekends of the University Guest House r, the last date for submission of the bids shall be the next working day.

All the bidders technically disqualified may have an opportunity to raise their objections, if any, through their grievance petition against any of the technically qualified competitor within **one day** after announcement of technical evaluation report where after the financial bid may be opened.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding “**Determination of Responsiveness of Bid**” and “**Rejection / Acceptance of the Tender**” for making their bids substantially responsive to the requirements of the Bidding Document.

It will be imperative for each Bidder to familiarize itself / themselves with the prevailing socio-economic, political, and legal situation for the execution of contract. University Guest House r shall not entertain any request for clarification from the Bidder regarding such aspects of submission of the Bid.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the University Guest House r. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the University Guest House r on the demand and approval of the University Guest House r will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the University Guest House r. The University Guest House r reserves the right of inspection of supplied food items itself or by the Punjab Food Authority at any place, bidder premises or at the desired / specified place.

The Primary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Incharge University Guest House,
The Islamia University of **Bahawalpur**
Abbasia Campus,
Bahawalpur
Ph. 0629250056

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated through the Primary Contact, in writing only.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The University Guest House r will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE BID

3 Definitions

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 **“Authorized Representative”** means any representative appointed, from time to time, by the University Guest House r or the Contractor.
- 3.3 **“Availability and Reliability”** means the probability that supplied shall be ready to serve when called upon at any point in time.
- 3.4 **“Bidder/Tenderer”** means the interested Firm/Company/Supplier/Distributors/ individual / AOP that are registered with the Income Tax and Punjab Sales Tax on services Registration Certificate may provide or provides the Food Items and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.5 **“Commencement Date of the Contract”** means the date of signing of the Contract between the University Guest House r and the Contractor.
- 3.6 **“Contract”** means the agreement entered into between the University Guest House r and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.7 **“Contractor / Vendor”** means the Bidder whose Bid has been accepted and awarded Letter of Acceptance for food item followed by the Contract signed by the University Guest House r.
- 3.8 **“Contract Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.9 **“Defects Liability Expiry Certificate”** means the certificate to be issued by the University Guest House r to the Contractor, in accordance with the Contract.
- 3.10 **“Day”** means one day in Georgian Calendar.
- 3.11 **“Force Majeure”** means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the University Guest House r in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.12 **“Food”** means Breakfast, Lunch, Dinner, Hi-Tea & Tea, complete catering service and catering equipment etc. which the Contractor is required to supply to the University Guest House r under the Contract.
- 3.13 **“Person”** includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.14 **“Prescribed”** means prescribed in the Tender Document.
- 3.15 **“University Guest House r”** means the Center for Professional Development of Public Prosecutors or any other person for the time being or from time to time duly appointed in writing by the University Guest House r to act as University Guest House r for the purposes of the Contract.
- 3.16 **“Services”** means Services related to provision of Breakfast, Lunch, Dinner, Hi-Tea & Tea, Food items and entire equipment (Crockery & Cutlery etc) other such obligations which the Contractor is required to provide to the University Guest House r under the Contract.
- 3.17 **“Works”** means work to be done by the Contractor under the Contract.
- 3.18 **“Eligible”** is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4 Headings and Titles

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5 Notice

5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the University Guest House r, the same shall be:

5.1.1 in writing;

5.1.2 issued within reasonable time;

5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and

5.1.4 The words “notify”, “certify”, “order”, “consent”, “approve”, “instruct”, shall be construed accordingly.

6 Tender Scope

6.1 Principal Officer, University Guest House, IUB (hereinafter referred to as “the University Guest House r”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for supply, of Food Items, (Hereinafter referred to as “the Food”) with all related Services (hereinafter referred to as “the Services”).

7 Tender Eligibility/Qualification Criteria

7.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:

7.1.1 Has a registered/incorporated company/firm in Pakistan;

7.1.2 has valid Registration of Income Tax, Sales Tax, Revenue Authority & National Tax Number (NTN);

7.1.3 Must be experienced in sales or supply of Food

7.1.4 Is authorized dealer/distributor (if applicable)

7.1.5 Has not been blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required (**Submission of undertaking on legal stamp paper is mandatory**), failing which will cause rejection of the bid;

7.1.6 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.

7.1.7 Conforms to the clause of “Responsiveness of Bid” given herein this tender document.

Note: Verifiable documentary proof for all above requirements is a mandatory requirement.

8 Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the University Guest House r shall in no case be responsible / liable for those costs / expenses.

9 Joint Venture

Joint venture or partnership firms are not eligible for this tender.

10 Examination of the Tender Document

The Tenderer is expected to examine and obey the Tender Document, including all instructions and terms and conditions.

11 Clarification of the Tender Document

The Bidder may require further information or clarification of the Bid Document, within **03 (Three) calendar days** of issuance of tender in writing. The clarification and its reply will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated through the Primary Contact and in writing.

12 Amendment of the Tender Document

- 12.1 The University Guest House r may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend this standard bidding Document under PPRA Rules, on any account, for any reason. All amendment(s) shall be part of this standard bidding Document and binding on the Bidder(s).
- 12.2 The University Guest House r shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.
- 12.3 The University Guest House r may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.
- 12-A No amendment will be permissible in the bid by the bidder /tendrers after its submission.

13 Preparation / Submission of Tender

- 13.1 The bidder is allowed to bid for all food menus.
- 13.2 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the University Guest House r, shall be in English or Urdu. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- 13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted.
- 13.4 The Tender shall be in two parts i.e. the technical proposal and the financial proposal.
- 13.5 Technical Proposal shall comprise the following, **without quoting the price**. Quoting of price in technical bid shall be rejected.
- 13.5.1 Copy of the bid security must be attached with the technical proposal.**
- 13.5.2 Technical Proposal Form (**Annexure-B & B/1**)
- 13.5.3 Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) (**Annexure-G&H**)
- 13.5.4 All Bid Documents duly signed and stamped by authorized representative. (**Annexure-E**)
- 13.5.5 Authorized Certificate / document from the principal / manufacturer if applicable.
- 13.5.6 Evidence of eligibility of the Tenderer and the Goods criteria in case applicable.
- 13.5.7 Certificate of conformity of the Goods / the Services to the Tender Document
- 13.5.8 Technical Brochures / Literature
- 13.5.9 Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required
- 13.5.10** The Contractor's financial capacity to mobilize and sustain the Supply of Food is imperative. In the Proposal, the Bidder is required to provide information about its financial status. This requirement can be met by submission of income tax return or bank statement (business, current account) for the last **One (01) years**.
- 13.5.11 The statement must be signed by the authorized representative of the Bidder
- 13.5.12 Financial Capacity as per **Annexure-K**.
- 13.5.13 Valid Registration Certificate for Income Tax & Sales Tax
- 13.5.14** Income Tax Returns for the **last one year(01)**
- 13.5.15 Sales Tax return of last month
- 13.5.16 Authority letter, if an authorized representative is appointed (**Annexure-F**)

13.6 The Financial Proposal shall comprise the following:

13.6.1 Financial Proposal Form (**Annexure-C**)

13.6.2 Quoted Price detail list (**Annexure-D**)

13.6.3 Bid Security, **as per provisions of the clause Bid Security of this document (Annexure- I)**

13.7 The Tenderer shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for

Tender Name. []

Tender No. []

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.8 The Tenderer shall follow the same process for the Financial Bid / Tender.

13.9 The Tenderer shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for

Tender Name.

Tender No

Strictly Confidential

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.10 The Tenderer may enclose soft copies of the Technical Proposal and the Financial Proposals, including all Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.

13.11 The Tender shall be dropped in the prescribed Tender Box placed in the University Guest House r's office, during office hours, up to due date and time.

13.12 This is made obligatory to affix authorized signatures with official stamp on all documents, annexure, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

14 Tender Price

14.1 The quoted price shall be:

14.1.1 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

14.1.2 In Pak Rupees;

- 14.1.3 Inclusive of all taxes, duties, levies, insurance, freight and catering services charges, etc.;
- 14.1.4 Including all charges up to the delivery point as provided by procuring.
- 14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 14.3 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.

15. Bid Security

- 15.1 The Tenderer shall furnish the Bid Security in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR) / bank guarantee, issued by a scheduled bank operating in Pakistan, in the name of the University Guest House, as per the format provided in the Tender Document as under;

Sr #	Items	Estimated Cost Rs.	2% Bid Security Amount Rs.
1	Food items	300000/-	60000/-

Note: Bid Security is within 2% as per PPRA Rules) of the Total Tender Estimated Price.

- 15.1.1 Denominated in Pak Rupees;
- 15.1.2 **As part of Financial bid envelope**, failing which will cause rejection of bid.
- 15.1.3 Have a minimum validity period of **one hundred and twenty (120) days** from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 15.2 The Bid Security shall be forfeited by the University Guest House r, on the occurrence of any / all of the following conditions:
- 15.2.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
- 15.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
- 15.2.3 If the Tenderer, having been notified of the acceptance of the Tender by the University Guest House r during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 15.3 The Bid security shall be returned to the technically unsuccessful Tenderer unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security.

16. Tender Validity

The Tender shall have a minimum validity period of one hundred and twenty **(120) days** from the last date for submission of the Tender. The University Guest House r may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

- 17.1 The Tenderer may, by written notice served on the University Guest House r, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. Opening of the Tender

- 18.1 Tenders (Technical Bids) shall be opened at **11:30 AM**, on the last date of submission of bids i.e. **15/10/2020**, in the presence of the Tenderer(s) for which they shall ensure their

presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the University Guest House r, the last date for submission of the bids shall be the next working day.

18.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the University Guest House r may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

18.3 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

19. Clarification of the Tender

The University Guest House r shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors and technical aspects discovered in the Tender. Acceptance of any such correction is sole discretion of the University Guest House r.

20. Determination of Responsiveness of the Bid (Tender)

20.1 The University Guest House r shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

20.1.1 meets the eligibility criteria given herein this tender document;

20.1.2 meets the Technical Specifications for the Food against each menu;

20.1.3 meets the delivery period / point for the food against each menu;

20.1.4 in compliance with the rate and limit of liquidated damages;

20.1.5 offers fixed price quotations for the food against each menu;

20.1.6 Is accompanied by the required Bid Security as part of financial bid envelope.

20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope.

20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;

20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

20.2 A material deviation or reservation is one which affects the scope, quality of the food item or limits the University Guest House r's rights or the Tenderer's obligations under the Contract.

20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the University Guest House r may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

21. Correction of errors / Amendment of Tender

21.1 The Tender shall be checked for any arithmetic errors and technical aspects which shall be rectified, as follows:

21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.

21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4 No credit shall be given for offering delivery period earlier than the specified period.

22 TECHNICAL EVALUATION CRITERIA

PASS MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the **45% pass marks** limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to **45%** of the marks will be accepted in technical proposal, and their financial bids will be opened.

- 22.1 The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply food items as per menus will be rejected.
The Eligible/Technically Qualified Bidders will be considered for further evaluation.
- 22.2 The Technical proposals for **Framework Contract for Supply of Food Items** shall be evaluated by the technical evaluation committee in the light of following evaluation criteria against each item:

CRITERIA FOR TECHNICAL EVALUATION OF THE BIDDERS

	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid PST Number and National Tax No	Mandatory
	Punjab Revenue Authority Registration No.	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required on non-judicial stamp paper worth of Rs.100/-.	Mandatory
	Compliance to the technical specifications of food items to be procured mentioned vide (Annexure-A) of this document	Mandatory

Sr. #	Parameter	Slabs	Marks	Weightage
1	Business Volume			25%
a.	Annual Turnover (Average of Last 01-Years) Rs. In Lacs	More than 12 More than 8 to 12 5 to 8 lac	50 40 30	
b.	Annual Sales of Food Items (Average of last 01-Years) Rs. In Lacs	More than 12 More than 8 to 12 5 to 8	50 40 30	
2	Relevant Experience			
a.	Number of years since establishment	Above 02 Above 01 to 02	50 40	25%

		Upto 1 year	30	
b.	Execution of similar projects valuing more than Rs. 5.00 Lacs	Above 4 Above 02 to 04 01 to 02	50 40 30	
2	Financial strength			25%
a.	Bank Balance & Reserves for last one year (amount Rs. In Million)	More than 5 More than 3 to 5 upto 3	100 80 60	
3	H.R.Strength			25%
a.	Number of Human Resources (employees)	Above 8 Above 5 to 8 3 to 5	100 80 60	
Total:				100%

TECHNICAL PROPOSAL

Please mention the figure / information in the respective column of “Annexure B/1”

Name and address of the catering firm with phone Nos and Cell Nos.	Office
Punjab Sales Tax on Services No.	(Attach copy also)
Income Tax No.	(Attach copy also)
Punjab Revenue Authority Registration No.	(Attach copy also)
Annual Turnover (Average of Last 01-Years) Rs. In Lacs	(Certificate or verification by the bank)
2- Annual Sales of Food Items (Average of last 01-Years) Rs. In Lacs	(Attach Relevant Documents also)
Number of Persons employed in the catering firm	(Attach relevant Documents)
Capacity of the firm for catering tentage, crockery and allied arrangements	Tea for Persons _____ Lunch for Persons _____ Dinner For Persons _____ Hi-Tea for Persons _____ Breakfast for Persons _____
Number of Years Since Establishment (of firm)	

Execution of similar projects valuing Rs=500000/ Lac	
Whether transport and catering facilities owned by the firm or otherwise?	
Name, Addresses and the phone numbers of the departments to whom catering facilities rendered by the Firm/Tenderer (Attach performance certificates)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Willingness to provide catering services when and where required.	
Period of Rate Contract:	Initially valid Till 30/06/2021 and further extendable for to 2 years.
Bank Balance & reserves as on 30/06/2018.(please attach the relevant bank documents)	
Any other information firm wants to submit	

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

23. FINANCIAL PROPOSAL EVALUATION

23.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the University Guest House r accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses of catering service, VIP tentage, crockery cutlery. In case of any exemption of duties and taxes made by the Government in favor of the University Guest House r, the contractor shall be bound to adjust the same in the Financial Proposal.

23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

23.2.2 In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes etc.

23.2.3 Delivery Expenditures should be included in offered rates as per delivery schedule provided by the University Guest House r at Lahore or any other city of the Punjab.

- 23.3 The University Guest House r will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

24 Rejection / Acceptance of the Bid

- 24.1 The University Guest House r shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The University Guest House r may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University Guest House r shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The University Guest House r shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule- 35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

- 24.2 The Tender shall be rejected if it is:

- 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
- 24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- 24.2.3 incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or
- 24.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting if not attested ; or
- 24.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or
- 24.2.6 the Tenderer has conflict of interest with the University Guest House r; or
- 24.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
- 24.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
- 24.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
- 24.2.10 the Tenderer fails to meet the evaluation criteria requirements (clause-22);
- 24.2.11 the tenderer has been blacklisted by any public or private sector organization;
- 24.2.12 the tendered has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 24.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

25 Award Criteria

- 25.1. At first step, eligible bidder(s)/tenderer(s) as per clause-7 of Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each menu will stand technically qualified.
- 25.2. At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities against each item, irrespective of their score in the previous step.

26 Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the University Guest House r shall issue the Acceptance Letter to the successful Tenderer, **at least after 10 days of announcement of bid evaluation reports** and prior to the expiry of the original validity period or extended

validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each item.

27. Performance Security

- 27.1 The successful Tenderer/The Contractor against successful bid shall furnish Performance Security as under:
- 27.1.1 within **Four (04) days** of the receipt of the Acceptance Letter from the University Guest House r;
 - 27.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
 - 27.1.3 for a sum equivalent to **10% of the contract value**;
 - 27.1.4 denominated in Pak Rupees;
 - 27.1.5 have a minimum validity period until the date of expiry of Frame Work Contract period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- 27.2 The Performance Security shall be payable to the University Guest House r, on occurrence of any / all of the following conditions:
- 27.2.1 If the Contractor commits a default under the Contract;
 - 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
 - 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.
- 27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.
- 27.4 In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, P.O, DD, CDR as required, shall be deducted from the amount payable to the Contractor.

28 Schedule of Delivery

- 28.1 The successful bidder shall deliver the food items at the place, day and time mentioned in the supply order. The bidder would bear transportation charges. The delivery period may be extended by the Procuring Agency if necessary.
- 28.2 After the agreement if food items are not found in accordance with the specifications or substandard, it will be rejected and entertainment/food items will be procured at the risk and cost of bidder
- 28.3 In case the tenderer fails to provide food items strictly in accordance with the specifications, entertainment will be University Guest House d at his risk and cost.

Award of Contract

29. Acceptance of Bid and Award criteria

- 29.1 The Bidder with successfully technically evaluated and lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government or having less Bid Security shall be awarded the Contract, within the original or extended period of bid validity.

29.2 The Procuring Agency reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions.

29.3 Duration of Contract:

The duration of Framework Contract shall be initially for the period of one year till **30th June, 2020** starting from the date of signing the Contract and extendable for next two (2) years. Renewal shall be based on provisioning of satisfactory services by the service provider, needs, and requirements and approved budgetary provisions of the University Guest House r, yet University Guest House r has a right to terminate the extended period of contract at any time due to unsatisfactory services provided by the successful bidder.

29.3 Notification of Award

29.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter or through personal receiving by the bidder representative that its bid has been accepted.

29.3.2 The notification of Award shall constitute the formation of the Contract.

29.4 Signing of Contract

29.4.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract form provided in the bidding documents and contract will be signed on stamp paper provided by the bidder @ 0.25% of the total value of the contract.

ANNEXURE-A**MENU 2020-2021**

LUNCH/ DINNER MENUS			
Menu No.1			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Chicken Karahi / Quorma	300 grams	
2	Fried Rice/Chick Pulao	200 grams	
3	Vegetable Mix	200 grams	
4	Naan	2-3	
5	Raita (Zeera & Mint)	50 grams	
6	Fresh Salad	50 grams	
7	Dessert (Kheer/ Fruit Truffle)	150 grams	
8	Cold Drink (regular)	250 ml	
9	Mineral Water Nestle / Aquafina	500-ml	
Menu No.2			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Mutton Karahi / Quorma	350 grams	
2	Fried Rice/ Chick Pulao	200 grams	
3	Palak Paneer/Special vegetable	250 grams	
4	Naan	2-3	
5	Raita (Zeera & Mint)	50 grams	
6	Fresh Salad	50 grams	
7	Dessert (Kheer/ Fruit Truffle)	150 grams	
8	Cold Drink (regular)	250 ml	
9	Mineral Water Nestle / Aquafina	500 ml	
Working Lunch Menu No.1			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Chicken Pizza (Fajitas/ Tikka)	01-piece of 12 inch pizza	
2	Plain Cake	01 piece	
3	Cold Drink Tin Pak 300 ml	01	
4	Mineral Water Nestle / Aquafina (small)	500 ml	
Working Lunch Menu No. 2			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks

1	Club Sandwich with Fries	01 for 2 person	
2	Plain Cake	01 piece	
3	Chicken Nuggets	2 pieces	
4	Cold Drink Tin Pak 300 ml	01	
5	Mineral Water Nestle / Aquafina (small)	500 ml	
Working Lunch Menu No.3			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Chicken Rashmi Kabab	(standard 2 per head)	
2	Chicken Sandwich	01	
3	Chicken Hot Tender	5-7 boti	
4	Cold Drink Tin Pak 300 ml	01	
5	Mineral Water Nestle / Aquafina	500 ml	
Hi Tea Menu No. 1			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Tea	Separate	
2	Sandwich	02 Piece	
3	Bakery Biscuits	2 – 3	
4	Samosa small	02	
5	Dhaka Chicken	6-7 pieces	
6	Gulab Jaman	2 pieces	
7	Mineral Water Nestle / Aquafina	500 ml	
Hi Tea Menu No. 2			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Tea	Separate	
2	Chicken Patties	01	
3	Bakery Biscuits	2 – 3	
4	Vegetable Pakora	3-4 pieces	
5	Rashmi/Seekh Kabab	(standard 2-Piece)	
6	Burfi	2 piece	
7	Mineral Water Nestle / Aquafina	500 ml	
Tea & Refreshment Menu 1			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Tea	Separate	
2	Bakery Biscuit	2- 3	
3	Samosa (Small)	2-No	
4	Mineral Water Nestle / Aquafina	500 ml	
Tea & Refreshment Menu 2			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks

1	Tea	Separate	
2	Plain Cake	2 pieces	
3	Sandwich (Small)	2-No	
4	Mineral Water Nestle / Aquafina	500 ml	
Lunch / Refreshment Boxes			
Menu 1			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Chicken Biryani (pack in box with spoon)	200-g rice + 125 gram chicken piece	
2	Raita / Salad	50 g + 50 g	
3	Tin Pack	300-ml	
Lunch / Refreshment Boxes			
Menu 2			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Zinger Burger (pack in box)	1-No	
2	Ketchup Satchey (national / Sandeep or equivalent)	1-No	
3	Tin Pack	300-ml	
Lunch / Refreshment Boxes			
Menu 3			
Sr.#	Description/ Specification of the Items	Quantity per person	Remarks
1	Chicken Petty Burger	01 No.	
2	Ketchup Satchey (national / Sandeep or equivalent)	1-No	
3	Nestle Juice	200 ml	
<p>Note:</p> <p>1.The food shall be cooked in cooking oil (Dalda, Sufi or equivalent)</p> <p>2. The University Guest House r has a right for the checking of the quality of the food by Punjab Food Authority to ensure the quality of the food)</p> <p>3.Catering services include tent/canopy, carpets, kanat, sitting arrangements, buffet arrangements, lighting, fans, crockery , cutlery and other relevant items.</p>			
Venue: Old Campus + Railway Campus + Baghdad ul Jadeed Campus (Bahawalpur)			

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _ (Name and address of University Guest House r)

Dear Sir,

We, the undersigned, offer to provide the _ (insert title of assignment) _ in accordance with your Request for Proposal/Tender Document No. _____ dated _ (insert date) _ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of _____ related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-B/1**Proforma for Technical Proposal**

Name and address of the catering firm with phone Nos and Cell Nos.	Office
Punjab Sales Tax on Services No.	
Income Tax No.	
Punjab Revenue Authority Registration No.	
Annual Turnover (Average of Last 01-Years) Rs. In Lacs	(Certificate or verification by the bank)
2- Annual Sales of Food Items (Average of last 01-Years) Rs. In Lacs	(Attach Relevant Documents also)
Number of Persons employed in the catering firm	(Attach relevant Documents)
Capacity of the firm for catering tentage, crockery and allied arrangements	Tea for Persons _____ Lunch for Persons _____ Dinner For Persons _____ Hi-Tea for Persons _____ Breakfast for Persons _____
Number of Years Since Establishment (of firm)	
Execution of similar projects valuing Rs=500000/ Lac	
Whether transport and catering facilities owned by the firm or otherwise?	
Name, Addresses and the phone numbers of the departments to whom catering facilities rendered by the Firm/Tenderer (Attach performance certificates)	1. _____ 2. _____
Willingness to provide catering services when and where required.	
Period of <u>Rate Contract:</u>	Initially valid Till 30/06/2021 and further extendable for to 2 years.
Bank Balance & reserves as on 30/06/2020.(please attach the relevant bank documents)	
Any other information firm wants to submit	

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To _ (Name and address of University

Guest House r) _ Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your Request for Proposal No. _____ dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures)_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-D

Financial Bid Format

Submit Rates as per given Performa

Guest Range	Menu As per Annexure - A	Rates Per Head VIP Catering + services including all Taxes	Rates Per Head VIP Tenatge + VIP Catering + services including all Taxes
50 to 200			
201-500			
501 and above			

Submit Rates as per given Performa

Guest Range	Menu Russian Salad	Rates Per Head VIP Catering + VIP services including all Taxes Standard cup
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu Fruit Salad Salad	Rates Per Head VIP Catering + VIP services including all Taxes Standard cup
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu Kashmiri Tea	Rates Per Head VIP Catering + VIP services including all Taxes Standard cup
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu Soup (Hot n sour/Chicken Thai / Chicken Corn/ chicken mashroom)	Rates Per Head VIP Catering + services including all Taxes Standard cup
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu Gajar Halwa (200 grams)	Rates Per Head VIP Catering + services including all Taxes
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu <i>Ras Malai (2 piece)</i>	Rates Per Head <i>VIP Catering + services including all Taxes</i>
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu <i>Chicken Malie Botti (4 piece)</i>	Rates Per Head <i>VIP Catering + services including all Taxes</i>
50 to 200		
201-500		
501 and above		

Submit Rates as per given Performa

Guest Range	Menu <i>Chicken Rashmi Kabab(2 piece)</i>	Rates Per Head <i>VIP Catering + services including all Taxes</i>
50 to 200		
201-500		
501 and above		

Notes to Price Table:

- i. Prices must be quoted for the items
- ii. The University Guest House reserves exclusive rights to decrease or increase the quantities of goods mentioned vide this tender document.

Total Cost (in words) Rs. _____

Date _____

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Dully authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

ANNEXURE-E

Format for Covering Letter

To

(Name and address of University Guest House r)

Sub: _____.

Dear Sir,

Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.

- a) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the University Guest House r Department / Office.
- b) We agree to abide by this proposal for the period of__ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- c) We agree to execute a contract in the form to be communicated by the _(insert name of the University Guest House r)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- d) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- e) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal

ANNEXURE-F

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the University Guest House r) including signing and submission of all documents and providing information/responses to (name of the University Guest House r) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

ANNEXURE-G

(Name, Title and Address of the Attorney)

Date:

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-H

(To be submitted on legal stamp paper)

AFFIDAVIT

(Integrity Pact)

We _(Name of the bidder / supplier)_ being the first duly sworn on oath submit, that Mr. / Ms. _____(if participating through agent / representative) is the agent / representative duly authorized by _(Name of the bidder company)_ hereinafter called the Contractor to submit the attached bid to the _(Name of the University Guest House r)_. Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the

(Name of the University Guest House r) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the University Guest House r and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the University Guest House r under any law, contract or other instrument, be voidable at the option of the University Guest House r.

Notwithstanding any rights and remedies exercised by the University Guest House r in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the University Guest House r for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the University Guest House r in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the University Guest House r.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

Notary Public

ANNEXURE-I

BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name _____, Tender No._____, Item No._____(hereinafter called "the Tender") to the [Name and Address of the University Guest House r] (hereinafter called "the University Guest House r") for the Total Tender Price of PKR (in figures _____) (in words_____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the University Guest House r, for the sum of PKR (in figures_____) (in words _____) and undertakes to pay to the University Guest House r, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the University Guest House r having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the University Guest House r during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the University Guest House r shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the University Guest House r shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to_____or until furnishing of the Performance Security, whichever is later.

Date this _____ day of 2020.

GUARANTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

ANNEXURE-J

PERFORMANCE SECURITY

Issuing Authority:
Date of Issuance:
Date of Expiry:
Claim Lodgment Date: (Must be one month later than the expiry date)

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods against Tender Name._____, Tender No._____(hereinafter called "the Contract") for the Contract Value of PKR (in figures_____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within Seven (04) days of the receipt of the Acceptance Letter (Letter of Acceptance) from the University Guest House r, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs._____(10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the University Guest House r, for the sum of PKR (in figures_____) (in words _____) and undertakes to pay to the University Guest House r, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the University Guest House r having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the University Guest House r shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the University Guest House r shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later.**

Date this _____ day of 2020.

GUARANTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

ANNEXURE-K

Financial Capacity of the Bidder

Additionally, the following financial data form shall be filled out for the Bidder. The University Guest House reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees))		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below.

Litigation or arbitration in the last three (3) years: No: _____ Yes: _____ (See below)

Litigation and Arbitration During Last three (3) Years

Year	Matter in Dispute	Value of Award Against Contract in PAK Rupees
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Authorized Signatures with Official Seal