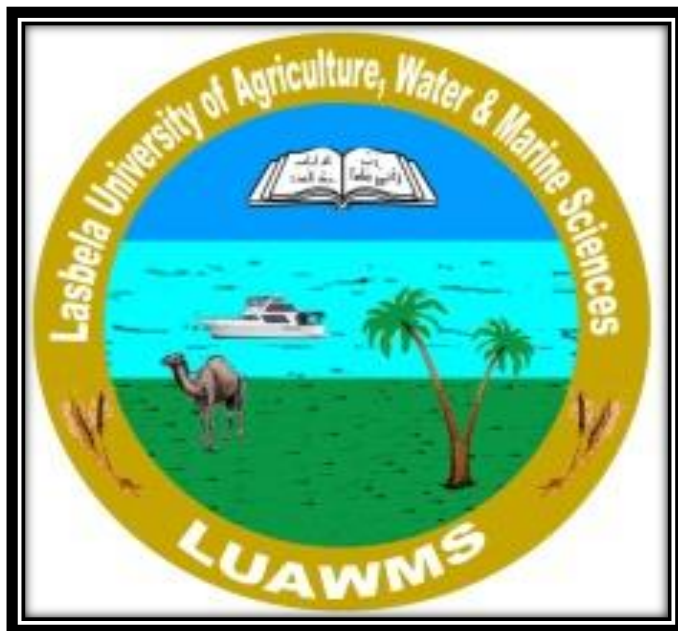


(4th Convocation, 2023)

**LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES
UTHAL BALOCHISTAN**



TENDER DOCUMENTS

Hiring of Catering /Decoration/ Furniture Marquee Services

Date for Opening bids: 18-01-2023

This tender Form is issued to M/s _____

Tel. No.: 0853-610914

Fax No. 0853-610294

Web: www.luawms.edu.pk

GENERAL TERMS AND CONDITIONS

1. The last date of receipt of Sealed Tender is January, 18 2023. Bid will be opened publicly at LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES (LUAWMS) on January, 18-2023 at 1:00 PM. The Bidder/Vendor should furnish earnest money equivalent to 3% of the total value of Bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES (LUAWMS) Uthal Balochistan and shall be enclosed in a separate envelope along with bid. Without earnest money no bid will be accepted.
2. Proposal sent to LUAWMS by fax or email will not be accepted.
3. An effort by a Bidder to influence LUAWMS, directly or indirectly through unfair means in LUAWMS proposal evaluation, proposal comparison or contract award decision, to meet or discuss with any LUAWMS official unless desired by the LUAWMS may result in the rejection of Bidder's Proposal and black listing for any future tender of LUAWMS.
4. All participating recipients of this Tender will be notified in writing by the LUAWMS, regarding any changes made to this Tender for the purpose of clarification.
5. All responses to this Tender shall become the property of LUAWMS.
6. LUAWMS will not bear any expense incurred in the preparation of proposals in response to this Tender.
7. All prices will be valid for 90 days and to be quoted in Pak Rupees inclusive all applicable taxes.
8. Bidders are required to submit their proposals in compliance to the type of supplies/services and terms & conditions provided in the Tender.
9. The earnest money of the successful Bidders will be released after successful completion of events regarding convocation,2023
10. It is mandatory that the Bidder provides the following documents and also provide information with respect to its relationship with principal.
 - a Number of Vendor offices and addresses, phone and fax numbers and e-mail address as well as name and designation of the responsible persons.
 - b Registered Name of Organization.
 - c National Tax Number and GST Number,. Including copy of certificates
 - d Head Office addresses.
11. LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES (LUAWMS) reserves the right to reject any or all Bids or Offers without assigning any reason or cancel the process at any time.
12. LUAWMS reserves the right to increase/decrease the quantity of items/scope of the work.

SELECTION CRITERIA

- One step process will be used for the selection of a Vendor.
- LUAWMS intends in issuing this Tender is to award a contract to the lowest and best responsive vendor who meets quality, experience considering price and other factors.
- The Bids must include the filled-in specification sheets, the Bids will include the prices quoted for each Item as at Annexure (A, B, C).
- The quoted prices must include all taxes, customs and freight charges for delivery at the LUAWMS, campus in Uthal at their own risk and cost.
- LUAWMS is an educational institute. Therefore expects Significant educational and volume discount.

CLARIFICATION

Further clarification relating to the Tender document shall be directed to Deputy Director Procurement, LASBELA UNIVERSITY OF AGRICULTURE, and WATER AND MARINE SCIENCES (LUAWMS) Uthal Balochistan.

Phone: 0853-610914

DELIVERY OF REQUIRED ITEMS TO ARRANGE 4TH CONVOCATION, 2023

Complete delivery should be made at the campus of LASBELA UNIVERSITY OF AGRICULTURE, WATER AND MARINE SCIENCES (LUAWMS) Uthal Balochistan within given period will be specified in the supply order

LIQUIDATED DAMAGES

In case of poor response and arrangements not up to the mark penalty will be applicable as under:

- | | | | |
|----|--|---|--|
| a) | Poor response in labor services | = | 1.0% of the total bill amount |
| b) | Catering arrangements not up to the mark | = | 2% of total bill amount |
| c) | Poor quality of crockery& food materials | = | 2.5 % of total cost |
| d) | Any other complaint (s) received /reported from University management. | = | As per weight and the total imposing value not acceding from 10% of bid value. |

TERMS OF PAYMENT

Payment of Contract Price shall be made in the following manner:

Payment shall be payable to the vendor upon successful delivery and completion of services.

All payments shall be made through crossed Cheque in the Pak Rupees on submission of bills within the 15 days after successful completion of work.

Applicable Taxes will be deducted at source at the time of payment.

OVERALL COMPLIANCE

It is hereby certified that terms & conditions have been read, Agreed upon and signed.

M/s _____

Contact Person: _____

Complete Address: _____

Telephone No. _____ Fax: _____

Cell No.: _____ Email: _____

Signature & Stamp

Annexure (A)**Catering & Decoration for 4TH Convocation, 2023**

S/No	Item Description	Item Unit	Qty	Days	Amount
01	Carpet (6'x15')	No	150	2	
02	Entrance Canopies	No	2	2	
03	Water Tank	No	20	2	
04	Mineral water 600ml	bottle	1500	2	
05	Band with Transportation	group	1	1	
06	Hi Tea with disposable items	Job	1800	2	
07	Fresh Flower Arrangement	Job	1	1	
08	Refreshment on Rehearsal Day	Nos	1000	1	
09	Lunch for VVIPs on Convocation day	Nos	200	1	
10	Hi-standard cutlery, crockery, waiter and VVIPs round tables with chairs & Décor setup	Job	200	01	
11	20x skilled waiters for serving lunch VVIPs	Job	For event	02	
12	Hi tea For Students & Guests on Convocation	Nos	1800	1	
13	Transportation Charges	Job	For event	2	
14	Labor Charges for whole arrangements	Job	For event	2	
15	Transport charges for extra items	Job	For all delivery	01	
Total Amount Including Taxes Rs:					

Annexure (B)

S.No	Description of Items	Type /Spec	Unit	Qty	U/Price	Amount
01	Printed panaflax	12x20	Ft	01		
02	Printed panaflax with frame	9x20	Ft	01		
03	Printed pana flax with stand	3x5	Ft	20		
04	Printed invitation cards with envelope	Standard size	No	1500		
05	Printed book let containing 100 pages	A4 size	No	2000		
06	Gold medals	Hi-standard	No	60		
07	Shields with Box	Hi- standard	No	05		
08	Printed Folders A4 size	Regzine	No	600		
09	Sasha / Lashes for students	Standard size	No	100		
10	Printed panaflax (WEL COME)	10x4	Ft	03		
11	Printed panaflax with frame	8x4	Ft.	40		
Total Amount Including taxes Rs:						

Annexure (C)

S.No	Particulars	Package	Qty	U/Price	Amount
01	Photography & Video Recording	Photography for whole event and movie making with PD cameras 3 No, At least 3 Albums containing 750 pics	02		
Total Amount Including taxes Rs:					

Important Note

1. The venue should be ready at 11:00 AM for rehearsal day (i.e. before convocation day)
2. For convocation, venue should be ready and handover to Registrar department at 10:30 PM before convocation day.
3. Complete decoration arrangements including luminary, cutlery, crockery, and bearer & allied supporting services.
4. Lasbela University will panelize 10% of the items value on sub-standard delivery of following items/ services.

S. No	Description
01.	<u>Food</u> <ol style="list-style-type: none"> Quality Quantity Heated
02	<u>Crockery & Cutlery (Ceramic & Stainless Steel)</u> <ol style="list-style-type: none"> Neat & Clean Free from cracker
03	<u>Staff</u> <ol style="list-style-type: none"> Should be proper uniform Minimum fifteen supporting staff
04	<u>Furniture Quality plus carpet</u> <ol style="list-style-type: none"> Neat & Clean

Name of firm with address: _____

Authorized person participating in the tender opening. _____

Contact No. _____ Phone _____

GST No. _____ NTN _____

Validity of Cost: _____ Delivery period of fans _____

Firm's authorized person & signature & stamp _____