VIRTUAL UNIVERSITY OF PAKISTAN
TENDER DOCUMENT
HIRING OF CATERING SERVICES FOR VU 7TH CONVOCATION

Tender No. VU/15-16/03/201

This tender will be opened on April 4, 2016 at 03:00PM in the office of Director Finance VU, M.A Jinnah Campus, Defence Road, off Raiwind Road, Lahore.

Name of Firm / Company: ____________________________________________________________

Address: _______________________________________________________________________

Contact Person: ___________________ Designation: ________________________________

Phone No: __________________ Fax No: ___________ Cell No. __________________

GST Reg. No: __________________ N.Tax Number: __________________

Active email address (in CAPITAL letters): __________________________________________

Virtual University of Pakistan (VU) is interested to acquire services of reputable Catering Company registered with FBR on Active Tax Payer List (ATL) to hold its 7th Convocation at VIRTUAL UNIVERSITY OF PAKISTAN, M. A. JINNAH CAMPUS, DEFENCE ROAD, OFF. RAIWIND ROAD, LAHORE.

TERMS AND CONDITIONS:
In case of non-compliance with the below requirements / details, bid will not be considered for further evaluation.

1. Tender must accompanied with a Pay Order / Demand Draft amounting to Rs. 1,000/- (non-refundable) as tender fee favouring Virtual University of Pakistan. Tender without tender fee shall not be accepted.

2. The offer / proposal should be addressed to the Director Finance, Virtual University of Pakistan.

3. VU takes no responsibility for delay, loss or non-receipt of bids sent by post/courier.

4. Late tenders will not be entertained. No telegraphic or faxed bid will be accepted.

5. The bidder must be a registered tax payer with FBR on Active Tax Payer List (ATL) and certificate must be attached for NTN and GST. (If GST is exempted, please provide necessary evidence).

6. Income tax & Sales tax will be withheld as per Government rules.

7. Complete company profile must be attached with the proposal which shall comprise key / important information of the company i.e.;
   a. Names of Directors / Partners of the firm
   b. List of active clients with name of contact person & telephone Nos.
c. Detail of successful events completed during last 05 years.
d. Any other relevant information

8. **Bidder(s) shall clearly quote corporate rates on ‘Per Person Basis’ (Inclusive of all taxes i.e. GST, Advance Tax etc.) according to the complete scope of work given at (Page No. 4).**

9. Site of the Event, can be visited during office hours from 10:00am to 4:00pm after getting the time from the concerned office at given number.

10. The bidder must have minimum 5 year experience of successful arrangement of such type of events.

11. The company must have its fully functional Office in Lahore;

12. The VU reserves the right to visit and ascertain/verify the functionality of the bidder’s Office;

13. The company should submit an affidavit on Rs. 100 stamp paper confirming that they are not black listed from any Government/Semi Government organization(s) during last 02 years. In case of any wrong statement, the company’s offer is liable to be rejected. (specimen given below)

14. VU has the right to increase / decrease the number of guest according to the need on the event day. VU shall be bound to pay the amount of confirmed number of guests, which shall be communicated through work order. Any addition in number of guests shall be paid as per actual with mutual consent of both parties.

15. Please feel free to communicate if anything needs to be elaborated further.

16. Payment shall be made through Crossed Cheque on mutually agreed terms.

**EVALUATION CRITERIA:**

i. Initial scrutiny of tender documents / bids
ii. Preparation of Financial Comparative Statement
iii. Visit of Setup(s) if required
iv. Selection of compliant bidder(s)
v. Award of tender to lowest compliant evaluated bidder

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**Declaration by the Bidder should be on Rs.100/- Stamp paper**

I, ________________________ being owner / proprietor / director / representative of this firm / company hereby certify that I have read all the terms & conditions of this office and are acceptable to me. All services will be of the best quality according to the standard required by the university. If I fail to provide required services, I understand that VU has the right to black list our firm / company.

It is further stated that as of today, our firm / company is not black listed by PHA or any Government Department from the last two (02) years.

**SIGNATURE & STAMP**

Name: ________________________

Designation: ___________________
SCOPE OF WORK
Following is the detailed scope of work which may vary according to the number of invitees of the venue.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date for Convocation (tentative)</td>
<td>(April 9, 2016) final date shall be communicated after finalization of tender</td>
</tr>
</tbody>
</table>
| 2       | Function Time                      | 09:00 am to 04:00pm (Exact timing shall be communicated after finalization of tender)  
**All necessary arrangement shall be completed in all aspect before the given time. The arrangements shall be started one day before the event.** |
| 3       | Number of Guests                   | 2,200 (may vary according to the number of invitees)                         |
| 4       | Detail of Setup                    | • 30 x 24 feet long Stage, with a height of 3 feet.                        
• Theatre style Seating, (All convocation ceremony necessary arrangements shall be carried out in open space/ground) Tent / Canopy / Dera should be of good quality which can easily cope with the weather condition.  
• Head table for five (05) to seven (07) persons, with at-least three stairs.  
• Presiding Chairs (05) to (07) persons  
• 2,000 Chairs with white covers and blue ribbon.  
• 50 to 70 Sofas shall be placed at the front two rows.  
• Lunch shall be served in open space, as standing buffet. All required crockery shall be of good quality.  
• Lighting, Air Ventilation arrangements as per requirements of the venue  
• Pedestal Fans shall be installed according to the need  
• Service Tables, Round Tables, Crockery, Cutlery, Carpeting, Lenin, Waiters Service, Labour and Transportation shall be the responsibility of the bidder. |
| 5       | Lunch Menu (General)               | • Chicken Karahi / Qorma  
• Chicken Biryani / Chicken Pullao  
• Dessert according to weather  
• Roghni Naan & Plain Naan (Live)  
• Fresh Salad and Raita  
• Cold Drink and Mineral Water |

FINANCIAL OFFER:

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of Persons (Estimated)</th>
<th>Rate per Person (Rs.)</th>
<th>All types of Taxes (per person)</th>
<th>Rate Per Person with Taxes (Rs.)</th>
<th>Total Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch (according to Scope of work given above)</td>
<td>2,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IMPORTANT NOTES:

1. Properly cooked & hygienic food will be served. All the raw material / stuff will be of very good quality and hygienic.
2. All the arrangements shall be made with consultation of VU Management.
3. All equipment and infrastructure at the event must be of very good quality, appropriate for use, and fit for purpose and safe, in addition, all equipment / items must be clean and presentable to the satisfaction of the VU management.
4. All the arrangements shall be completed in all aspects by evening of April 8, 2016.
5. Only electrical / generator facility will be provided by the VU (electric source).
6. Sample of Chairs (General and Executive Both) shall be required before event for approval.
7. All required cabling (if any) will be arranged and laid by the company.
8. Venue will be properly covered or according to the weather conditions of the event day.
9. Properly cleaned venue will be handed over to VU after completion of the event.

The proposals should reach the Procurement Department at given address by April 4, 2016 till 02:30PM which shall be opened on the same date at 03:00PM in the presence of the bidders who may choose to attend.

Late Tenders will not be entertained. No telegraphic or faxed proposal will be accepted.

The University reserves the right to accept or reject any proposal or annul the process at any time as prescribed under PPRA Rules.

Tender Notice is also available at PPRA Website (www.ppra.org.pk) and university’s website (www.vu.edu.pk).

Procurement Department
Directorate of Finance
Virtual University of Pakistan
M.A Jinnah Campus, Defence Road, off Raiwind Road, Lahore
UAN: 042-111-880-880 Ext: 333