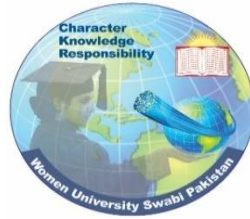


Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.



Women University Swabi. Tender Document For

Services of Tent-Age and Catering, Video Graphy & Photography and Digital Screens on Rent for Convocation 2023 Women University Swabi.

Tender.No: WUS/PD/2023/1



Mandatory Note:

Please submit the bid with all annexure and checklist otherwise bid will be rejected.

**Women University Swabi, Topi Road, Main campus at Village Kotha, District Swabi.
E: Mail: Procurement@wus.edu.pk**

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

TENDER NOTICE

Subject: Tender Notice for the Services of Tent age & Catering, Video Graphy & Photography and Digital Screen on Rent for Convocation 2023

Sealed Bids/Quotations are invited from reputed firms/companies (Local/Non Local), registered with FBR as well as with Khyber Pakhtunkhwa Revenue Authority having active tax payer status for the “**Services of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation-2023**” at Women University Swabi.

TERMS & CONDITIONS:

- The detailed terms & conditions have been set forth in the Tender Document, which is available in the **Procurement Office** of Women University Swabi.
- Tender Document can also be downloaded from the university Website: www.wus.edu.pk. Tender Processing Fee Rs.2,000/-(Non-Refundable) in the form of Bank Draft in favor of Women University Swabi must be submitted along with bid.
- The Bid Security @5% (**Refundable**) amount of the total bid price shall be submitted in the form of Bank Draft in favor of **The Women University Swabi**. Security must be submitted from the account of firm/bidder/contractors who submit the bid. No bid will be accepted without Tender processing fee and 5% earnest money..
- **Pre-Bid** meeting will be held on **January 23, 2023** at 11:30 am in Committee room, Women University Swabi.
- The Bid/Quotation should reach this office by Wednesday, January **25, 2023** before **11:00 am**. Bids will be opened on the same date at **11:30 am** in the Committee room Women University Swabi.
- Quotation/Bid must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

**Procurement Officer
Women University Swabi,
Ph. No. 0938- 221131**

**Women University Swabi, Topi Road, Main campus at Village Kotha, District Swabi.
E: Mail: Procurement@wus.edu.pk**

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

TENDER FOR SERVICE OF TENTAGE & CATERING, FOOD, VIDEO GRAPHY, PHOTOGRAPHY, DIGITAL SCREEN & OTHER ITEMS ON RENT FOR 2nd CONVOCATION 2023. Women University Swabi

Tender No	WUS/PD/2023/1
Bidding Procedure	Single Stage One Envelope procedure as per KPPRA's & PPRA's rules
Tender Processing Fee	Rs.2,000/- in form of Demand Draft in favour of Women University Swabi.
Earnest Money	The Bidding firm shall attach bid Security @5% (Refundable) of the total Bid Price to be attached with Financial Bid shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of Women University Swabi .
Submission	Up to January 25, 2023 at 11:00 am in Procurement Office Through Courier
Opening	Up to January 25, 2023 at 11:30 am in the Office of Convener Procurement Committee
Contract Duration	6 Months
Contact Person	Mr. Waqar Ahmad, Registrar/Convener Central Purchase Committee. Landline 0938-221138 Mr. Noor Ul Ghani, Procurement Officer Landline 0938-221131, Email: procurement@wus.edu.pk during office working hours. (8:00am to 4:00pm, Monday to Friday)

Note: Tender notice is also available on the Women University Swabi website (www.wus.edu.pk) as well as on KPPRA's website (www.kppra.gov.pk).

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

BASIC ELIGIBILITY CRITERIA

Potential firms/companies are advised to prepare the EOIs/Tender in line with following mandatory format: Bidders/Firms/Company must fulfill the following basic eligibility criteria without which their bids shall not processed.

Table No.1: Basic Eligibility Criteria

S.No	Description	Remarks
Section-1	<p>Brief Profile of firm/company:</p> <ul style="list-style-type: none"> • Legal Ownership (Whether the bidder is Sole proprietary firm or partnership business concern) • Year of establishment at least 5 year life of the firm is required. • Organizational Structure of the Company/Firm (whether it is a private, public sector, public private limited firm Certificate of Company/Firm registered as Caterer/Event Management./ Incorporation under the laws of Pakistan. Copy of registration documents is required. • Detail of Business Volume (number of business points & addresses within NTN/GST registration certificate) • Valid KPRA registration. • Name, address, telephone, fax numbers and email address etc. of the participating firms. 	Mandatory
Section-2	<p>Professional Staff:</p> <ul style="list-style-type: none"> • Complete list of Professional Staff including Managerial and Operational/Working Staff including their Bio-data (the company possess at least 5 managerial/supervisory staff and 25 operational staff) 	Mandatory
Section-3	<p>Cooking Facilities:</p> <ul style="list-style-type: none"> • Complete list of Professional Cooking Utensils/ Kitchen Appliances & Peripherals and their quality. 	
Section-4	<p>Financial Soundness:</p> <ul style="list-style-type: none"> • Financial position for the last two years including bank statements at least 5 million annual turnover in the last 2 year. 	Mandatory
Section-5	<p>Legal Integrity of Firm Submission of undertaking on legal valid and duly attested stamp paper (original) mentioning</p> <ul style="list-style-type: none"> • The firm/company/contractor is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. • Certified that, Bid security @ 2% is attached with Financial Bid. • Certified that, the information/documents provided by me/firm/company/contractor are correct and nothing has been concealed. Signing Authority of the documents shall be responsible if any information provided is found fake/incorrect at later stage. 	Mandatory
Section-6	<p>Experience:</p> <ul style="list-style-type: none"> • List of at least 4 executed/ in hand similar contracts in public sector/government/private offices since establishment of firm/individual along with copies of contract/agreement/work order etc. This shall cover the detail of contracts, approximate magnitude and duration carried out along with a certificate from the departments/organizations where the 	Mandatory

**Women University Swabi, Topi Road, Main campus at Village Kotha, District Swabi.
E: Mail: Procurement@wus.edu.pk**

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

	job was carried out.	
Section-7	<ul style="list-style-type: none"> Valid license to operate the service issued by the Govt. Department should be attached. 	Mandatory
Section-8	<ul style="list-style-type: none"> Cost shall be quoted in Pak Rupee inclusive of all applicable taxes/duties/delivery charges etc. 	Mandatory
Section-9	<ul style="list-style-type: none"> The Bidding firm shall attach bid Security @5% (Refundable) of total amount, to be attached with Financial Bid shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of the Women University Swabi. 	Mandatory
Section-10	<ul style="list-style-type: none"> Authorized person (Officer/Official) of the Firm/Company/Contactor shall initial all the pages of the Tender Documents along with official seal/stamp. 	Mandatory

SECTION-1 GENERAL INSTRUCTIONS TO BIDDERS (GITB)

Bidders should read these conditions carefully and comply strictly while sending their tenders. If the bidder finds any discrepancy, error, or omission in the tender documents he may intimate it to the **Convener of purchase Committee** in writing two days before the closing date for Tender.

The **Procurement Committee** reserves the right to accept or reject any or all quotations/tenders/bids without giving any reason. The decision of the **Procurement Committee** will be final and shall not be challenged in any court of law.

1. Introduction

- 1.1. **Name and Address:** Procurement Office, Women University Swabi, Topi Road, main Campus at village Kotha, District Swabi-Khyber Pakhtunkhwa.
- 1.2. **Eligible Bidders:** General sales tax registered. National tax number registered. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan.
- 1.3. **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. Content of Bidding Document:

- 2.1. The Services/Goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the bidding documents include:
 - a. General Instructions to Bidders (GITB)
 - b. Bid Data Sheet (BDS)
 - c. Schedule of Requirements
 - d. Technical Specifications
 - e. Bid Forms and Price Schedules
- 2.2. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

3. Clarification of Bidding Documents: A prospective Bidder requiring any clarification of the bidding documents may notify in writing. The University will response in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents directly from the University.

4. Preparation of Bids and Bidding Procedure

- 4.1. **Language of Bid:** The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchange by the Bidder and the University shall be written in English language.
- 4.2. **Documents Comprising the Bid:** The bid prepared by the Bidder shall comprise the following components:
 - a. Mandatory documents given in the eligibility criteria without which bid shall not be processed

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

- b. Bid Form with Tender processing fee in the form demand draft and Form including specifications of all items and a Price Schedule as well as bid security in the form of CDR **sealed in envelop**
 - c. **Bidding Procedure:** Single Stage One Envelop Bidding Procedure shall be followed.
5. General Instructions to Bidders (GITB)
- 5.1 All bids should reach the undersigned within due date and time as specified in the Advertisement through registered post.
 - 5.2 The bidding documents are categorized in three Packages.
 - Package A: is related to services for tent age and Catering.
 - Package B: is related to services for Video Graphy & Photography,
 - Package C: is related to Digital Screen on Rent
 - 5.3 Bidder, interested in bidding for one or more items or Packages separately, is allowed to do so. However, Women University Swabi reserves the right to award tender for accepting the bid for the whole item in the single package or the whole items in the three packages and can also change the quantity or specification of the purchases.
 - 5.4 The submission of bids by hand is not acceptable. Bidders are bound to submit complete form issued by the Women University Swabi with stamp and signature on each page.
 - 5.5 Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make the bid/quotation/offer invalid.
 - 5.6 Check list and proper annexure must be attached by the bidders.
 - 5.7 Tenders forms shall be filled in ink or typed. No tender filled through pencil shall be considered.
 - 5.8 Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates..
 - 5.9 The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
 - 5.10 The evaluation will be based on the comparison of specification/model/ makes and expiry. Women University Swabi reserves the right to choose the specification/ models/ makes at its own discretion.
 - 5.11 Contract will be signed subject to the availability of funds.
 - 5.12 The contractor shall notify forth in written form to The Women University Swabi with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
 - 5.13 The Women University Swabi reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/ supplier.
 - 5.14 The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the

**Women University Swabi, Topi Road, Main campus at Village Kotha, District Swabi.
E: Mail: Procurement@wus.edu.pk**

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Women University Swabi a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.

- 5.15 The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- 5.16 The tender shall remove the rejected articles within One week of intimation of rejection, after which Women University Swabi shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderers risk and on his account.
- 5.17 The University can change/modify the list of menu and increased/decreased the number of persons/item(s) for Convocation during the contract period upon the recommendations of committee.
- 5.18 Bidders should read these conditions carefully and comply strictly while sending their tenders.
- 5.19 If the Tenderers find any discrepancy, error, or omission in the tender Document he may notify it to Women University Swabi in writing two days before the closing date for Tenders.
- 5.20 The Purchase Committee reserves the right to accept or reject any or all quotations/Tenders without giving any reason. The decision of the purchase Committee shall be final and unchallengeable in any court of law.

6 BID Price and Validity

- 6.3 The Bidder shall indicate price in Pak Rupees (PKR)
- 6.4 All kind of taxes levied by the government shall be paid by the bidder and must be included in the quoted prices.
- 6.5 The Bid will remain valid and open for acceptance for a period of 120 days from the specified date of opening or closing of financial year.

7 Earnest Money or Bid Security

- 7.1 The Bidding firm shall attach bid Security @5% **(Refundable)** of the total bid price attached with Financial Bid shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of Women University Swabi.
- 7.2 Unsuccessful bidders' bid security will be returned as promptly as possible after completion of codal formalities.
- 7.3 The successful Bidder's bid security will be discharged upon the Bidder's successful Completion of the event as per contract agreement.
- 7.4 The earnest money may be forfeited in the following cases:
 - 7.4.1 When bidder withdraws or modifies the offer, after opening of tender but before acceptance of tender
 - 7.4.2 When bidder does not execute the agreement if any, prescribed within the specified time.
 - 7.4.3 When the bidder submitted fake or forged documents, company authorization or misinterpretation of facts or other acts comes under the category of fraudulent practices defined in Clause-14 sub-clause 14.2

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

8 Format and Signing of BIDS

8.1 The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder or the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

9 Submission of Bids

9.1 Deadline for Submission of Bids

- 9.1.1 Bids must be received by the University at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet
- 9.1.2 The University reserve the right at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the University and bidders previously subject to the deadline will thereafter be subject to the deadline as extended
- 9.1.3 **Late Submission:** Any bid received by the University after the deadline for submission of bids prescribed by the University will be rejected and returned unopened to the Bidder.

10 Opening, Clarification and Evaluation of Bids

10.1 Opening of Bids

- 10.1.1 The University will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance
- 10.1.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the University, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.
- 10.1.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidder.

10.2 **Clarification of Bids:** During evaluation of the bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted

10.3 Preliminary Examination:

- 10.3.1 The University will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 10.3.2 Arithmetical errors will be rectified on the following basis.
 - 10.3.2.1 If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

unit price shall prevail, and the total price shall be corrected.

10.3.2.2 If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.

10.3.2.3 If there is a discrepancy between words and figures, the amount in words will prevail.

10.3.3 The University may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

10.3.4 Prior to the detailed evaluation, the University will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservation to critical provisions, such as those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The University's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

10.3.5 If a bid is not substantially responsive, it will be rejected by the University and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

10.4 Evaluation and Comparison of Bids

10.4.1 The University will evaluate and compare the bids which have been determined to be substantially responsive.

10.4.2 The University evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties, taxes and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

10.4.3 All the bids will be evaluated as per criteria set forth in the bidding documents. Contract will be awarded to the best evaluated bidder.

10.5 Contacting

10.5.1 No Bidder shall contact on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the University, it should do so in writing.

10.5.2 Any effort by a Bidder to influence the University in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid

10.5.3 Counseling or canvassing staff or elected representatives by any Bidder will become liable to disqualification.

11 Conforming Tender

11.1 A conforming tender is defined as follows:

11.1.1 It is submitted on time.

11.1.2 It is lodged at the nominated place.

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

11.1.3 All required forms are completed.

11.1.4 Documents are properly signed.

11.1.5 It complies with the tender conditions.

11.1.6 There are no commercial and contractual qualifications to the tender.

11.1.7 A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

12 Award of Contract

12.1 Qualification

12.1.1 In the absence of prequalification, the University will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

12.1.2 The determination will take into account the Bidder's compliance with the qualification criteria defined in the bidding document.

12.1.3 The University will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily

12.2 The University Right to Increase or Decrease Quantities at the time of Award

12.2.1 The University reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

12.3 University Right to Accept any Bid and to Reject any or All Bids

12.3.1 The University reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The University will inform the affected Bidder or bidders of the grounds for the PA's action, if so requested by, the University shall not be required to justify the grounds.

12.4 Notification of Award

12.4.1 Prior to the expiration of the period of bid validity and subject to GITB the University will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

12.4.2 The notification of award under GITB will constitute the formation of the Contract.

12.5 Signing of Contract

12.5.1 At the same time as the University notifies the successful Bidder that its bid has been accepted, contract will be signed between Women University Swabi and the successful bidder.

13 Mode of Payment

**Women University Swabi, Topi Road, Main campus at Village Kotha, District Swabi.
E: Mail: Procurement@wus.edu.pk**

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

- 13.1 The payment will be made to the firm within one month or when the bill received if found in order in all respects after the successful and complete satisfaction report,
- 13.2 Payment shall be made in the form of cross cheque in favour of Company/firm
- 13.3 No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.

14 Duration of Contract

- 14.1 Initially the contract will be for a period of 6 months
University reserves the right to extend the contract or go for fresh tender at any stage without any notice, which will not be challengeable at any forum for the contractor.

15. Disqualification of Tender

- 15.1 The bidder shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in corrupt or fraudulent practices shall be disqualified from tendering.

15.2 Corrupt or Fraudulent Practices

15.2.1 The University observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of its policy, the PE: (a) defines, for the purposes of this provision, the terms set forth below:

15.2.2 "corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

15.2.3 The University will;

15.2.3.1 Reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

15.2.3.2 Declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a KPPRA & PPRA financed contract.

15.2.3.3 Declare a firm ineligible if the firm is blacklisted by any government and non-government organization. And a certificate to this effect by bidder must be attached with the bid.

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SECTION-II BID DATA SHEET		
A-The Bidding Document		
GITB-4.1	Language of the Bid	English
B-Preparation of Bid		
Basic Eligibility Criteria	The price quoted shall be:	In Pak Rupees (PKR) inclusive of all applicable taxes & transportation charges
	The price shall be:	Fixed and must include the Income and General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
	Qualification requirement	Section-1 to 10 in Table A
GITB-7.1	Amount and Form of Bid Security	<ol style="list-style-type: none"> 1. The tenders found deficient of the amount as bid security compared to total bid price will not be considered. 2. The Bid security should be in the form of CDR in Favor the Women University Swabi. 3. No personal cheques will be acceptable at any cost. 4. The previous bid security if any will not be considered or carried forward.
GITB-6.3	Bid validity period.	Bid should remain valid for 120 days from the closing date.
C-Submission		
GITB-1.1	Address for Bid Submission	Procurement Office Women University Swabi. Topi Road, Main Campus at village Kotha, District Swabi-Khyber Pakhtunkhwa, Phone No: 0938-221131, 221138. Email: procurement@wus.edu.pk
GITB-9.2	Deadline for Bid Submission	On Wednesday, January 25, 2023 not later than 11:00 am
D-Opening of Bid		
Tender Invitation	Bid Opening	Bids will be opened on same date at 11:30 hours,

SECTION-3 SHEDULE OF REQUIRMENTS, TECHNICAL SPECIFICATION & STANDARD FORMS

3.1. Schedule of Requirements

3.2. Technical Specifications

3.3. Standards Forms

A-Technical Evaluation

1. Evaluation Purpose

1.1. All bids will be evaluated for technical soundness

2. Eligible Criteria

2.1. Eligibility/Evaluations are given on the Table 1 & 2.

2.2. All bids will be evaluated as per the given Evaluation Sheets.

2.3. All the information shall be strictly submitted in accordance with the above formats / forms. Eligibility of Company/Firms will be done on the basis of information/data given on these forms/formats. Company brochures, etc. could be forwarded as supplementary but will not be entertained in lieu of the prescribed formats and no data will be extracted from such pre-printed documents

2.4. All certificates should be filled in properly.

3.2 Technical Specification

Specifications are given in the technical proposal form.

3.3. Standard Forms

3.3.1. Bid Form/ Cover Letter

3.3.2 Technical Proposal

3.3.3. Financial Proposal Form (Price Schedule)

3.3.4. Form of Tender Security

3.3.5. Undertaking

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

3.3.1. Bid Form/ Cover Letter

Date: _____

No: _____

To
Convener Central Purchase Committee
The Women University Swabi

Subject: Submission of Tender Documents in Response to Your Advertisement.

Dear Sir,

1. Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the Services/goods in conformity with the said bidding documents.
2. We undertake, if our Bid is accepted, to deliver the Services/goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the University according to Clause GITB-7.1 of Instructions to Bidders.
4. We also agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening under Clause GITB-6.5 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

3.3.2. Technical Proposal (TP) Forms

Following forms shall be attached with Technical Proposal as mentioned above in table 1.

TP Form-3.3.2.1. Mandatory Requirements		
Name of Firm		
Authorized Person Name and Signature		
Sr. No	Particular Description	Attached as Annexure
1.	Section-1	A
2.	Section-2	B
3.	Section-3	C
4.	Section-4	D
5.	Section-5	E
6.	Section-6	F
7.	Section-7	G
8.	Section-8	H
9.	Section-9	I
10.	Section-10	J

**Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for
the 2nd Convocation 2023, Women University Swabi.**

Financial Proposal Form:

Package A: (Tent age and Crockery)

S. No	Description	Qty	Unit Rate (Inclusive of all applicable taxes)	Total Rate (Inclusive of all applicable taxes)
1	<p><u>Convocation Pandal Arrangement</u></p> <ul style="list-style-type: none"> • Area to be covered with Daira • Entrance Gate • Passage Carpet (Red) • Carpet Rolls • Chairs for pandal with cover & tie (1000) • Sofa Lounges (50 sofas 2 Seater for 100 people) • Wooden or glass tables with white cloth sheets (20) • Stage (Carpeted) • Stage Size (40ft Length x 24ft Width) • Table for Stage • Stage Chair: VIP Chairs high back • Fresh flower Arrangements (Stage +VIP tables) • Lights for venue (according to setup requirement) • Sound system (SP4 with 10 speakers for pandal + 5 mic (Stand Wireless)) 	Upto 1000 people		
Total Price inclusive of all taxes (1)				
2	<p>Arrangements of Venue for High Tea:</p> <p>General Public (Male/Female) With partition.</p> <ul style="list-style-type: none"> • Crockery, cutlery and glassware • Area to be covered with qanat Daira • Tables • Entrance gate • Lights for venue (according to setup) 	Upto 850 people		
Total Price Inclusive of all taxes (2)				

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

3	Arrangements of Venue for High Tea: VIP Setup for special guest <ul style="list-style-type: none"> • Round tables for 150 guests • Foam Chairs with covers and ties • Special Crockery, cutlery and glassware • Lights for venue (according to setup) 	Upto 150 people		
Total Price Inclusive all taxes (3)				
Sub Total (1+2+3)				

Name and Designation:

Authorized Signature & Stamp:

Date:

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

Package B: Videography and Photography

S. No	Description	Qty	Unit Rate (Inclusive of all applicable taxes)	Total Rate (Inclusive of all applicable taxes)
	Videography and Photography:			
1	Videography: Videography with drone camera <ul style="list-style-type: none"> • Pre Convocation 03 Videography, 3 minutes each. • Convocation Video Coverage by 4 cinematographers • Complete fully edited video for one day event. Highlights combined 2-4 minutes.	01		
2	Photography: <ul style="list-style-type: none"> • Complete fully edited photographs of one day event • Photo Coverage by 02 Photographers. 	01		
Sub-Total (1+2)				

Name and Designation:

Authorized Signature & Stamp:

Date:

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

Package C: Digital Screen on Rent for 2nd Convocation-2023

S. No	Description	Qty	Unit Rate (Inclusive of all applicable taxes)	Total Rate (Inclusive of all applicable taxes)
	Digital Screen on Rent		Per day/no of days	
1	Digital Screens in front of the stage SMD, Screen of 3.9 pixel with stand Size: 10x10ft	02		
2	Banner for Back Stage Stage size 40 x 24ft (as per stage size)	01		
Sub-total (1+2)				
Grand-Total (Package-A+B+C)				

Note:

- Exact number will be confirmed two days prior to event.
- Contractor shall start preparation of convocation venue on the 2 days prior to the event, in order to make it readily available on the 2 days before for full dress rehearsal prior to the Convocation day.
- The company/firm will also give options of different color scheme/theme which will later be approved by University authorities

Name and Designation:

Authorized Signature & Stamp:

Date:

ANNEXURE-I

F. AFFADAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamp Paper of Rs. 100/-)

We undertake that our Firm M/S _____ is never black listed by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

In case of any dispute, decision of the Procurement Committee of Women University Swabi, would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.

I/we solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.

Signature : _____

Name : _____

Designation : _____

Company : _____

Company Seal: _____

Dated : _____

Service of Tent age & Catering, Video Graphy, Photography and Digital Screen on Rent for the 2nd Convocation 2023, Women University Swabi.

ANNEXURE-II

UNDERTAKING

I have read the terms and conditions thoroughly regarding "Tender dated _____, I hereby undertake to abide by these terms & conditions in letter and spirit. In case of false, fake information or documents, I shall be liable to disqualification and subsequently my CDR will be forfeited by the Procuring Entity.

Signature: _____

Name of Authorize Person: _____

Company/Firm Name: _____

Seal: _____