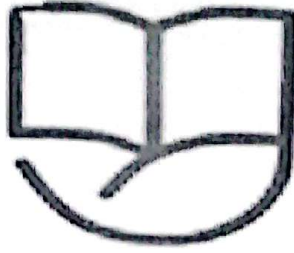


Tender Fee: Rs.3000/- (Non-Refundable)



BID DOCUMENTS

Tender for Arrangement of Annual Dinner

Tender No. _____

Name of Company / Contractor: _____

Address: _____

Contact No.: (Tel) _____ (Mob) _____

Email address: _____

Tender issuing date :
Tender submission Time :
Tender opening date :
Tender opening time :
Tendering Process : SINGLE STAGE – ONE ENVELOPE

Registrar
Karachi Metropolitan University

TABLE OF CONTENTS

- Invitation to Bid
- Tender Form
- Instructions to Bidders
- Bid Data Sheet
- Qualifications / Eligibility Criteria
- General and Special Conditions of Contract
- Schedule of Requirements with Technical Specifications
- Price Schedule / Financial Proposal


Registrar
Karachi Metropolitan University

INVITATION TO BIDS

Karachi Metropolitan University invites bids from the firms/ creative agencies / companies registered with Income Tax and Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) regarding **Arrangement of Annual Dinner**

Bidding documents containing detail terms and conditions, method of procurement, etc. may be obtained from the Office of the undersigned on payment of _____) non-refundable. Bidding documents can also be downloaded from KMU website www.umk.edu.pk and SPPRA website . (Pay order of _____/- may be attached in case downloaded from website).

The bids, prepared in accordance with instructions in the bidding documents, along with Bid Security/Earnest money of 2% of the bid value in the shape of Bank draft/Pay order drawn in favor of KMU may reach Office of the undersigned by _____. Technical bids will be opened on the same day at 1230 hrs. in presence of representatives of bidders.

As per SPPRA Karachi Metropolitan University, has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal.



REGISTRAR, KMU

OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Tender for Arrangement of Annual Dinner

TENDER FORM

I/We _____ carrying on Business under the name of _____ having made myself/our self fully with the detailed tender as specified in the schedule and with above condition of contract agrees to be bound by such condition and tender. We offer for the arrangement of Annual dinner, Ref: _____ in accordance with the Contract Terms and Conditions for the overall Contract Price (inclusive of all taxes), not to exceed PKR _____ [amount in numbers] [amount in words] inclusive of Income Tax and General Sales Tax (GST).

I/We further agree in the event of this tender being accepted to pay the cost of the stamp on the relative contract form and undertake to execute the same and make the deposit mentioned in the attached condition of contract as soon as called upon to do so. And in the event of any failure by/our part to execute the relative formal contract made the required, we agree to compensate the KARACHI METROPOLITAN UNIVERSITY. Fully for any loss or expense which they or indirectly suffer owing to any such failure.

A sum of Rs. _____ (RUPEES) _____

_____ accompany this tender as 2% bid security deposit and I/We withdraw the offer within the aforesaid period or fail to execute the relative formal contract and to make the required contract promptly the KARACHI METROPOLITAN UNIVERSITY, shall be at liberty at their absolute discretion to appropriate this sum of Rs. _____ either as agreed liquidated damages without any proof with so ever to the extent of such damages or on accounts, reserving themselves the right to recover from me/us any further loss or expense to which they may have been put directly or indirectly be reason of any failure on my part as aforesaid.

DATED: _____

FULL SIGNATURE OF TENDERER

ADDRESS _____


Registrar
Karachi Metropolitan University

Instructions to Bidders

- i. This invitation to tender is open to all suppliers / vendors / authorized dealers who have valid registration and NTN.
- ii. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices or have blacklisted in any governmental institution.
- iii. The bidder shall bear all costs associated with preparation and submission of bid.
- iv. An interested bidder requiring any clarification of the bidding documents may notify the purchaser in writing. The purchaser may reply in writing not later than three working days prior to the submission of bid deadline.
- v. Language of the bid will be English.
- vi. The bid shall be quoted in Pak rupees.
- vii. The tender method of procurement will be Single Stage- One Envelope. All the technical and financial proposal should be placed and sealed in one envelope and all the pages of must be sign and stamp
- viii. Once the bid submitted in sealed cover by the bidder, the KMU will not accept any alteration / addition / deletion to the bid.
- ix. No alteration will be allowed to be made in the tender condition.
- x. The tender will not be accepted if sent / dropped on any other form or through email.
- xi. Supplier may quote the price inclusive of all applicable taxes
- xii. The tenders will be opened in the presence of such tenderers who wish to be present at bid opening date and time.
- xiii. Procurement will be carried out as per SPPRA rules 2019 (amended time to time)


Registrar
Karachi Metropolitan University

BID DATA SHEET

1. Name of Purchaser : Karachi Metropolitan University
2. Brief Description of work : Arrangement of Annual Dinner
3. Purchaser address : Block "M" North Nazimabad Karachi
4. Method of procurement : National Competitive Bidding- Single Stage Single Envelope
5. Currency : Bid shall be quoted in Pak. Rupees. The payment shall be made in Pak. Rupees.
6. Amount of bid security : 2% of bid cost
7. Period of bid validity : 30 days counted from date of opening.
8. Number of copies of the bid to be Submitted. : One Original
9. Purchaser address for the purpose of bid submission : Block "M" North Nazimabad Karachi
10. Issuance of Bidding Documents from the _____ 24 Time: 09:00 A.M To _____ Time 02:00 P.M
11. Deadline for submission of bids: Date _____ Time: 10:30 A.M.
12. Deadline for Opening of bids: Date _____ Time: 11:00 A.M.
13. Venue of the bid opening: : VC Secretariat
Address: Karachi Metropolitan University Block "M" North Nazimabad Karachi.


Registrar
Karachi Metropolitan University

Qualification / Eligibility criteria

S. No	Description	Remarks (Yes / No)
01	Supplier Profile.	
02	Supplier Registration Certificate. NTN / GST	
03	Supplier must have a minimum of general experience of five (05) years.	
04	Must complete three purchase orders / contracts of supply of similar nature and scope.	
05	Turnover must have at least 5 million last three years. May attach Audited Account Statements / Bank Statement / Tax Returns	
06	Enclose a pay order/ call deposit equivalent to 2% earnest money of the quoted value.	
07	Supplier should have geographical presence at Karachi	
08	Payment of tender fees	
09	Compliance on Instructions and General & Special conditions of contracts mentioned in the bidding documents (must submit entire bidding documents by sign and stamp all pages of bidding documents)	
10	Affidavit of Rs. 100/- duly authenticated by Notary Public for never blacklisted from any organization / firm and or convicted from any court of Pakistan	

Note:

1. Supplier may provide / attach the listed relevant requirements shall be strictly listed in the same order in the tender documents.
2. Supplier meets the above criteria will be eligible for financial evaluation and will be considered as technical compliant
3. If a supplier doesn't meet the above requirements their bids are liable to be rejected.
4. Evaluation of bids: Lowest Evaluated most advantageous bid


Registrar
Karachi Metropolitan University

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Each tender should be accompanied with pay orders/call deposit of Two (2%) as earnest money as mentioned in notice inviting tender.
2. The bid should be valid for a period of 30 days from the deadline for submission of the quotation. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your submitted bid security will be forfeited, and no compensation will be made.
3. KMU may request the participating Firms/Companies during the evaluation process to extend the Validity Period of their Bids/Proposals for a specified period [equal to or below the existing validity period referred 30 days].
4. Bids will be evaluated as per the Eligibility / Qualification criteria and on price schedule. Most advantageous bidder will be awarded the contract.
5. Notification of Award of Contract issued to successful supplier who may accept the offer within seven days after issuance of notification of award of contract.
6. Successful supplier must furnish the E Stamp Paper with paid Stamp Duty equivalent to 0.35% of accepted Contract Price.
7. Successful Bidder has to sign the contract agreement on e stamp paper.
8. Successful Bidder has to complete all arrangements **24 hours prior** to the event start time
9. No substandard / faulty or old material will be accepted.
10. Successful supplier must submit performance security through pay orders/call deposit of ten (10%) of accepted contract price.
11. All Taxes as imposed / Levied by Govt. of Pakistan will be borne by the tenderer.
12. Sale Tax / Income Tax and General Sale Tax (GST) as per rules will be deducted at source. If applicable otherwise the tenderer should submit the exemption certificate.
13. Any deviation from these conditions, bidders will be considered as technically non-compliant.
14. Payment terms will be determined as per mutual agreement in compliance with SPPRA regulation
15. Karachi Metropolitan University may cancel the procurement process at any stage without assigning any reason.

Rules as imposed by SPPRA must be followed


Registrar
Karachi Metropolitan University

**SIGNATURES OF THE TENDERERS
WITH STAMP**

scope of Work

The bidder is required to arrange and execute a comprehensive event setup for the KMU Annual Dinner for 2000 persons. The details are as follows:

A. Seating and Dining Arrangement

1. **Seating for 2000 persons:**
 - o Acrylic chairs.
 - o Sofa lounges.
 - o Glass-top tables.
 - o Napkins and tissues (premium quality).
2. **Dining Setup:**
 - o Chafing dishes (glass/steel).
 - o Ceramic crockery and cutlery (2000 sets).
 - o Waiters and managers for service and hospitality.

B. Lighting and Decoration

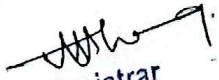
1. **Lighting Requirements:**
 - o 2,000 fairy lights.
 - o 1,000 ambience LEDs for panels, trees, and walls.
 - o 100 chandeliers.
 - o 30 walkway lanterns.
2. **Entrance Decor:**
 - o Fairy light tunnel with panels and flower grid (20 units).
3. **Decorative Work:**
 - o Carpeting (entire venue).
 - o Wall paneling (1,200 ft).
 - o Flower work for ambience and stage decoration.
4. **Stage Setup:**
 - o Elevated stage with step-up design.

C. Catering Menu for 2000 persons

1. **Menu Details:**
 - o Briyani Beef
 - o Chicken Karahi
 - o BBQ Chicken Boti
 - o Rooti
 - o Salad & Raita
 - o Gajar ka Halwa
2. **Beverages and Hot Drinks:**
 - o Soft drinks.
 - o Mineral water.
 - o Coffee, tea, and green tea.

D. OTHER MISC WORK

- o Panaflex
- o Banners
- o Media Wall
- o Photo Booth


Registrar
Karachi Metropolitan University

KARACHI METROPOLITAN UNIVERSITY

Tender for Arrangement of Annual Dinner

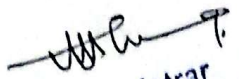
PRICE SCHEDULE / FINACIAL PROPOSAL

Description	Unit Quantity	Rate	Toal Amou (PKR)
Seating and Dining Arrangement	2000 persons		
Lighting and Decoration	2000 Persons		
Catering Menu	2000 Persons		
Other Misc work			
Total Amount Inclusive of Income Tax and Exclusive of GST			
General Sales Tax (GST)			
Total Amount Inclusive of Income Tax and GST			

Note:

- Prices should be quoted inclusive of all applicable taxes including Income Tax and SindhSales Tax (sST)
- All applicable taxes such as Income Tax and Sindh Sale Tax (SST) will be deducted as per rules.
- The quoted price will be firm and final and no price adjustment will not be made / considered.

**SIGNATURE OF THE TENDERER
WITH STAMP**


Registrar
Karachi Metropolitan University