
TENDER DOCUMENTS

FOR HIRING OF CATERING SERVICES FOR EVENTS



BOARD OF MANAGEMENT SUNDAR INDUSTRIAL ESTATE
Gate # 2, Sundar Industrial Estate, Sundar – Raiwind Road,
Lahore

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**BOARD OF MANAGEMENT
SUNDAR INDUSTRIAL ESTATE**



TENDER NOTICE FOR HIRING OF CATERING SERVICES FOR SEMINAR

Board of Management Sundar Industrial Estate (BOM-SIE), working under Punjab Industrial Estate Development & Management Company (PIEDMC), a Semi Government Organization invites sealed bids from catering vendors/contractors registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and registered with PRA for the below-mentioned services. These services will be required in three (3) seminars to be held in Sundar Industrial Estate in April, May and June 2017.

- **Complete event management and hall decoration with provision of stage, lighting, sound (with DJ) and services as per the terms and conditions in the bidding documents for three seminars**
- **Executive-standard food and catering for 400 guests (per event) as per menu mentioned in the bidding documents.**

Bidding documents can be obtained from BOM-SIE office during the office hours on working days on payment of Rs. 300/- (Three Hundred Rupees Only) in shape of Pay Order / Bank Draft in favor of BOM-SIE (Non-Refundable) with written request. This advertisement and bidding documents also available on the PPRAs website at <http://ppra.punjab.gov.pk> as well as the website of the procuring agency at <http://www.sie.com.pk/downloads>.

Bids complete in all aspects are to be submitted as per instructions given in the bidding documents along with 2% bid security of estimated price as mentioned in bidding document in the shape of bank draft/ pay order in favor of BOM-SIE.

Interested company may submit their bids on or before 11:00 a.m. April 3rd, 2017. Bids will be opened on the same day at 1200 noon.

Dy. Manager Marketing & Business Development | Cell: 0300-7662640

**Board of Management Sundar Industrial Estate, Gate # 2,
Sundar – Raiwind Road, Lahore.**

Phone No.: 92 42 35297291-3, Fax No.: 92 42 35297080

SCOPE & ELIGIBILITY

I. Scope Overview

Sundar Industrial Estate is a state-of-the-art industrial estate which was inaugurated in February 2007 and is the first project assigned to the Punjab Industrial Estates Development & Management Company (PIEDMC). **Board of Management Sundar Industrial Estate (BOM-SIE)** intends to invite bids from reputed catering vendors/contractors registered with *Income Tax and Sales Tax Departments* and who are on *Active Taxpayers List* of the Federal Board of Revenue and registered with PRA for the below-mentioned services as required in seminars held in early April, May and June 2017 (tentative dates; subject to possible change)

- **Complete event management and hall decoration with provision of stage, lighting, sound (with DJ) and services for three seminars.**
- **Executive-standard food and catering for 400 guests (per event).**
- **Any other services as mentioned in the Terms of Reference.**

Important Notice: It must be mentioned that in case a third party sponsor agrees to fund the event and decides to manage it's arrangements directly (with it's own funds), the following tender, at BOM-SIE's discretion, shall be deemed as cancelled. Therefore, all bidders must take part at their own preference with the above in mind.

II. Eligibility Criteria & Qualification

BOM-SIE therefore invites sealed bids from interested catering companies/contractors/parties meeting the following eligibility criteria:

- a. The bidder must have worked with at least 01 government organizations over the past two year for a similar event.
- b. The bidder must quote NTN numbers along with certificate of registration with FBR as well as all applicable authorities i.e. Punjab Revenue Authority.
- c. Should evidence for being in relevant business for last five (5) years at minimum and shall have provided catering to at least 05 events of a similar nature within the past year.
- d. The bidder shall submit 02% bid security of the estimated price as mentioned in the data sheet.
- e. All eligible bidders deemed substantially responsive as per these TOR's will be evaluated and lowest evaluated bidder will be selected.

INSTRUCTION TO BIDDERS

1. Form of Bid/Schedule of Prices

- a. Schedule of Prices will be worked out as per the requirements in the Terms of Reference. The price quoted in the Form of Bid shall match with the total price within the Schedule of Prices.
- b. Incomplete Schedule of Prices in any respect shall not be entertained. In case of any discrepancy between unit prices and total price, the unit price shall prevail.
- c. All the applicable taxes must be included in price if there is no mention of taxes in bid price, it will have considered that the prices are inclusive of all applicable taxes.

2. Accompanying Documents.

The Bid prepared by the Bidder shall comprise of following components:

- a. Covering Letter.
- b. Form of Bid duly filled, signed and sealed.
 - Schedules to Bid duly filled and signed, in accordance with the instructions contained therein.
- c. Documents proving the eligibility of the firm in line with the Eligibility Criteria.
- d. Bid Security furnished in accordance.
- e. Pictures of decorations and requirements as mentioned in the TORs.
- f. JV Agreement and Power of Attorney (if and where applicable).

3. Bid Security. The bidders are required to submit Bid Security i.e. 02 % of the Estimated Price (as mentioned in the Data Sheet)

- a. The Bid Security shall be, at the option of the Bidder, in the form of CDR or Pay order issued by a Scheduled Bank in Pakistan in favor of BOM-SIE, valid for a period of thirty (30) days **beyond** the Bid validity date.
- b. Any Bid not accompanied by an acceptable Bid Security, shall be rejected by the Procuring Agency as non-responsive.
- c. The Bid Securities of unsuccessful Bidders will be returned upon award of Contract to the successful Bidder.
- d. The Bid Security of successful Bidder will be returned when the Bidder has furnished the required Performance Guarantee and signed the Contract.
- e. The Bid Security may be forfeited, if a Bidder withdraws his Bid during the period of Bid validity; or if a Bidder does not accept the correction of his Bid Price in case of an error or discrepancy within the Bid.
- f. The Bid Security may be forfeited in the case if a successful Bidder fails to furnish the required Performance Guarantee or fails to Sign the Contract.

4. Currency of the Bid and Payment. Prices shall be quoted in Pakistani Rupees (PKR) only.

5. Bid Validity. The Bids shall remain valid up till sixty (60) days from the day of Bid opening.

6. Acceptance or Rejection of Bids. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the ground for its rejection of all

bids or proposals, but it is not required to justify those grounds.

7. **Signing of Contract.** The Procuring Agency will send to the successful Bidder the Form of Contract provided in the Bidding Document, duly filled in and incorporating all clauses in the Contract to the successful bidder for signing & return to the Procuring Agency.

8. **General Instructions for Submission of Bids**

Following must be kept in mind before submitting bids.

- a. All interested Bidder to forward bids along with Pay Orders/ Bank Draft of 02% of Estimated Price in favor of Board of Management – Sundar Industrial Estate against Bid Security.
- b. Bids must reach the undersigned's office (by hand /by courier) in sealed envelope on or before **11:00 am on April 03, 2017** at Gate No. 2 Sundar Industrial Estate.
- c. Bids received after due date & time will not be considered.
- d. Bids will be opened at **12 noon April 03, 2017**, in the presence of BOM-SIE's Procurement Committee.
- e. Each bidder shall submit only one Bid either by himself or as a Partner in a JV. A bidder who submits or participates in more than one bid will be disqualified and bids submitted by him shall not be considered for evaluation and award.
- f. The bid prepared by the bidder and all correspondence / documents relating to procurement exchanged by the bidder shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an attested / signed English translation of its pertinent passages otherwise the bidder shall be disqualified.
- g. Also included within the sealed envelope shall be pictures of all hall decoration and catering requirements as per the Terms of Reference (TORs) as well as general views of such an event.

9. **Submission of Company's Profile.** Company's profile and documents as asked in tender notice should be attached with the Schedules within these documents.

10. **Further Requirements for Joint Ventures**

Following apply for Joint Ventures:

- a) At least one of the partners of JV shall satisfy the relevant capabilities specified herein.
- b) All firms comprising the JV, must be legally constituted and must meet the Eligibility Criteria.
- c) All the partners of JV shall at all times and under all circumstances be liable jointly and separately to the Procuring Agency for execution of entire Contract in accordance with the Contract's terms & conditions; a statement to this effect shall be included in the Form of Contract (in case of a successful Bidder).
- d) The Form of Bid, and in case of Successful Bidder, the Form of Contract; shall be signed so as to be legally binding on all Partners.
- e) One of the JV Partners shall be nominated as being in-charge and this authorization shall be evidenced by submitting a Power of Attorney signed by legally authorized signatories of all the JV Partners.
- f) The partner-in-charge shall be authorized to incur liabilities, receive payments & receive instructions for and on behalf of any or all Partners of the JV.
- g) A copy of the Contract entered into by the JV Partners shall be submitted with Bid stating conditions

under which it will function, its period of duration, persons authorized to represent and obligate it; and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the JV, the proportionate participation of several firms forming JV and any other information necessary to permit a full appraisal of its functioning. No amendments / modifications whatsoever in the JV Contract shall be agreed to between the JV without prior written consent of the Procuring Agency.

TERMS OF REFERENCE

Following TORs shall serve as the basis for the requirements of the Procuring Agency and the complete range of services (for 400 people per event, three separate events) to be provided for by bidder.

1. Catering for 1200 people

- a. Chicken Biryani
- b. Chicken Qorma
- c. Sweet Zarda or Fruit Truffle
- d. Cold Drinks
- e. Mineral Water
- f. Tea
- g. Roghni Naan
- h. Fresh Salad

2. Stage & Hall Decorations (1200 people total, three events)

- a. Roundtables, chairs and executive arrangements/table decorations
- b. Flower arrangements
- c. 2x entrance mirrors
- d. Executive quality carpet (approximately 12,000 sq. feet coverage)
- e. Black dividers – 500ft width x 12ft height (to block off out-of-access area)
- f. Executive Lounge Sofas (off-white leather) for 40 persons
- g. Lighting for stage and hall
- h. Sound-proof Air Conditioning (For 20,000 sq. feet indoor area)
- i. Separate tent for food preparation outside hall

3. Sound System

- a. 2x Speaker Pairs (2x2)
- b. 2x Mics with long arms and desk stands; 2 Wireless Mics
- c. 4x 40-inch LED TV
- d. 3x Lights (on Lighting Rig) For Stage
- e. 2x HD Cameras with Cameraman (connected with LED TV through Control Module)

4. **Additional Services.** The procuring agency may request additional services, of similar nature, up to 15% in addition to the current requirements.

5. **Payment Policy.** Payments will be made to the Contractor as per following policy:

- a. 35 percent after 14 days of the successful holding of first seminar, 35 percent payment after the holding of second seminar and 30 percent payment after holding of third seminar.

6. **Timings** The contractor shall ensure that all hall decoration provisions are ready at least 12 hours prior to the event. Failure to do so may result in a 10% penalty on the total price.

DATA SHEET

1. Name and Address of the Procuring Agency

Board of Management Sundar Industrial Estate, Gate #2, Sundar Industrial Estate, Sundar Raiwind Road, Lahore.

2. Name of the Summary of the Works

Tender for Hiring of Catering Services for Seminar

3. Time limit for Clarification

The Bidder may request clarification of the Bidding Document in written, until the Bid opening date.

4. Period of Bid Validity

Sixty (60) days from the date of Bid opening.

5. Name and Number of the Contact Person

Mr. Ali Umair Chaudhry (0300 7662640)

6. Deadline for submission of Bids

April 03, 2017 on or before 11:00 am

7. Venue, Time and Date of Bid Opening

Conference Room, BOM-SIE Office, Gate #2, Sundar Industrial Estate, Sundar Raiwind Road, Lahore on April 03, 2017 at 12 noon

8. Time for Completion

All the work shall be completed as per schedule or specified within the TORs and Contract Agreement.

9. Estimated Price

Estimated Price of the project is Rs. 13,50,000 which shall serve as basis of calculating Bid Security.

10. Documents forming the Contract listed in the Order of Priority:

- a) Contract Agreement
- b) Data Sheet.
- c) Letter of Acceptance.
- d) Addenda (if any).
- e) Terms of Reference
- f) Schedules to Bid including Schedule of Prices and Form of Bid

11. Currency

Payment of Contract Price shall be in PKR.

12. Payment Terms

Payments will be made to the Contractor as per following terms :-

- a. 35 percent payment after the successful holding of the first seminar (within 14 days). 35 percent payment after the successful holding of the second seminar (within 14 days). 30 percent payment after the successful holding of the third seminar (within 14 days).
- b. All payments will be made through crossed cheques issued in favor of contractor's company name.

CONTRACT AGREEMENT

Board of Management Sundar Industrial Estate (BOM-SIE), with its office at Gate No 2, Sundar Industrial Estate, Sundar Raiwind Road, Lahore hereinafter referred to as the **“Party No. 1”** represented by its Acting Secretary.

AND

M/s. _____ with its Office located at _____, hereinafter known as **“Party No. 2”** represented by its Chief Executive.

WHEREAS

Party No. 1 has planned to hold three seminars within the period April - June 2017 (or later) at Sundar Industrial Estate.

Party no. 2 is in the business of providing catering and event management services for seminars, conferences and seminar events.

Party No. 1 has accepted the offer on the following terms and conditions.

TERMS & CONDITIONS OF THE CONTRACT:

1. Party No. 2 shall provide complete services as per the Terms of Reference to the satisfaction of the procuring agency.
2. All the services mentioned in the bidding documents shall be covered.
3. Party No. 2 shall provide and arrange all transport to the venue at Sundar Industrial Estate and bear all costs, whether direct or indirect, in the provision of these services.
4. The total contract amount will be _____ . Payment shall be made as per the Terms of Reference.
5. In case of force majeure, or any type of eventuality, delays by sponsors, all the expenses shall be borne by Party no. 2 and nothing shall be as extra amount paid to Party no.2 by Party no.1.
6. In case of dispute the matter shall be resolved through arbitration nominated each by both parties, their findings shall be binding on both the parties otherwise the matter shall be referred to an empire mutually appointed by both the parties whose findings shall be final.

SIGNED ON THIS _____, 2017

For

Party No. 1 (BOM-SIE)

For

Party No. 2 (_____)

Authorized Signature:

Authorized Signature:

Name: **Mr. Mubasher Iqbal**

Name: Chief Executive

Designation: **Acting Secretary**

Designation:

Witnesses:

Name:

Designation:

CNIC:

Name:

Designation:

CNIC:

FORM OF BID

Date: _____

**To: Dy. Manager Marketing & BD
Board of Management
Sundar Industrial Estate**

Having examined the Bid Documents including Instructions to Bidders, Bidding Data, Conditions of Contract and other sections within the aforementioned document for the Provision of Catering Services for three seminars to be held between April – June 2017, we (the undersigned), offer to provide services therein, in conformity with the General and Special Conditions of Contract, Specifications and other details for the sum of Rs. _____ or such other sum as may be ascertained in accordance with the said conditions. We agree that the BOM-SIE reserves the right to reject all Bids at any stage.

We also understand that the selection of the Bidder shall be in line with the eligibility criteria through the single-stage, single-envelope method clearly mentioned within this Bidding Documents.

(Signature & Company Stamp)

M/s _____

Ali Umair Chaudhry
Dy. Manager Marketing & BD
Board of Management
Sundar Industrial Estate
042-35297291-3

SCHEDULE OF PRICES

Particular	Per person	Total Price in Rs. (for 1200 persons or as per full required quantity) <i>Taxes included</i>
1. Catering for 1200 people with the services below (400 people per event)	-	-
Chicken Biryani		
Qorma Chicken		
Sweet Zarda or Fruit Truffle		
Cold Drinks		
Mineral Water		
Tea		
Roghni Naan		
Fresh Salad		
2. Stage & Hall Decorations (3 events)		
Roundtables, chairs and executive arrangements/table decorations		
Flower arrangements		
2x entrance mirrors		
Executive quality carpet (approximately 18,000 sq. feet coverage)		
Black dividers – 500ft width x 12ft height (to block off out-of-access area)		
Executive Lounge Sofas (off-white leather) for 40 persons		
Lighting for stage and hall		
100 tonne air conditioner (3 hours per event)		
3. Sound System (for 3 events)	-	-
a. 2x Speaker Pairs (2x2)		
b. 2x Mics with long arms and desk stands; 2 Wireless Mics		
c. 4x 40-inch LED TV		
d. 3x Lights (on Lighting Rig) For Stage		

e. 2x HD Cameras with Cameraman (connected with LED TV through Control Module)		
TOTAL (with all applicable taxes)		Rs.