

**Lahore
Knowledge
Park**



**BIDDING DOCUMENT
FOOD AND CATERING FOR LAHORE
KNOWLEDGE PARK COMPANY**

Issue Date: December 18, 2017

Closing Date: January 04, 2018

**LAHORE KNOWLEDGE PARK COMPANY (LKPC)
GOVERNMENT OF THE PUNJAB, THROUGH HIGHER EDUCATION
DEPARTMENT**

Ground Floor, 15-A Abu Bakar Block, New Garden Town, Lahore.

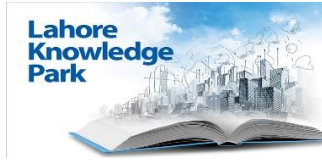


Government of the Punjab



Part A:

INVITATION TO BIDS



TENDER NOTICE

FOOD AND CATERING FOR LAHORE KNOWLEDGE PARK COMPANY

The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization, registered with the SECP u/s 42 (not-for-profit) of the Companies Ordinance 1984, through the Higher Education Department, Government of the Punjab, Pakistan.

LKPC invites sealed proposals (Technical + Financial) under PPR Rules, from reputed catering companies'/ event management firms, registered with Sales Tax & Income Tax departments, for procurement of Food and catering services for its upcoming event "Seminar on Knowledge Economy" at University of the Punjab, Allama Iqbal Campus (Old Campus), Shahrah-e-Quaid-e-Azam, Lahore.

Bidding Document (TORs):

Interested eligible bidders may get the Bidding Document (TORs) immediately after the publication of this tender on submission of written application along with tender fee of Rs. 5,00/- (non-refundable) in the form of "CDR, Bank Draft, or Pay Order" in favor of "Lahore Knowledge Park Company", during working hours from the address given below.

Bid Opening Date, Time & Venue:

Submission of Bids: January 04, 2018 at 11:00 AM
Opening of Bids: January 04, 2018 at 11:30 AM
Venue: Lahore Knowledge Park Company
15- Abu Bakar Block, New Garden Town, Lahore

TERMS AND CONDITIONS

1. As per Punjab Procurement Rules-2014. Rule 38 (1) single stage one envelope bidding procedure will be applicable.
2. Tenders received after the due date & time will not be brought under consideration.
3. Proposals must contain Bid Security in shape of CDR, Bank Draft, or Pay Order equivalent to 3% of the estimated price (Estimated price Rs. 500,000/-) in favor of "Lahore Knowledge Park Company", without which the offer shall be rejected being non-responsive.
4. The procuring agency (LKPC) may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPR Rules 2014.
5. The Financial Bid shall be considered as inclusive of all applicable taxes.

Advert and bidding document can also be downloaded from the websites: www.lkpc.com.pk or www.ppra.punjab.gov.pk or can be obtained through email from: sohail@lkpc.com.pk or in hard copy from the address given below:

For General Information and Submission of Bids Please Contact:



Manager Admin & Procurement

Lahore Knowledge Park Company
15-Abu, Bakar Block, New Garden Town, Lahore, Pakistan.
Tel:+92 42 99075000,
Email: sohail@lkpc.com.pk
URL: www.lkpc.com.pk

Part-B

INSTRUCTIONS FOR BIDDERS

1. Financial proposal must contain bid Security in form of CDR/Demand Draft/Pay Order equivalent to 3% of the total estimated price (Estimated price Rs. 500,000/-) in favor of Lahore Knowledge Park company.
2. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
3. Sealed bids in conformity with bidding documents should reach in the office of the Manager Admin & Procurement LKPC, not later than **11:00 AM on January 04, 2018**. Sealed proposals shall be opened on **January 04, 2018 at 11:30 AM**, in the presence of bidders or their representative having a valid authority letter from their respective organization.
4. Bidding documents can be obtained on submission of a written request on company's letter head from office of the Manager Admin & Procurement of LKPC. Request must be accompanied with Bid Fee of Rs: 500/- in form of Pay Order/Demand Draft. LKPC shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals. The photocopy / downloaded copy of the bidding documents, from PPRA's website, shall not be accepted.
5. Organization must be registered with Federal Board of Revenue for Income & Sale Tax purposes with active tax payer profile.
6. Bidding organizations must attach information about finances and financial capabilities i.e., Sales tax returns, latest income statement and /undertaking about financial soundness of bidding organization.
7. Bidding procedure of single stage one envelope shall be applicable under Punjab Procurement Rule 38 (1) which implies; -
 - (i). The bid shall be submitted in a **single package consisting of one envelope**.
 - (ii) The outer envelopes shall be marked as, ***"Bids for Procurement Food and Catering for Lahore Knowledge Park Company - Due on January 04, 2018.***
 - (iii) The lowest evaluated bidder shall be awarded contract within the original or extended bid validity period.
8. Proposals shall remain valid for at least **90 days** from opening.

9. The LKPC officials before award of the contract may seek clarifications and samples of quoted items from bidding organizations (if needed).
10. Successful bidder shall have to enter into contract on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects, warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
11. Financial proposals must be quoted in Pak Rupees and FOR including all types of applicable taxes.
12. In case of holiday or unforeseen situation resulting closure of LKPC Office on the date of opening, bids shall be submitted/opened on next working day on the same time & venue.
13. Bidding organization should submit an affidavit on legal stamp papers of Rs. 100/ about its status about present black listing by Govt. and its subsidiary organizations / departments / autonomous bodies.
14. Bidding Organization may not quote alternative proposals.
15. Bidding organization must quote technical proposal in accordance to bid form. In case it intends to use its own pattern of bid form then every component offered by bidding organization must be clearly identified about its matching/reference component number given in LKPC 's prescribed bid form.
16. Financial bids must be quoted component wise in sequence similar to technical bid form and total financial costs offered must be clearly mentioned both in words and figures without any cutting/erasing/overwriting in legible ink or printed form. Financial bids must be inclusive of all taxes and for LKPC Office Lahore basis.
17. Bids without samples of quoted items shall not be considered. LKPC approved samples of required items. (If required)
18. Bids shall be evaluated on the basis of conformity of quoted samples to LKPC approved samples (if required) together with financial proposal.
19. Purchase order/Contract shall be awarded on LKPC office, 15-Abu Bakar Block, New Garden Town, Lahore.
21. The Tender/bidder must be qualifying all the items/services i.e. food & catering along with required services. Items unless if tenderer/bidder/purchaser will not accomplish any items terms & conditions and specifications its consider to be disqualified for all items.

22. Firms must have five (05) years of experience in supply/provide the same type of services to reputed Government/Semi Governments/organizations/departments/companies/institutions.
23. **Liquid Damages/ Delay Penalty Clause:** It shall be charged @ 0.25% of the Purchase Order price for each hour of delay up to a minimum of 10% of the Purchase Order price.
24. **Venue for Event Arrangements:** Auditorium at University of the Punjab, Old Campus, Shahrah-e-Quaid-e-Azam, Lahore.
25. **Dated of Event:** Expected date of the event is January 24th, 2018 or any other date decided by the Competent Authority of LKPC.
25. Payment will be made to the vendor against the invoice on satisfactory performance within the time given in the condition of contract or within 30 days.
26. The bidder will ensure that hygienic and fresh food will be provided. It must be complying with approved standard of Govt. food authority.
27. The successful bidder will provide the detail list of the persons (staff/waiters etc.) who will perform duty/services on the event.
28. The competent authority reserves the rights to increase or decrease the quantity as per actual requirement/availability of funds as per rules.

Bidders Profile Form

Firm Name	
Entity of Firm	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other
Nature of Business	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider / Supplier
Address/ Branches (if any)	
Telephone/ Cell	
Email	

Date & Place of Registered		
Company NTN & Sales Tax Registration Nos:	NTN: _____ STN: _____	
Owner Information	Name: _____ CNIC: _____ Address: _____	
Annual Sales (Minimum Supply)	2015-16	2016-17
Three Major Clients (Govt. Departments/Govt. Owned Companies/ Autonomous bodies/Authorities / Semi Government Institutions	i. _____ ii. _____ iii. _____	
Bank Details	Bank _____ A/C No. _____	

23. Minimum Eligibility Criteria:

- Profile of the Firm
- The applicant must be in the concerned business of food & catering services minimum from last five (05) years.
- Company / Firm Certificate of Registration (in case of partnership)
- NTN, Sales Tax, PRA registration certificates.
- Copy of CNIC of proprietor.
- List of Clients. (Three Major Clients i.e. Govt. Departments/Govt. Owned Companies/ Autonomous bodies/Authorities/ Semi Government Institutions)
- Minimum three (03) Supply orders of the same nature of food & catering services of Rs. 250,000/-. during the last financial year i.e. from 1st July, 2016 to 30th June, 2017 (proof with supply orders or any other relevant document)
- Bidding organization should submit an affidavit on legal stamp papers of Rs. 100/- about its status about present black listing by Govt. and its subsidiary organizations / departments / autonomous bodies.

- Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

Note:

- I. Technical qualification will be on the basis of above mentioned minimum eligibility criteria.
- II. The lowest evaluated bidder shall be awarded the contract.

24. Technical Specifications of Items/Good/Services:

Sr. Nos.	Description of Goods/Services	Quantity
1	Lunch	250
	Chicken Quorma	
	Chicken Baryani	
	Nan	
	Raita & Salad	
	Cold drink & Tea	
	Sweet	
2	Stage	1
	Size 24 X 36 (Wooden)	
	Floral Decoration on Stage Front Table	
	Mineral Water Bottle ½ Litter (10)	
	Tissue Boxes & Glass (10 each)	
3	Lights	
	Truss Lights on Stage	on stage
4	Stage Chairs for Speakers	10
	Highback Leather/Dewan Chairs	
5	Seating Arrangement	250
	Round Table Seating Arrangement for 200 persons and Sofa Lounges of 50 Persons in front of stage	

Draft Contract Form

THIS CONTRACT is made at _____ on the day of _____ 2018, between the [Full name & address of the procuring agency] (hereinafter referred to as the “Procuring Agency”) of the First Part; and M/s (firm name) a firm having its registered office at (address of the firm) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Procuring Agency invited bids for procurement of goods, in pursuance where of M/s (firm name) being the Manufacturer/ authorized Supplier/ authorized Agent of (Equipment) in Pakistan and ancillary services offered to supply the required item (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of (item name) and related services in the sum of Rs (amount in figures and words) cost per unit, the total amount of (quantity of goods) shall be Rs (amount in figures and words).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:
 - a. the Price Schedule submitted by the Bidder,
 - b. the Schedule of Requirements;
 - c. the Technical Specifications;
 - d. the General Conditions of Contract;
 - e. the Special Conditions of Contract;
 - f. the Procuring Agency’s Notification of Award;
 - g. the scope of work;
 - h. the Contract; and
 - i. the Bid & its clarifications.
 - j. the contracted specifications (attached as annexure)
3. In consideration of the payments to be made by the Procuring Agency to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Procuring Agency to provide

the Goods and its related Services etc. and to remove/rectify defects therein in conformity in all respects with the provisions of this Contract.

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Supplier] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt/collusive business practice.
6. Without limiting the generality of the foregoing, [the Seller/ Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.
7. [The Supplier] certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. [The Supplier] accepts full responsibility and strict liability for not making any false declaration, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty and making full disclosure of all relevant information as required by procuring agency. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Punjab under any law, Contract or other instrument, be voidable at the option of Government of the Punjab.
9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, [The Supplier] agrees to indemnify Government

of the Punjab for any loss or damage incurred by it on account of its corrupt Business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab.

10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary Law or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
11. This Contract shall be governed by the laws of Punjab Government and the courts of Punjab (Pakistan) shall have exclusive jurisdiction
12. Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, which cannot be amicably settled between the Parties, shall be referred to mediation in accordance with the Center for Effective Dispute Resolution (CEDR) Model Mediation Procedure and to be conducted by a mediator who is duly accredited by CEDR. Both Parties shall appoint a mediator who is mutually acceptable. If the Parties fail to agree upon a mediator within fourteen (14) days after one Party has notified the other in writing of the dispute, then, the courts at Punjab (Pakistan) may be requested by either Party to appoint a CEDR-accredited mediator. The venue for the mediation proceedings shall be in Punjab (Pakistan). The language of mediation and the appropriate documentation shall be English

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed by the
Manufacturer/
authorized Supplier/ authorized Agent
Sealed by Procuring Agency

Signed/

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |

(Draft Purchase Order of LKPC)
Lahore Knowledge Park Company
PURCHASE ORDER

Purchase Order No. LKPC/PO-Tender/2018 **Date:** _____

To	
M/S: _____	
Address: _____	
Telephone No: _____	Mobile No: _____
Fax No: _____	E-Mail: _____

Please deliver the Goods described below according to the terms and conditions described herein and in Annexure 'A'.

Description of Goods: -

Purchase Order: -

The total price of the contract is Rs. _____

(In Words): _____

Delivery Schedule: -

Delivery period	
Ordering Date	
Delivery Date	

Signed & Stamp of LKPC

Signed & Stamp of Supplier

Note: -

This acceptance copy must be signed by or on behalf of the supplier both on the face and Annexure 'A'.

Acceptance: -

We agree to deliver the Goods according to the terms & conditions specified in this Purchase Order and on Annexure 'A'.

<u>Company</u>	<u>Supplier</u>
For Lahore Knowledge Park Company.	For _____ (Suppliers).
_____	_____
1. Authorized Signature	Authorized Signature
_____	_____
<u>Company Stamp</u>	Company Stamp
Date: _____	Date: _____

Original to: -

1. Procurement Section.
2. Supplier.

Copy to: -

1. Accounts & Finance Section.
2. Store & Inventory Section.

Signed & Stamp of LKPC

Signed & Stamp of
Supplier

Annexure-A

TERMS & CONDITIONS OF PURCHASE ORDER

1. **THIS PURCHASE ORDER** supersedes all previous correspondence, bids, offers and acceptances. Wavier of or any exception to any of the term and conditions of this order should be specifically agreed in writing between Lahore Knowledge Park Company (hereinafter called company) and **M/S._____** (hereinafter called supplier).
2. **PURCHASE ORDER PRICE:** The estimated price of Purchase Order shall be Rs._____/-. However, the payment shall be made on the basis of actual quantities of the goods delivered at agreed unit rates and terms & conditions.
3. **RATES** are inclusive of all taxes except GST/duties etc. as per prevailing Government rules & regulations.
4. **TAXES** shall be deducted from the supplier invoices verified by the company representative as per prevailing Government rules & regulations.
5. **ESCALATION:** There will be no escalation in prices for any reason, whatsoever for the period of this Purchase Order.
6. **INSPECTION:** The Company shall have the right to inspect the Goods for which the supplier will provide safe and free access.
7. **COMPANY RESERVES THE RIGHT** to modify suspend or cancel this Purchase Order due to any of the following reasons: -
 - (i) Non-compliance by the supplier of the terms & conditions as laid down herein.
 - (ii) Failure on report of the supplier to meet delivery schedule as laid down herein.
 - (iii) If any or all Goods supplied by the supplier does not comply with specification required by the company.
8. **AMENDMENT:** Any amendment subsequent to this purchase order which have been mutually agreed shall only be in writing and shall be deemed as a part of this purchase order.

Signed & Stamp of LKPC

Signed & Stamp of Supplier

- 9. DELIVERY SCHEDULE:** The Goods should be delivered on or before the schedule specified in the Purchase Order. In case of non-compliance of delivery schedule, company may arrange to execute the Purchase Order through another source(s).
- 10. SETTLEMENT OF DISPUTES:** If any dispute whatsoever, shall arise between the parties in connection with or arising out of the Purchase Order, the parties shall make every attempt to resolve the same amicably. If no settlement is reached, the decision of the Chief Executive Officer of the LKPC shall be final.
- 11. WARRANTY/GUARANTEE** for a period (specifically mention) shall be provided by the supplier.
- 12. IMPLIED WARRANTY OF WORKMANSHIP:** The supplier warrants that he has the requisite skill, personnel and authorization for the supply of Goods and that the Goods and all materials incorporated therein shall be fit for the purpose for which they are to be used and shall be free from all defects. All Goods to be supplied shall be new and unused.
- 13. ASSIGNMENT & SUB-ORDERED:** The Goods shall be delivered by the supplier and may not be sub-ordered without prior written consent of company.
- 14. PAYMENT TERMS:** Payment will be made against delivery of Goods (as mentioned in Purchase Order) through Crossed Cheque/ Pay Order/ Demand Draft.
- 15. LIQUIDATED DAMAGES** shall be charged @ 0.25% of the Purchase Order price for each hour of delay up to a minimum of 10% of the Purchase Order price.

Signed & Stamp of LKPC

Signed & Stamp of Supplier

Form of Financial Proposal.

Food and Catering Items:

Sr. Nos.	Description	Quantity	Unit Price Inclusive of all Taxes	Total Amount Inclusive of All Taxes
1	<u>Lunch</u>	250		
	Chicken Quorma			
	Chicken Baryani			
	Nan			
	Raita & Salad			
	Cold drink & Tea			
	Sweet			
2	<u>Stage</u>	1		
	Size 24 X 36 (Wooden)			
	Floral Decoration on Stage Table			
	Mineral Water Bottle ½ Litter (10)			
	Tissue Boxes & Glass (10 each)			
3	<u>Lights</u>			
	Truss Lights on Stage	on stage		
4	<u>Stage Chairs for Speakers</u>	10		
	Highback Leather/Dewan Chairs			
5	<u>Seating Arrangement</u>	250		
	Round Table Seating Arrangement for 200 persons and Sofa Lounges of 50 Persons in front of stage.			
	Accumulated Quoted Bid Price			
	Accumulated Quoted Bid Price in Words			

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Note:

1. The Quoted Unit Price for each item / service should be lumpsum and final and must be inclusive of all kinds of applicable taxes.
2. The Bid Evaluation will be made on the basis of Accumulated Quoted Bid Price of all items /service.
3. The validity of the Financial Proposal is ninety (90) days from the date of submission.
4. Technical responsive and lowest evaluated bidder shall be awarded the contract.