



Mirpur University of Science and Technology (MUST)

6th MUST Convocation Arrangements

Tender Document

(TENDER NO: **AT/P/150/2021**)

Last Date for Submission: 26th Feb. 2021 at 10:00 AM

Bid Opening Date: 26th Feb. 2021 at 10:30 AM

Tender Fee (Rs.1000-) in favor of Treasurer MUST Mirpur AJK (Mandatory)

(Sahibzada Muhammad Zahid)

Additional Treasurer /
Secretary Central Purchase Committee
Ph: 05827-961046; Fax: 05827-961039
dy.treasurer@must.edu.pk

1. Introduction

Mirpur University of Science and Technology (MUST), Mirpur is established in 2008, through Government of Azad Jammu and Kashmir Act. The objective laid down in Govt. Act is “To enhance facilities for higher education and research in the State of Azad Jammu & Kashmir”. MUST is committed to the development of human resource by imparting quality education to masses as well as inculcating in them human values of the highest level to promote a peaceful and harmonious society for a global fraternity capable of facing the future challenges. MUST aims at producing human resource capable of transforming the society into a technologically advanced nation.

- To nurture talent and create the environment conducive to higher learning.
- To produce hardworking, committed, dedicated and national professionals.
- To develop collaboration with other renowned local and foreign institutions/ research organizations.

By the grace of Almighty Allah, the University has completed its 10 years successfully and 6th Convocation is going to held on 3rd week of March 2021 and University has to hire services of different service provider firms to make necessary arrangements.

2. Scope of Work/ Requirements:

Tenders are invited from well reputed Tenting and Catering Service providing firms registered with General Sales & Income Tax departments / active filer of FBR, on the basis of Single Stage (One envelope procure) on FOR basis Mirpur to make necessary arrangements of Convocation with details as under:

Tender#	Tender Name
AT/P/150/2021	<p>1. <u>Pendal of 3000 Persons Capacity</u></p> <p>i. Preparation of Pendal (with half white) canopy, which must be very clean, soft and spotless,</p> <p>ii. Panels of wall shall be up to 3/4th total height of the wall.</p> <p>iii. 3000 Chairs with half white cover with blue / brown ribbon.</p> <p>iv. Carpet up to half of the total area of pendal</p> <p>v. Red Carpet / Runner from the start of street of Hall and up to stage/walking area of the hall</p> <p>vi. Fresh plants/ gamlas with covers at different appropriate places of the hall.</p> <p>vii. Stage shall be 50x24 and 4 feet high which will be covered with very clean carpet from all side and back will be prepared with new cloth of University color</p> <p>viii. Any other thing which is deemed fit</p> <p>2. <u>One dish lunch</u></p> <p>i. Menu: - chicken Booti, Chicken Curre, Brown Rice, Fresh salad, Raita and rote / non</p> <p>ii. Kashmiri Tea</p> <p>*We required fresh and new spotless tenting and sitting arrangement, we shall not compromise on this.</p>

Site: Mirpur University of Science of Technology (City Campus)

Terms & Conditions

1. Single Stage single envelope procedure will be opted.
2. Tender Fee will be Rs. 1000/-.
3. Interested bidder should submit their application for tender along with the demand draft / cash deposit receipt obtained in favor of Treasurer MUST, at Mirpur towards cost of tender processing / document.
4. Earnest Money Deposit. You are requested to attach any Bank Draft / CDR of 5% of total volume of your bid in favor of Treasurer MUST. No interest will be paid on this deposit.
5. Quotations other than this called for in the enclose documents are liable for rejection.
6. The successful bidder is requested to sign the work order prepared based on the quoted rates, placed on him by the acceptance officer.
7. No payment shall be made in advance to the selected bidder/vendor as mobilization advance.
8. All payments shall be made through cross cheque in the Pak Rupees.
9. The selected bidders have to install complete pendal with following detail: -
 - All pendal material shall be delivered at site before two days of convocation.
 - Stage Decoration and installation of Canopy be made up before one day of convocation.
 - Arrangement of Chairs and Carpets before one day of convocation.
 - Handing over the pendal to management before one day of convocation for rehearsal.
 - Removing of pendal on next day after 02:00 PM.
10. Taxes will be deducted at source as per government rules at the time of payment irrespective of the date of invoicing.
11. The 5% earnest money of the successful bidder will be returned after the execution of contract.
12. The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision of "Tender Committee" for the award of said tender.
13. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited.
14. Conditional Bids will not be entertained.
15. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications.
16. The bid found to be the lowest evaluated bid shall be accepted
17. Income Tax Certificate and GST Certificate with proof of active tax payer.
18. The accepting officer reserve the right to place order as a whole or part of any item only as deemed fit.
19. In case, the contractor /firm after quoting withdraw from the tender or refuse /delay in commencing the work or stop the work abruptly, their EMD, as the case may be, will be forfeited.

20. Non-compliance with any of the conditions set forth herein above will result in the tender being rejected.
21. Any other information required by the bidder can be obtained from the Treasurer Office, during working hours on any working day.
22. The bidder shall depute their authorized representative at the time of opening the tender if they so desire.
23. Bidder should check any correction or corrigendum related to this Tender Notice on website before submitting their offer.
24. Contract may be awarded two firms one for arrangements of pendal and 2nd for arrangement of Lunch
25. Bidders are required to **sign all pages of submitted proposal.**
26. Rates quoted in the **Bid should be containing all the applicable taxes in PKR.**
27. Tenders should be submitted at the following address:
Sahibzada Muhammad Zahid (Additional Treasurer) / Secretary CPC
Mirpur University of Science & Technology (MUST), Mirpur
Sector B/3, Allama Iqbal Road, Mirpur
28. Late Tenders: Any tender received by MUST after the deadline prescribed for submission of tenders will be returned unopened to the bidder.

Additional Treasurer /
Secretary Central Purchase Committee
Secretariat MUST, Jarri Kass Campus
Email: - Dy.treasurer@must.edu.pk
Ph: 05827-961046/40/42 Fax: 05827-961039

Form 1.

PROPOSAL SUBMISSION FORM

Secretary Purchase Committee

Mirpur University of Science & Technology,

Sir,

_____ we, the undersigned, offer to provide the Services for "Purchase of Items for MUST Office and in accordance with your Request for Proposal (Tender Document) dated _____ and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:

FORM 2:

To be filled by the bidders

1. Name of bidders: -----

2. Address: -----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NIC Tax No. ----- Sales Tax No.: -----

6. Branches (if any): i. -----

ii. -----

iii. -----

7. Type of Business: i. -----

ii. -----

iii. -----

8. Facilities: i. List of technical staff with qualification and experience

ii. Authorization of distribution / dealership -----

iii. Any other: -----

9. Monthly Turn Over: -----

10. Previous Experience (name of organization where said or like equipment supplied/installed/
Commissioned)

i. ----- ii. -----

iii. ----- iv. -----

v. ----- vi. -----

vii. ----- viii. -----

Please enclose any supporting document

Total Bid Value (Rs): _____ Amount of CDR (Rs): _____

Name and signature: - ----- Date: -----