

LAHORE COLLEGE FOR WOMEN
UNIVERSITY LAHORE



TENDER FORM FOR
CONVOCAATION EVENT 2021

Issued to: -----

Tender No. LCWU/Tender/2020-2021/07



LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

www.lcwu.edu.pk Ph. No.042-99203801-09 Ext. 286/210

No. 419 LCWU
Dated: 11/02 2021

TENDER NOTICE

Sealed tenders/ bids are invited from the firms registered with Sales Tax and Income Tax Departments for following Tender on the basis of **Single Stage (one Envelope Procedure)** in terms of Rule No. **38 (1)** of the Punjab Procurement Rules 2014 (PPRA Rules 2014).

Tender No.	Sr. No.	Tender Name			Total Bid Cost Estimated	2% CDR Amount Of Estimated cost	Qty.	Closing Time and Date	Opening Time and Date
		CONVOCATION EVENT CATERING FOR 6,600 PERSONS							
LCWU/2020-2021-7	1	Manu for VIP Guests	Menu for Guests	Menu for students	60,00,000	120,000	6,600 Persons	03-03-2021 till 12:00 p.m	03-03-2021 at 12:30 p.m
	a	Vegetable/Egg fried rice	Vegetable/Egg fried rice	<u>Lunch Box</u>					
	b	Chicken Qorma	Chicken Qorma	Quarter Roast					
	c	Chicken Roast	Chicken Roast	Shahi Kheer					
	d	Seekh Kabab	Seekh Kabab	Salad (fresh)					
	e	Shahi Kheer	Shahi Kheer	Roghni Nan (one each)					
	f	Roghni Naan (Live)	RoghniNaan (Live)	Raita					
	g	Mineral water	Mineral water	Soft Drink (one each)					
	h	Salad(Fresh)	Salad (Fresh)						
	i	Raita	Raita						
	j	Green Tea	Soft Drink one each						
k	Soft Drink one each	Green Tea							

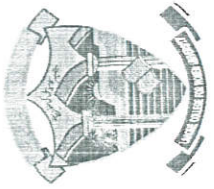
NOTE: Rate includes for Canopy, Chairs, standing Buffets with sitting arrangements, carpet, Linen, Crockery, Cutlery, Glassware, Flower arrangement and stage decoration, Generator, Sound System, Fans, Two Multimedia Projector & Screens and any other related items.

- Tender Document will be immediately available on LCWU & PPRA Websites after publishing of this Tender Notice (Rule No. 25(1)).
- Tender Document can be obtained / downloaded from the website of PPRA Punjab (www.ppra.punjab.gov.pk) and LCWU web site (www.lcwu.edu.pk). **Tender Fee of Rs.1000**, shall be attached with tender documents as a Pay Order in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore.
- The Bid Security, 2% of estimated price, in the form of "CDR in favor of Vice Chancellor Lahore College for Women University, Jail Road, Lahore is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive. The detail of amount of Bid Security is given in the Tender Document.
- Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection.
- No supporting document will be accepted, at all, after opening of the Technical Bids.
- Bids received after due time and date or bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque/ Cross Cheque/pay order/ Demand Draft /Banker's Cheque shall be summarily rejected.
- Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- The sealed tenders must reach the University office through Registered post/ courier service by hand tender will not be accepted.

CONVENER

Convocation Purchase Committee

Lahore College for Women University, Jail Road, Lahore



LAHORE COLLEGE FOR WOMEN UNIVERSITY

Jail Road, Lahore – Pakistan. Tel: 042-9203801-09 Ext. 286 Fax: 042-9203077

TENDER FOR THE CONVOCAATION EVENT 2021

Tender Open Date: 03-03-2021 Time 12:30 pm.

- Venders must quote their rates on the company letter pad/tender form according to the specification. Hand written quoted rates will not be accepted.
- The procurement will be accordance with the rules 38 (1) single stage-one envelope procedure of Punjab Procurement rules 2014.

Sr. No.	Guests	No. of Guests
1.	VIP Guests	100
2.	Students	5,500+ (500 lower Staff)
3.	University staff including Jhang Campus (Teaching/Non-Teaching)	500
Total:		6,600

Sr. #	Name of items with Specification		Qty.	Price with All Taxes
CONVOCAATION EVENT CATERING FOR 6,600 PERSONS				
1.	Menu for VIP Guests	Menu for Guests University Staff (Teaching / Non-Teaching)	6,600 Person	
2.	Vegetable/Egg fried rice	Vegetable/Egg fried rice		
3.	Chicken Qorma	Chicken Qorma		
4.	Chicken Roast	Chicken Roast		
5.	Seekh Kabab	Seekh Kabab		
6.	Shahi Kheer	Shahi Kheer		
7.	Roghni Naan (Live)	RoghniNaan (Live)		
8.	Mineral water	Mineral water		
9.	Salad(Fresh)	Salad (Fresh)		
10.	Raita	Raita		
11.	Green Tea	Soft Drink one each		
12.	Soft Drink one each	Green Tea		
NOTE: Rate includes for Canopy, Chairs, standing Buffets with sitting arrangements, carpet, Linen, Crockery, Cutlery, Glassware, Flower arrangement, stage decoration, Generator, Sound System, wooden Stage, Fans, Two Multimedia Projector, Screens and any other related item.				

CONVENER
CONVOCAATION PURCHASE COMMITTEE


DEPUTY DIRECTOR PURCHASE
LAHORE COLLEGE FOR WOMEN
UNIVERSITY, LAHORE

OFFICE OF THE VICE CHANCELLOR
LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE
TERMS AND CONDITIONS FOR TENDER

1. Tender will be submitted on single stage one envelope procedures according to PPRA Rule 38 (1).
2. The bidder/s may quote all of the items stated in the list.
3. Only Sales Tax registered and N.T.N. holder firms may participate in the Tender.
4. **The Company must be registered with the Punjab Food Authority.**
5. Rate of each item must be quoted separately inclusive of PRA Sales Tax, where applicable. It should clearly be mentioned on the quotation letter that *“the rates are inclusive of all applicable taxes”*. If the quotation letter does not bear the above mentioned statement, it shall not be considered.
6. Earnest money @ 2 % of the total estimated purchase price in the shape of deposit at call of scheduled bank should accompany the tender otherwise tender will not be entertained. Deposit at call will be returned after tender opening.
7. The University Purchase Committee will open the tenders in the presence of the bidders or their representatives.
8. 2% earnest money will be returned to the unsuccessful bidders.
9. The supply of articles will have to be made within the stipulated period at the Lahore College for Women University, Lahore. In case of delay, penalty upto Rs. 500/- per day can be imposed. The penalty so imposed can be waived off by the competent authority. If she/he thinks appropriate.
10. An agreement of Rs.0.25% on stamp paper (total amount of supply order) will have to be got executed by the successful bidder before issuance of work order and the stamp paper would be supplied by the firm.
11. All the taxes will have to be paid by the firm.
12. In case of any deviation made by contractor, 10% security will be forfeited.
13. Quotation filled by the bidders with over-writing / tempering / cutting / erasing will not be considered.
14. Income Tax will be deducted at source as per government rules.
15. Quantity of supply may change according to University requirements. The supplier will be bound to accept the repeat orders as per quoted rates within financial year.
16. The supplier is himself responsible for any loss till the stores are inspected.
17. It will be the responsibility of the supplier to take back the supply declared not according to the required standard/specifications at his own risk and cost.
18. Each bidder will submit a certificate clearly indicating the amount of bid, amount of CDR, No. and date of CDR.
19. Tender Envelop(s) must be signed and stamped by the Competent Authority of the firm otherwise tender will not be entertained.
20. Bank guarantee amounting to 10% of total value will be provided by the successful bidder which will be released after satisfactory completion of warranty period.
21. Before issuing the Supply Order the samples of the food (Quantity, Quality, Taste, Packing) will be checked and approved by the Purchase Committee if not approved the sample will be called from the second lowest bidder.

No Tender will be accepted by hand and after closing time.