



**Abdus Salam School of Mathematical Sciences**  
**GC University Lahore**

**PROVIDING FOOD & ALLIED SERVICES**  
**FOR ACADEMIC WORKSHOP**  
**FROM DECEMBER 11-13, 2019**

**BILL OF QUANTITIES (BOQ)**

S#	Date	Tea at 10:45 a.m.	Lunch at 12:30 p.m.	Tea at 15:00 p.m.	Allied Services	Quantity	Remarks
1	11.12.2019	Black/Green Tea with: • Bakery Biscuits (Kitchen cuisine or equivalent)	<ul style="list-style-type: none"> <li>• Chinese Fried Rice</li> <li>• Chicken Manchurian</li> <li>• Nestle water or equivalent 1.5 Liter Bottle.</li> </ul>	Black/Green Tea with Biscuits.	<ul style="list-style-type: none"> <li>• Waiter Services/Cleaning Staff</li> <li>• 04 Buffet Stations</li> <li>• Round table sitting arrangements with 80 Chairs with fine dining setup and carpeting</li> <li>• Crockery / Cutlery/Cloth Napkin</li> <li>• Canopy</li> </ul>	80 Persons Approx.	Per Head Rate Required Inclusive of All Applicable Taxes
2	12.12.2019	Black/Green Tea with: • Bakery Biscuits(Kitchen cuisine or equivalent)	<ul style="list-style-type: none"> <li>• Chicken Korma</li> <li>• Variety Naan (live)</li> <li>• Nestle water or equivalent 1.5 Liter Bottle.</li> </ul>	Black/Green Tea with Biscuits.	<ul style="list-style-type: none"> <li>• Waiter Services/Cleaning Staff</li> <li>• 04 Buffet Stations</li> <li>• Round table sitting arrangements with 80 Chairs with fine dining setup and carpeting</li> <li>• Crockery / Cutlery/Cloth Napkin</li> <li>• Canopy</li> </ul>	80 Persons Approx.	Per Head Rate Required Inclusive of All Applicable Taxes
3	13.12.2019	Black/Green Tea with: • Bakery Biscuits (Kitchen cuisine or equivalent)	<ul style="list-style-type: none"> <li>• Grill Fish with Raita</li> <li>• White Chicken</li> <li>• Variety Naan (live)</li> <li>• Nestle water or equivalent 1.5 Liter Bottle.</li> </ul>	Black/Green Tea with Biscuits.	<ul style="list-style-type: none"> <li>• Waiter Services/Cleaning Staff</li> <li>• 04 Buffet Stations</li> <li>• Round table sitting arrangements with 80 Chairs with fine dining setup and carpeting</li> <li>• Crockery / Cutlery/Cloth Napkin</li> <li>• Canopy</li> </ul>	80 Persons Approx.	Per Head Rate Required Inclusive of All Applicable Taxes.



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### TERMS & CONDITIONS ON FCS BASIS

1. The quoted Free on Consignee Store (FCS) price shall be firm and final and not subject to escalation for any reason whatsoever.
2. In order to be considered the bid must be accompanied by a Tender / Bid security of an amount **Rs. 15,000/-** to be valid for 90 days from tender opening date. Bid security from any schedule Bank of Pakistan in favor of the **Director General School of Mathematical Sciences** will be acceptable. Bid not accompanied with above mentioned security will be considered non responsive and shall be rejected.
3. Bid security should be furnished in the shape of Call Deposit Receipts (CDR / SDR / Banker's Cheque).
4. Bids must be addressed to the Director General, Abdus Salam School of Mathematical Sciences, GC University, Lahore.
5. Only one FCS rate for each item should be quoted for supply of stores.
6. The material shall be supplied strictly according to the Specifications. Suppliers / Vendors / Caterers supplying material / goods below specifications and or poor quality stipulated in the purchase order will be black listed and barred from participation in future tenders and Committee reserves the right to impose penalty on Suppliers / Vendors / Caterers and / OR forfeit the CDR / SDR / Banker's Cheque.
7. The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the bidder, in which case such corrections shall be signed by the person or persons.
8. The bidder shall clearly mention all information precisely regarding bid validity, delivery schedule and the schedule of technical data / literature. Any incomplete information as required shall render the offer for rejection.
9. Committee reserves the right to increase / decrease quantities during the contract period.
10. Evaluation / Comparison will be carried out on one package / lot / cumulative basis.
11. **Bidders must quote their rate on the Original Printed Letter Head of their company along with the bidding documents (duly sign & Stamp), failing which the bid will be rejected.**
12. The technical literature in English giving salient features of the item must accompany the bid.

### 13. **LATE BIDS:**

Bidder will be responsible for ensuring that his / her bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of bid will not be considered even if it became late as a result of circumstances beyond the bidder's control.

### 14. **AMENDMENT OF BID SCHEDULE:**

- At any time prior to the deadline for submission of bids, the committee may for any reason whether at its own initiative or response to a clarification requested by a prospective bidder, modify the bid schedule / bidding documents by amendment.
- The amendment will be notified in writing or fax to all prospective bidders who have received the bid schedule / bidding documents and will be binding on them.



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- In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser may at its discretion extend the deadline for the submission of bids.

### 15. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE TENDER:

- Bid security of an amount Rs. 15,000/-
- Technical literature in respect of each quoted item (in English).
- Color Material of Existing Set up / Items / Material Required
- Each page of bid schedule must be signed and stamped.
- Deposit receipt of tender fee in original.
- Copies of applicable tax certificates ( e.g. NTN, Sales Tax, Punjab Sales Tax, Professional Tax etc.)
- License under Section 15 of Punjab Food Authority Act 2011.
- Undertaking on legal stamped paper of Rs. 100/- claiming that the firm is not Govt. defaulter, Blacklisted or disqualified attach with Technical Proposal.

16. In case of any dispute the decision of the Committee / Director General will be final.

17. Income Tax and Sales Tax will be deducted at source as per Government Rules.

18. It will be the responsibility of the supplier / Caterer to take back the supplies declared not according to the specifications at his own risk and cost.

19. Each bidder will submit a certificate clearly indicating the amount of bid, amount of CDR, number and date of CDR as detailed below.

No.	Amount of CDR	Date of CDR with Bank Name
1	Rs. 15,000/-	

20. **Delivery Time or Completion Schedule:** 10 Days or as per purchase / work order

21. **Bid Validity: 90 Days**

22. **The Bidder / Caterer/ Event Management Service Provider must have:**

- Best Quality Furniture / Canopy / Crockery etc
- Previous Experience of Convocations / Dinners / Sports or other Big Events
- Financially Strong Position (Bank Statement)
- Manpower
- **After the opening of tenders, Committee will visit the site of bidders to evaluate and assess the facilities vis-à-vis clause 22 of the terms & conditions, the evaluation of the Committee shall be deemed as final.**

### Special Terms & Conditions

All the food items shall be prepared by good quality. The material to be used for preparation of the food stuff shall be of the following specifications:

- 1- Chicken/Mutton/Fish should be fresh.
- 2- Fresh Vegetables etc. should be used.
- 3- The food services should be of specified quantity and good quality.



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- 4- The services shall be performed by the trained staff with responsibility and having neat & clean uniform.
- 5- The Caterer shall be responsible for providing material of best quality and neat & clean.
- 6- The Caterer shall ensure supply of Tentage, Shamiana / Canopy, crockery etc & food Stuff as inspected by the committee.
- 7- Deduction of taxes will be made as admissible under the rules.
- 8- Payment will be made after the successful completion of work and satisfactory report of the committee.

**Note:**

Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal and Committee shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Seal and Signature of  
The Venderor / Caterer

*G. F. Anjum*  
**Director General**  
Abdus Salam School of Mathematical  
Sciences, GC University,