

Medical Teaching Institution (MTI)

Khyber Medical College, Peshawar

Contact No: 091-9221384-8

www.kmc.edu.pk



BID SOLICITATION DOCUMENTS **For** **TEA & DINNER FOR CONVOCATION 2023-24**

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Chairman Purchase Committee
KMC Peshawar

Chairman Convocation
KMC Peshawar

Administrative Officer
KMC Peshawar

Senior Finance officer
KMC Peshawar

Assistant Manager Procurement
KMC Peshawar

INTRODUCTION:

Khyber Medical College, Peshawar (MTI) invites. Sealed bids from the eligible bidders for procurement /items/services required convene convocation 2023-24 for this institution under Open Competitive Bidding under Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

1) INSTRUCTIONS TO BIDDERS:

1. The bids should reach the office of Dean KMC on or before **30/10/2023 at 11:00 AM** which will be opened on the same day at **11:30 AM** in presence of the bidders/representatives who choose to attend by the tender opening committee Khyber Medical College, .
2. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
3. The bid should be complete in all respect and must be signed by the bidder.
4. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
5. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
6. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
7. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
8. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:

- a. Received without earnest money;
- b. It is received after the date and time fixed for its receipt;
- c. The offer is ambiguous;
- d. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
- e. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:
- f. Only typed tender on original prescribing letter pad, sealed & signed should be submitted.
- g. The quoted Price must be pre printed and hand written quoted price will not be acceptable.
- h. The tenders must be according to this institution's specification;

Alternate rates (**Double rates for single Items**) will not be accepted.

9. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
10. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
11. Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
12. In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
13. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in this institution's future bids.

2) **ELIGIBILITY CRITERIA:**

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- The bidder must be registered with Income / Sales Tax Department, reflected as Active Tax Payer on the list of FBR.NTN and for services KNTN.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPP Rules 2014.
- The bidder must register with KPPRA.
- Bidder shall have the experience of such kind of events.
- At least have past experience of 3 Convocations covered, which purchase/work order should attach.
- At least have past satisfactory performance/Appreciation letters of 3 Convocations covered, which letters should attach.
- Having own catering setup.
- 2 years bank statement.
- The bidder must have a functional **Local office in** Peshawar.

3. **GENERAL CONDITIONS: -**

1. KMC Peshawar shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, KMC Peshawar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
4. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
5. The purchase committee KMC may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

INVITATION FOR BIDS

Dean **Khyber Medical College, Peshawar**

Invites sealed tenders under National Competitive Bidding for the procurement of **Tea & Dinner for Convocation 2023-2024** for KMC under rule 6(2)(a) "**single stage single envelope procedure**" of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The tenders complete in all respect must reach the undersigned by **11:00am** on **30/10/2023**, which will be opened at 11:30am on the same day in conference room of KMC in the presence of the procurement committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

4. Bid Security

Bid security required Rs.50,000

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract
- iii) If a successful Bidder unable to supply the items after issuance of 3 reminders, order will be placed to the next lowest bidder.

5. BID VALIDITY:

- i) The bids should be valid for a period of 120 Days.
- ii) In exceptional circumstances, Khyber Medical College, Peshawar may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

STATEMENT OF REQUIREMENTS AND SPECIFICATIONS

S. No	Name of item	Quantity/Guests Food	Specification/Menu	Per Guest Price	Price per package
1.	Arrangement of Tea	1000 guests Including crockery, tents (kanats) in front of convocation hall Fan if required	1. Tea 2. Cake (Fancy) 20 pounds only one. 3. Cake plain. 4. Biscuits. 5. Samosas (potato) 6. Chicken Sandwiches		
2.	Arrangement of Dinner	1000 guests Including catering, crockery, VIP & Water proof tents (shamiyanay) kanats Heating arrangements Lighting in tents.	1. Pullao (Rice with meat). 2. Chicken Roast Pieces (Barbeque) . 3. Sagg (Spinach with Beef) 4. Qorma Mutton. 5. Siekh Kabab. 6. Khir Muraba/Gajjar halwa Khuyya. 7. Riata. 8. Salad (Russian). 9. Cold drinks (regular 250 mil) 10. Sheer Chai/Kashmiri Chai (Tea) 11. Mineral water 250 ml. 12. Kulfi Faluda. 13. Fried Fish. 14. Chapli kabab (to be prepared on spot) . 15. Jalabi (to be prepared on the spot) . 16. Naan/Roti		
3.	Lighting in entire KMC.		For one day event the same should be installed & checked one day before the event		
Total Price of the packages (1+2 + 3)					

**Note: Bidder with lowest Grand total will be awarded the contract
Purchase order shall be generated as per requirement of the Khyber Medical College**

6. Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI /KMC Peshawar.

7. Payment:

- a. No advance payment will be permissible.
- b. The payment will be made after successful completion of job.