



MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY
Dera Ghazi Khan

**TENDER DOCUMENTS FOR THE
TENDER FOR PROVISION OF SERVICES & SUPPLIES FOR HOLDING OF 2nd
CONVOCATION**

**SINGLE STAGE TWO ENVELOPE
BIDDING PROCEDURE**



MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY
DERA GHAZI KHAN



MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY Dera Ghazi Khan

TENDER NOTICE

Bid Ref No.01/26-27

Sealed Bids on *item wise* basis in groups scheduled are invited by Mir Chakar Khan Rind University of Technology from reputable and experienced event management companies for the provision of services and supplies for the 2nd convocation ceremony firm duly registered with relevant Registration Authorities and Tax Departments/ Authorities (GST, PST and Income Tax etc). The Bids shall be received as per single stage two envelope procedures. Tender Document will be immediately available after publishing of this Tender Notice Rule 25 (1). Tender / Bid Document can be obtained from the Punjab E-Procurement System. All Firms shall have to follow all terms & conditions issued by the University and PPRA (Punjab) from time to time.

Group #	Name	Amount	Bid Security 5% of Estimated price	Closing Date & Time	Opening Date & Time
Group-1	Marquee Canopy + Main Setup	1.6 million	5%	10-11-2026 10:00 AM	10-11-2026 10:30 AM
Group-2	Catering for 100 VIP Guests	0.5 million			
	Catering for 500 Guests (University staff and General Participants)	01 million			
Group-3	Convocation Associated items.	1.9 million			
	Grand Total	05 million			

1. Bids, properly signed stamped and filled in, must be delivered to the addressee below on or before 10-11-2026 at 10:00 AM. Late Bids shall be rejected. The Technical Bids will be opened on the same day at 10:30 AM in the presence of the Bidders' representatives who may choose to be present at the address below.
2. Pre-bid meeting will be held on 27-10-2026 @11:00AM in the committee room of MCUT D.G.Khan
3. All Bids must be accompanied by a Bid Security of 5% of the estimated price in the form of CDR/Bank Guarantee / Demand Draft / Pay Order in favor of Treasurer Mir Chakar Khan Rind University of Technology Dera Ghazi Khan.
4. Interested eligible Bidders may obtain further information from MCUT Mir Chakar Khan Rind University of Technology at the address given below after advertisement of tender notice.
5. Bid Validity would be 120 days from the date of opening of Technical Bids.
6. Bidding Documents shall be immediately available at Punjab E-Procurement System after publication of tender.
7. MCUT Mir Chakar Khan Rind University of Technology will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.



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8. In case of official holiday on the last day fixed for opening of bids due to any reason, next day will be treated as opening of bids respectively.
9. The procurement made under this tender notice shall be governed under the Punjab Procurement Rules 2014.
10. The Bidding document carrying all details can also be downloaded from Punjab E-Procurement System(<https://ep.punjab.gov.pk>), University's website(<https://www.mcut.edu.pk>) and website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk>.

Contact Person for any information:

Purchase Office (MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY, DERA GHAZI KHAN):
Contact No. 0346-7320083

**Convener Purchase Committee
MIR CHAKAR KHAN RIND UNIVERSITY OF
TECHNOLOGY, DERA GHAZI KHAN
Mob: 0346-7320083**



Terms & Conditions

General Instructions

1. The Bids are required to be upload through Punjab e-procurement system by the well reputed (PST, GST, Income Tax registered firms) for the Services of Catering, Meals, Tentage etc. (list attached) within the given timeline.
2. Single stage - Two Envelop bidding procedure will be adopted as per PPRA 2014. The bid found technically qualified and financially lowest evaluated shall be accepted for further process of contract.
3. In the light of section 22(A)(b) of schedule of stamp duty act 1899 read with Finance Act 1995 (Act VI of 1995) stamp duty @ 0.25% shall be furnished by the successful bidder against the amount of the value of purchase order as levied by the Government after the issuance of purchase order/contract agreement.

Bid Security

4. Bid Security @5% of the estimated price shall be deposited online in MCUT Allied bank Security Account No.0010129513090040 Title of Account. SECURITIES MCUT D G KHAN.
5. The bid found without Bid security shall be rejected.
6. The bid security may be forfeited in the following conditions,
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. If the bidder fails to sign the contract, in case of Non/Incomplete supplies with the stipulated time period in accordance with approved specifications.
 - c. Not to complete the supplies in accordance with the terms & conditions.
 - d. Withdrawal their offer being lowest bidder.

Bid Validity

7. Bids shall remain valid for a period of 90 days from the date of submission of the Bid prescribed by Mir Chakar Khan Rind University of Technology. A bid valid for a shorter period shall be rejected as non-responsive.
8. Mir Chakar Khan Rind University of Technology shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, the extension in the bid validity shall be asked to the bidders.



Dead line for Submission of Bids

9. Bids must be submitted by the Bidder through Punjab E-procurement System (04-11-2026 at 10:00AM) as mentioned in the tender notice.

Preparation of Bids Language of Bid

10. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and Mir Chakar Khan Rind University of Technology shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.
11. The over writing / cutting in the rates / specifications etc. is not allowed. In case of over writing / cutting, the bid for the said item will be rejected.
12. Complete brochures / supporting documents of the quoted brands / items must be enclosed along with the bid document, where applicable.
13. Brand details, Country of Origin and port of shipment must be mentioned in the bidding documents, if applicable.
14. A proper presentation of the event management to be presented on the day of pre bid meeting for the understanding and execution plan of the convocation.
15. The bidders must be prepared accordingly, if the weather condition changes occurred or any untoward situation happened on the event day.
16. Signature & stamp of the bidder is essential at the proper place given at the end of bid document.

Documents Comprising the Bid

17. The bid prepared by the Bidder shall comprise the following components:
 - (a) A Bid Form and Price Schedule complete in all respect. **(Annexure-C)**
 - (b) Documentary evidence established in accordance with that the Bidder is Eligible to bid and is qualified to perform the Contract if the bid is accepted;



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- (c) Documentary evidence established in accordance with that the goods to be supplied by the Bidder are eligible goods and conform to the bidding documents.

Bid Prices

18. The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods/services group wise proper cost break down, it proposes to supply under the Contract.
19. Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item may be marked or highlighted with red/yellow marker.
20. The Bidder should quote the prices of goods according to the specifications. The specifications of goods, different from the demand of enquiry, will be rejected straight away.
21. The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If the taxes are not mentioned, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes, if granted at any stage of procurement, shall be passed on to Mir Chakar Khan Rind University of Technology with the documentary proof.
22. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder. Where prices are to be quoted in package, all items mentioned in the package shall be quoted in the offered prices. Non-mentioning of price of each item of the package being non-responsive shall be rejected straight away.
23. While bidding (your) quotation, the present trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to imposition of taxes or market fluctuation in the cost of goods and services etc. shall be entertained after the bid has been submitted.
24. All prices are including all taxes (shall be on Installation Delivery Duty Paid basis only).
25. While quoting the rates of required/specified supplies, its make & made/brand should be written against each. The rates should be quoted only in applicable Unit; / Per Kg. /



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Per Litter / Pack / Reams / Sheets etc. each according to the nature of the quotations / bids / items

Bid Currencies

26. Prices must be quoted in Pak Rupees.

27. The bid should be submitted along with 5% bid security of the estimated price.

28. For any Damages/Shortage during transit, bidder will be responsible & the same must be replaced with immediate effect on the day of rehearsal without any additional cost.

Performance Security

29. Performance Security shall be applicable.

Evaluation & Comparison of Bid

- a. The evaluation criteria specification mentioned in the Specification will also be considered for evaluation of the Bids.
- b. For the purpose of evaluation of Bids, the prices to be compared shall be the total prices.

Documents Establishing Bidder's Eligibility and Qualification (EVALUATION OF BIDDING DOCUMENTS)

30. The contractor will be bound to provide the following mandatory documents with tender documents for the evaluation of the bid.

Mandatory requirements for evaluation

Category	Description	Points
Earnest Money @ 5% of estimated cost	Digital transaction of 5% estimated price in allied bank MCUT Security Account and receipt of transaction must be attached on portal	Mandatory
Proof of registration of business	Documentary Proof	Mandatory
Valid Income Tax Registration	Status = Active with FBR	Mandatory
Valid Punjab Sales Tax Registration	Status = Active with FBR and PRA	Mandatory



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Submission of undertaking on legal stamp paper	As per attached Annex-A	Mandatory
Submission of Certificate on firm's letterhead	As per attached Annex-B	Mandatory
The proposal on the company letter head	Duly signed and stamped.	Mandatory

31. The firm may provide the list of relevant project/event executed earlier.

Announcement of evaluation reports.–

32. Mir Chakar Khan Rind University of Technology Dera Ghazi Khan shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least 15 days prior to the award of procurement contract.

Award of Contract

33. **Acceptance of Bid and Award criteria** The technically qualified bidder with financially lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract, within the original period of bid validity.

Mir Chakar Khan Rind University of Technology's right to vary quantities at time of Award

34. Mir Chakar Khan Rind University of Technology reserves the right to increase or decrease, the quantity of items originally specified in the Price Schedule and schedule of Requirements without any change in unit price or other terms and conditions prior to award of contract or after the award of Contracts but such increase or decrease shall not be more than 15% of the total contract cost.

35. The university reserves the right to withdraw the purchase of any item prior to issuance of supply order.

Limitations on Negotiations

36. Save as otherwise provided there shall be no negotiations with the bidder having emerged as lowest bidder or with any other bidder.

37. **One person one bid.** - One person may submit one bid and if one person submits more than one



bids, the procuring agency shall reject all such bids.

38. Supply

- a. The delivery shall be made to Mir Chakar Khan Rind University of Technology on DDP basis.
- b. The services shall be delivered to the University for event (date will be furnished in supply order).

39. Liquidated Damage: In case of late delivery beyond the periods specified in the Schedule of Requirements, liquidated damages 1% per day of the cost till 10% of the contract amount Value for late delivered supply shall be imposed upon the Supplier.

40. NO OFFER SHALL BE CONSIDERED IF:

- Received after the time and date fixed for its receipt.
- The tender is unsigned.
- The offer is ambiguous.
- The offer is conditional.
- The offer is from a firm black listed by any Govt. authority.
- The offer received with shorter validity than required in the tender enquiry.

41. Where ever a brand name or a catalogue number is mentioned, such use or reference shall be qualified with the words "or equivalent".

42. All the Procurement shall be governed by the Punjab Procurement Regulatory Authority Rules 2014.

43. Residuary Matters. - If no provision or sufficient provision exists in the bidding document with respect to any terms and conditions of the procurement, the Punjab Procurement Rules, 2014 and the Standard Bidding Document notified any Punjab Procurement Regulatory Authority shall apply to that extent.



Annexure-A

Undertaking on Legal Stamp Paper of worth Rs.300/-

1. We do hereby affirmed that we to have read carefully the terms and conditions of tender documents for **Services of event management (Catering, Meals, Tentage and Lunch etc)**. We will abide by all the terms and conditions/Instructions, rules and regulations of Punjab Government and Mir Chakar khan Rind University of Technology Dera Ghazi Khan which are and to be applicable.
2. Our firm is not black listed on any ground by any Government (Federal/Provincial/District), on account of submission of false statement and failure to abide by the terms and conditions.
3. Certified that the prices quoted are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
4. Certified that the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.
5. Certified that the stock is available of the quoted items/services in the bid and firm is bound to supply in the prescribed period.
6. Certified that the firm will be responsible for the immediate free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender.

1	Name of Firm	
2	Address	
3	Income Tax No.	
4	Sales Tax No.	
5	Name of bidder / Representative Name	
6	CNIC No.	
7	Signature of bidder	
8	Company/Firm Stamp	



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Annexure-B

(CERTIFICATES

ON LETTER PAD OF THE FIRM DULY SIGNED & STAMPED)

Price Reasonability Certificate

I M/S -----do solemnly declare that "the prices quoted to Mir Chakar khan Rind University of Technology Dera Ghazi Khan are not more than the prices charged from any other Government/Purchasing agencies. If prices are found higher or in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess".

Certificate of Availability of Stock Quoted

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the stock is available of the quoted items in the bid and firm is bound to supply in the prescribed period"

Certificate of Physical Features of Quoted Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the physical features of quoted products/ items mentioned in the proposals will be of the same quality as quoted and firm is bound to supply without change".

Certificate of Inclusion of all Taxes and others

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the prices quoted by our firm are inclusive of all taxes and charges of transportation/handling/fixing/installation etc and no extra charges will be claimed.

Certificate of Free Replacement of Items

(On letter pad of the firm duly signed & stamped)

I M/S ----- do solemnly declare that "the firm will be responsible for the free replacement of items on his own expenses, if the same is found substandard and or at variance with the specifications given in the tender"



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Group 1

Sr. No	Venue Setup Items Items Names	Quantity	Annex-A	
			Quotation Attached as Specification with Page No	Quoted Brand / Model
1	Marquee Canopy (120 x 160 Sq.Ft Hall)	-		
2	Stage (30ft x 50ft x 4ft) with Rigid Rugged Base and Full-Length Stairs on Both Sides with hand rails	-		
3	40 x 3 Seater Sofas with Elegant Quality Poshish and Covers	-		
4	100 Carpets (Red and Golden, Standard Size)	-		
5	05 Presidential Chairs	-		
6	350 Foam Chairs (High back) with Covers and Ribbons	-		
7	Long Head Table on Stage with Prestigious Velvet Covering	-		
8	Wall-to-Wall Kanat	-		
9	Lighting Arrangements as per Venue Requirements	-		
10	Sound System with 3 pairs of SP4 with Operators and Mics according to the Venue	-		
11	Generator for the Entire Setup (Fuel and professional staff included)	-		
12	Pedestal Mist Fans (Minimum (20)	20		
13	Flowering for Head Table with Elegant Fresh Seasonal Flowers in Elegant Vases	-		
14	VIP Tissue Boxes for Head Table and Sofa Tables	-		
15	Tables, Round Tables, Carpeting, Linen, Labour, and Transportation (responsibility of bidder with canopy)	-		
16	Walk through gates, Security cameras, complete security arrangement of the setup marquee, with 20 security personals			
17	Complete setup to remain installed for two days as per requirement			
18	Any other items/services as per requirement			



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Group 2

Catering for 100 VIP Guests		Annex-B-1		
Sr. No.	Items Names	Quantity	Quotation Attached as Specification with PageNo	Quoted items approved from PFA
1	Chicken Qorma (12 Kg Chicken)	02		
2	Mutton Qorma (12 Kg Mutton)	02		
3	Chicken Pulao (10 Kg Rice + 10 Kg Chicken)	01		
4	Dessert (Lab-e-Sheerin Special)	01		
5	Khameeri Roti	300		
6	Special Garlic + Kalonji Naan	100		
7	Mineral Water (500 ml) Chilled	100		
8	Soft Drink (50 Sugar Free + 50 Regular Cans)	100		
9	Raita, Kachoomar Salad, Tissue Boxes (Per Head)	100		
10	Accommodation for dignitaries with meals top 5 hotels within the city.	20		
11	Complete VIP Catering Setup + Separate Tent Setup (30x40 Sq.Ft) + 8 Tables + 100 Chairs (FoamyBack and Seat with VIP Covers) + Tissue Papers + Water Tanks System for Handwash + Liquid Soap + Flowers on Each Table + Lighting System+ Generator	-		



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Group 2

Catering for 500 Guests (University Staff and General Participants)		Annex-B-2		
Sr. No.	Items Names	Quantity	Quotation Attached as Specification with Page No	Quoted items approved from PFA
1	Chicken Qorma (12 Kg Chicken)	08		
2	Chicken Pulao (10 Kg Rice + 10 Kg Chicken)	04		
3	Sweet dish (Kheer/lab e shiren)	02		
4	Khameeri Roti	1800		
5	Mineral Water (500 ml) Chilled	500		
6	Soft Drink (250 Sugar Free + 250 Regular Cans)	500		
7	Complete Catering Setup for Lunch + Separate Tent Setup (80x40 Sq.Ft) + 42 Tables + 500 Chairs + Tissue Papers + Water Tanks System for Handwash	-		



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Group 3

Convocation Associated Items/ services			Annex-C-1	
Sr. No.	Items Details/ Services	Quantity	Quotation Attached as Specification with Page No	Quoted Brand / Model
1	Degree Covers (As per approved sample)	250		
2	Flowers Baskets + Bouquets of Fresh Flowers	15		
3	approved sample Two Flags (National & University) as per approved sample	04		
4	Departmental flags of the MCUT	06		
5	Backdrop (Stage Pana-flex, 30 ft. height x 50 ft. width) as per approved sample (with full installation)	01		
6	SMD 10x30ft adjustable with complete installation as per stage requirement	01		
7	Acrylic dice with MCUT logo	02		
8	Hanging Flex (10 x 20 ft.) as per approved sample	04		
9	Pena Flexes/steamers 6x3ft	40		
10	Standeers (Standard 5 x 2.5) as per approved sample	20		
11	Visitors/Guests Cards/Identification Cards	500		
12	Services of Videography/Photography & Documentary Making (High Tech Fast Drones, High-Resolution Professional DSLR Cameras, Movie Making, Still Photography, 360 coverage of the event)	-		
13	Invitation Cards for VIPs (As per approved sample)	200		
14	Presidential Gowns (As per approved sample)	20		
15	Gowns for Graduates (On rent, with Graduation Caps)	150		
16	Parking arrangements VIPS/general guests	200		
17	Band party arrangement			
18	Souvenirs and Medals (06 VIPs, 25 for Guests, 30 Medals with accessories) as per approved samples			
19	Any other items/services as per event requirement			