UNIVERSITY OF SINDH, JAMSHORO

PURCHASE & STORES SECTION

ESTABLISHED 1947 — ALLAMA I.I. KAZI CAMPUS, JAMSHORO

Catering Services with Decoration Setup for Convocation 2024–2025 (Lunch for Students, Parents, Faculty Members & Guests) for the year 2026-2027.

BIDDING DOCUMENT

FOR CATERING SERVICES WITH DECORATION SETUP FOR CONVOCATION 2026-2027 (LUNCH FOR STUDENTS, PARENTS, FACULTY MEMBERS & GUESTS), (FINANCIAL YEAR 2026–2027)

Tender Reference: Ref No: PSO/UoS/974/03/11/2026
Procurement Method: SINGLE STAGE – ONE ENVELOPE PROCEDURE (SPP Rules 2010)

CONTRACTOR / COMPANY DETAILS

Field Description	Bidder Information
Company / Contractor Name	Person
National Tax Number (NTN)	_____
Sales Tax Reg. No (GST)	_____
Sindh Revenue Board (SRB) Reg.	_____
Registered Office Address	Place
Telephone & Mobile Nos.	Tel: _____ Mob: _____
Official Email Address	_____
Tender Fee (Rs. 5,000/-)	Pay Order / DD No: _____ Dated: Date Bank: _____

TENDER SCHEDULE & TIMELINE

Milestone / Activity	Date & Time Details
Tender Form Issuing Date & Time	16th November 2026 (08:30 AM)
Tender Submission Deadline	1st December 2026 (11:30 AM)
Tender Opening Date & Time	1st December 2026 (12:00 PM)
Bidding Process / Method	SINGLE STAGE – ONE ENVELOPE PROCEDURE

OFFICE OF THE PURCHASE & STORE SECTION

Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro
Phone: +92-22-9213224 | Email: pso@usindh.edu.pk | Web: www.usindh.edu.pk

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SECTION I: INVITATION & INTRODUCTION

1. Invitation to Bid

The University of Sindh, Jamshoro invites sealed bids under the Single Stage - One Envelope procedure from reputed, experienced, and tax-registered catering service providers, contractors, and authorized vendors for Catering Services with Decoration Setup for Convocation 2024–2025 for the year 2026-2027 (Lunch for Students, Parents, Faculty Members & Guests). Procurement shall be conducted strictly in accordance with the Sindh Public Procurement Rules, 2010 (amended up to date).

2. Overview of University of Sindh, Jamshoro

Established in 1947, the University of Sindh is the second oldest public sector university in Pakistan. Located at Allama I.I. Kazi Campus, Jamshoro, the University is a premier seat of higher learning, catering to thousands of students across diverse academic disciplines. The annual convocation represents the highest academic ceremony of the institution, requiring exceptional standards of presentation, food quality, hygienic preparation, decoration setup, and temporal adherence.

3. Purpose & Quality Assurance

The catering services and decoration setup specified in this bidding document are intended for prestigious distribution to students, parents, faculty members, deans, and visiting dignitaries. Quality assurance, high hygiene standards, premium grade ingredients, flawless food preparation, fresh presentation, and professional event decoration are non-negotiable prerequisites. Substandard arrangements or compromised food quality shall be rejected outright at the vendor's expense.

4. Structure of Bidding Documents

This document comprises the following sections:

Section I: Invitation & Introduction
Section II: Notice Inviting Tender (NIT) & Mandatory Compliance
Section III: Technical Specifications, Menu & Schedule of Requirements (BoQ)
Section IV: Evaluation Criteria & Mandatory Eligibility
Section V: General & Special Conditions of Contract
Section VI: Standard Bidding Forms & Undertakings

5. Contact & Procurement Office Details

For all technical, procedural, or submission-related inquiries, bidders may contact:

- **Procurement Officer:** Purchase & Store Officer
- **Office Location:** Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro
- **Telephone:** +92-22-9213224
- **Email:** pso@usindh.edu.pk
- **Official Portal:** https://usindh.edu.pk / SPPRA E-PAD Portal

UNIVERSITY OF SINDH
ALLAMA I.I. KAZI CAMPUS JAMSHORO
Tel. No. 022-9213-224 | Email: pso@usindh.edu.pk

Purchase Store Officer

Section II: Notice Inviting Tender (NIT) & Mandatory Compliance

CONSOLIDATED NOTICE INVITING TENDER (NIT)
(NATIONAL COMPETITIVE BIDDING THROUGH SINDH e-PADS PORTAL)

The University of Sindh, Jamshoro invites sealed bids via Sindh e-Procurement Portal (e-PADS) from reputed and eligible manufacturers, suppliers, authorized distributors, and catering service providers registered with Income Tax (FBR), Sales Tax (GST), and Sindh Revenue Board (SRB) for the supply of goods and provision of services for Convocation 2024–2025 as detailed below:

Tender Ref #	Tender Description	Issue from	To	Submission	Opening	Method	Bid Security	Performance Security	Turn Over (at least)
SU/CONV/01	**Procurement of Degree Folders, Gold Medals, Silver Medals, and Convocation Gowns with Caps**	16th November 2026 8:30 am to 3:00 Pm	1st December 2026 Up to 9:00 am	1st December 2026 11:00 am	1st December 2026 11:30 am	Single Stage One Envelope	2% of Bid Price Fixed Bid Security **Rs. 120,000/-** (Rupees One Lac Twenty Thousand Only)	5% of Contract Price	PKR 6.0 million
SU/CONV/02	**Catering Services with Decoration Setup for Convocation 2024–2025** (Lunch for Students, Parents, Faculty Members & Guests)	16th November 2026 8:30 am to 3:00 Pm	1st December 2026 Up to 9:00 am	1st December 2026 11:30 am	1st December 2026 12:00 pm	Single Stage One Envelope	2% of Bid Price Fixed Bid Security **Rs. 120,800/-** (Rupees One Lac Twenty Thousand Eight Hundred Only)	5% of Contract Price	PKR 6.4 million

MANDATORY ELIGIBILITY CRITERIA & QUALIFICATION REQUIREMENTS:

Bidders must fulfill ALL of the following category-specific mandatory criteria on a Pass/Fail basis and attach verified supporting documents with their e-bid:

1. Tender Document Fee

For Both Tenders (SU/CONV/01 & SU/CONV/02): Bidding documents can be downloaded from the SPPRA e-PADS Portal and University Website upon payment of a non-refundable fee of PKR 5,000/- for each tender.

2. Relevant Experience (Category-Specific)

For Goods (SU/CONV/01): Purchase/Work Orders, Contracts, or Completion Certificates showing relevant experience in supplying degree folders, gold/silver medals, or convocation gowns to public sector universities or government organizations.

For Services (SU/CONV/02): Work Orders, Contracts, or Completion Certificates showing relevant experience in providing large-scale catering, lunch services, and tentage/decoration setups for public sector universities, government organizations, or corporate entities.

3. Financial Turnover & Audited Reports (Category-Specific)

For Goods (SU/CONV/01): Minimum Annual Turnover of **Rs. 6.00 million** per year for the last 03 years (each financial year) (FY 2023–24, FY 2024–25, FY 2025–26), supported by Audited Financial Reports from a registered Chartered Accountant Firm.

For Services (SU/CONV/02): Minimum Annual Turnover of **Rs. 6.4 million** per year for the last 03 years (each financial) (FY 2023–24, FY 2024–25, FY 2025–26), supported by Audited Financial Reports from a registered Chartered Accountant Firm.

4. Bank Statement & Financial Standing (Category-Specific)

For Goods (SU/CONV/01): Verified Bank Statements for the last 03 financial years showing financial capability and smooth turnover equivalent to minimum **Rs. 6.00 million** per year.

For Services (SU/CONV/02): Verified Bank Statements for the last 03 financial years showing financial capability and smooth turnover equivalent to minimum **Rs. 6.4 million** per year.

5. Statutory Tax Registrations (General)

Valid NTN with FBR, Sales Tax Registration (GST/STRN) with FBR, and Sindh Sales Tax (SST) Registration with Sindh Revenue Board (SRB).

6. Active Taxpayer Status (General)

Proof of "ACTIVE" status on the Active Taxpayers List (ATL) of FBR (Income Tax & GST) and SRB (SST).

7. Bid Security (SPP Rule 37(1))

For Goods (SU/CONV/01): In compliance with Rule 37(1) of SPP Rules 2010 (Amended up to date), a fixed monetary Bid Security of **Rs. 120,000/- (Rupees One Lac Twenty Thousand Only)** is required for each respective tender.

For Services (SU/CONV/02): In compliance with Rule 37(1) of SPP Rules 2010 (Amended up to date), a fixed monetary Bid Security of **Rs. 120,800/- (Rupees One Lac Twenty Thousand Eight Hundred Only)** is r equired for each respective tender.

8. Non-Blacklisting Affidavit (SPP Rule 35)

Original Affidavit on Rs. 100/- Non-Judicial Stamp Paper confirming that the firm/vendor is NOT blacklisted, debarred, or under litigation with any government, semi-government, or autonomous body for each tender

9. Technical Samples & Evaluation Standards (Category-Specific)

For Goods (SU/CONV/01): Submission of physical material samples (Gold Medal, Silver Medal, Degree Folder, and Gown fabric) matching required specifications for physical inspection/evaluation upon demand.

For Services (SU/CONV/02): Submission of detailed menu plans, food hygiene/quality certifications, crockery/cutlery standards, and tentage/decoration layout profiles for technical evaluation upon demand.

TERMS & CONDITIONS:

1. **e-Bidding Mandate:** Bidding shall be conducted strictly electronically through the Sindh e-Procurement Portal (e-PADS) (https://sindheproc.gov.pk). Bidders must be registered on e-PADS to participate.
2. **Issuance of Documents:** Complete Bidding Documents containing detailed specifications and eligibility criteria can be downloaded free of cost from the e-PADS portal, SPPRA website, and University of Sindh website.
3. **Bid Submission:** All electronic bids must be submitted via e-PADS on or before **11th November 2026 up to 9:00 AM**. Manual or hardcopy submissions without e-PADS registration will be rejected outright.
4. **Bid Opening:** Bids will be opened publicly through the e-PADS online system on 2**6th November 2026** (Goods at **11:30 AM** and Catering Services at **12:00 PM**) in the office of the Purchase & Store Section, University of Sindh, Jamshoro in the presence of bidders or their authorized representatives.
5. **Evaluation Methodology:** Single Stage – One Envelope Procedure pursuant to SPP Rule 46(1). Bids will undergo strict Pass/Fail screening against mandatory eligibility criteria prior to financial evaluation. Contract will be awarded to the Lowest Evaluated Responsive Bidder.
6. **Regulatory Compliance:** All procurement procedures will be governed strictly under the Sindh Public Procurement Rules, 2010 (Amended up to date).
7. **Rights Reserved:** The Procuring Agency reserves the right to reject any or all bids or annul the bidding process subject to relevant SPPRA provisions.

Purchase Store Officer
University of Sindh, Jamshoro
Phone: +92-22-9213181 | Email: pso@usindh.edu.pk

SECTION III: INSTRUCTIONS TO BIDDERS (ITB) & MANDATORY COMPLIANCE

1. General Preparation of Bids

Bidders must thoroughly examine all instructions, forms, terms, and specifications in this document. Every page of the submitted bidding document must be signed and stamped by the authorized representative of the firm. Bids must be filled in indelible ink or typed. Overwriting, erasures, or blank financial/technical columns are strictly prohibited and shall lead to immediate disqualification. All prices quoted must be in Pakistani Rupees (PKR) and inclusive of all applicable federal and provincial taxes (GST, SST, Income Tax, duties, and transportation/service setup charges to University of Sindh, Jamshoro).

2. Submission & Opening Procedures

Bids may be submitted physically at the Purchase & Store Section or electronically via the SPPRA e-PADS Portal as per the published advertisement timeline.

Procurement Method: Single Stage - One Envelope Procedure (SPP Rule 46(1)). Financial proposals are enclosed together in a single sealed envelope / e-bid submission.
Public opening of bids will take place on the designated date and time in the presence of bidders or their authorized representatives who choose to attend.

3. Bid Security Requirement (SPP Rule 37)

Bidders must submit a mandatory Bid Security equivalent to **2% of the total quoted bid value (or fixed monetary security as specified in the NIT).**
The Bid Security must be provided in the form of a Pay Order, Demand Draft, Call Deposit Receipt (CDR), or Bank Guarantee issued by a Scheduled Bank in Pakistan, in favor of Director Finance, University of Sindh, Jamshoro.
Bids submitted without valid Bid Security or with insufficient amount shall be declared non-responsive and rejected on the spot.

4. Performance Security (SPP Rule 39)

The successful bidder shall be required to submit a Performance Security equivalent to **5% of the total contract value prior to the signing of the contract** or issuance of the Work Order. Performance Security shall remain valid for at least 90 days beyond the satisfactory completion of the catering and decoration services.

5. Statutory Compliance

Bidders must fulfill the following mandatory tax compliance criteria:
Active Taxpayer status on the Federal Board of Revenue (FBR) National Tax Number (NTN) database.
Active status for Sales Tax Registration Number (STRN/GST) with FBR.
Active Taxpayer status with the Sindh Revenue Board (SRB) for Sindh Sales Tax (SST) on Services.

6. Rejection & Cancellation (SPP Rule 25)

The Procuring Agency reserves the right to reject all or any bids or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provisions of SPP Rules 2010 (amended).

7. Grievance Redressal (SPP Rule 31) & Blacklisting (SPP Rule 35)

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint to the Redressal Committee constituted under SPP Rule 31.
Bidders providing fraudulent, forged, or corrupt information shall be subjected to blacklisting proceedings under SPP Rule 35.

BIDDER'S MANDATORY COMPLIANCE UNDERTAKING

I/We, the undersigned, hereby confirm that we have thoroughly read, understood, and agreed to abide by all the terms, conditions, and rules stated in this Bidding Document and SPP Rules 2010 (amended). We certify that our firm is fully compliant with statutory tax requirements and is not currently blacklisted by any public sector organization.

Field	Detail
Authorized Person Name	
CNIC Number	_____
Designation	_____
Company Name	_____
Stamp & Signature	_____
Date	_____

SECTION IV: ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS CHECKLIST

Bidders must ensure that their technical e-bid uploaded on the Sindh e-Procurement Portal (e-PADS) contains all the required verified documents listed below. Evaluation will be carried out strictly on a **PASS / FAIL** basis under SPP Rules 2010 (Amended up to date).

A. MANDATORY DOCUMENTS CHECKLIST (Pass / Fail Criteria)

S.#	Required Document / Requirement	Qualification Condition	Compliance Status (Yes/No)	Attached Annexure / Page No.
01	**Tender Fee Voucher / Proof of Payment (Goods & Service)**	Original receipt / voucher of non-refundable **PKR 5,000/-** tender fee for each tender.	[Pass / Fail]	
02	**Relevant Experience**	**Catering Services (SU/CONV):** Work Orders / Completion Certificates of providing large-scale catering, lunch, and tentage/decoration setups.	[Pass / Fail]	
03	**Financial Turnover (Audited Reports)**	**Catering Services (SU/CONV):** Audited Financial Reports issued by a registered Chartered Accountant Firm for last 03 years (each financial year) (FY 2023–24, 2024–25 & 2025–26): Minimum **Rs. 6.4 million/ each year**	[Pass / Fail]	
04	**Bank Statement & Financial Standing**	**Catering Services (SU/CONV):** Verified Bank Statements for last 03 years (each financial year) (FY 2023–24, 2024–25 & 2025–26) demonstrating capability equivalent to: Minimum **Rs. 6.4 million/ each year**	[Pass / Fail]	
05	**Statutory Tax Registrations (Goods & Service)**	Valid NTN & GST/STRN with FBR, and Sindh Sales Tax (SST) Registration with Sindh Revenue Board (SRB).	[Pass / Fail]	
06	**Active Taxpayer Status (ATL) (Goods & Service)**	Proof of "ACTIVE" status on Active Taxpayers List of FBR (Income Tax & GST) and SRB (SST).	[Pass / Fail]	
07	**Bid Security (Rule 37)**	**Catering Services (SU/CONV):** Fixed monetary Bid Security Fixed Amount of **Rs. 120,800/-** in the form of Pay Order / Demand Draft / Bank Guarantee in favor of Director Finance, University of Sindh, Jamshoro.	[Pass / Fail]	
08	**Non-Blacklisting Affidavit (Rule 35) (Goods & Service)**	Original Affidavit on Rs. 100/- Stamp Paper confirming the firm is NOT blacklisted, debarred, or in active litigation with any government/autonomous organization.	[Pass / Fail]	
09	**Physical Samples / Service Profile**	**Catering Services (SU/CONV):** Proposed menu plan, crockery/cutlery quality standard, and decoration layout profile upon request.	[Pass / Fail]	

B. IMPORTANT BIDDER INSTRUCTIONS FOR DOCUMENT SUBMISSION

1. **e-PADS Uploading Mandate:** All supporting documents listed above must be scanned clearly and uploaded directly on the Sindh e-Procurement Portal (e-PADS) prior to the bid closing date and time.
2. **Disqualification Provision:** Missing any single mandatory document or uploading unverified/expired tax certificates will result in immediate **REJECTION / DISQUALIFICATION** of the e-bid.
3. **Verification Rights:** The Procurement Committee reserves the right to verify any submitted document, audit report, or bank statement directly from the issuing authority/bank.

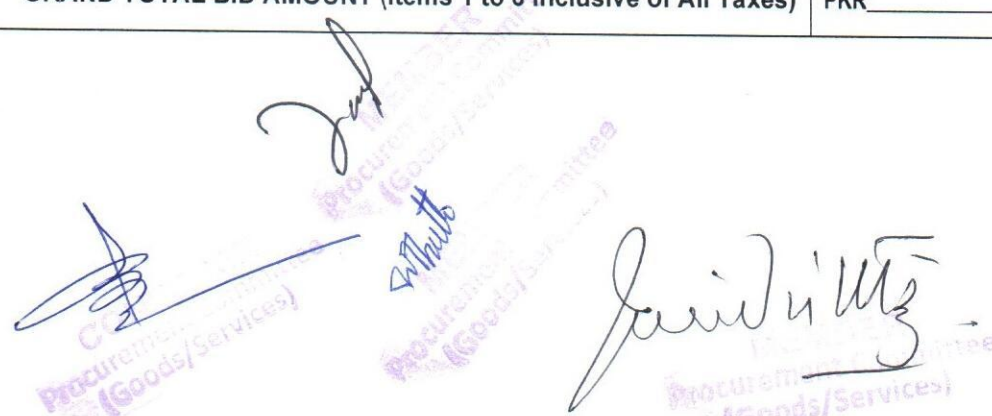
PURCHASE STORE OFFICER
UNIVERSITY OF SINDH, JAMSHORO

CONVENOR PROCUREMENT COMMITTEE
UNIVERSITY OF SINDH, JAMSHORO

SECTION V: TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS (BoQ)

Note: Bidders are required to quote unit prices and total amounts inclusive of all applicable federal, provincial taxes (including SRB), delivery, setup, deployment, and handling costs at the University of Sindh, Jamshoro.

Sr.	Category & Detailed Technical Specifications	Total Qty	Unit Rate (PKR) (Incl. Taxes)	Total Amount (PKR)
1	**CATEGORY "A": LUNCH BOX MENU (Students & Parents)** Chicken Biryani, Shami Kabab, Ketchup Sachet, Soft Drink (250ml Bottle), Disposable Spoon & High-Quality Tissue Paper packed in Executive Branded Box Mineral Water (Nestle / Aquafina)	3,000 Boxes		
2	**CATEGORY "B": LUNCH MENU (Faculty Members & Officers / Protocol)** Chicken Biryani, Chicken Korma, Mix Vegetable, Sweet Dish (Gulab Jamun / Zarda), Naan / Taftan / Chapati, Soft Drink Tin (330ml), Mineral Water (Nestle / Aquafina) **Includes:** Tissue Boxes on each table, Premium Crockery & Cutlery, Comfortable Dining Chairs, Pedestal Fans, Water Dispensers, complete Pandal setup, and uniformed Bearer Services as per requirement.	600 Persons Setup		
3	**CATEGORY "C-1": VIP LUNCH MENU (VIPs / Guests / Officers Only)** Chicken Biryani, Chicken Korma, Malai Boti (Boneless), Fish Fingers (Premium Quality), Mix Vegetable with Cheese, Naan / Taftan / Chapati, Mineral Water (Nestle / Aquafina) & Soft Drink Tin (330ml) **Includes:** Executive Table Arrangement, VIP Crockery & Cutlery, Premium Dining Chairs, Climate Control (Fans/Coolers), Water Dispensers, Pandal Setup, and Dedicated VIP Bearer Services as per requirement.	100 Persons Setup		
4	**CATEGORY "C-2": VIP HIGH TEA / REFRESHMENT** Vegetable Rolls, Bread Rolls, Premium Assorted Cakes / Pastries, Mix Biscuits, Milk Tea & Green Tea, Mineral Water (Nestle / Aquafina), Premium Room Fresheners / Sprays **Includes:** Table Setup, Crockery, Cutlery, Dining Tables with Chairs, Pandal, and Bearer Services.	300 Persons Setup		
5	**Executive VVIP High-Back Plush Two-Seater Leatherette Sofa Set with Matching Tempered Glass Center Table Detailed Specification:** Heavy-duty premium VVIP protocol dual-seating arrangement featuring high-density zero-sag cushioning, executive tufted leatherette finish, solid inner structure, and a matching designer center table with toughened glass top. Must be brand new, spotless, and delivered strictly in pristine condition as per high-profile state protocol standards. Subject to physical pre-inspection and committee approval prior to event setup.	20 Persons Setup		
6	**Heavy-Duty Metallic / Iron Frame Banquet Chairs with Premium Fitted Fabric Covers & Cushioned Seat (On Rental Basis for Convocation)** High-strength, heavy-duty iron/steel frame banquet seating arrangement designed for long-duration formal academic events. Must feature robust MS tubular iron/steel metal frames with powder-coated/chrome finish, high-density comfortable padded foam cushioning on seat and backrest, and neat, clean, wrinkle-free fitted fabric covers. All chairs must be structurally sound, balanced, stable, completely rust-free, clean, and in pristine condition without any frame defects, structural bends, or damaged upholstery. Any defective, loose, or dirty chair will be rejected on delivery.	600 Persons Setup		
	GRAND TOTAL BID AMOUNT (Items 1 to 6 Inclusive of All Taxes)			PKR_____



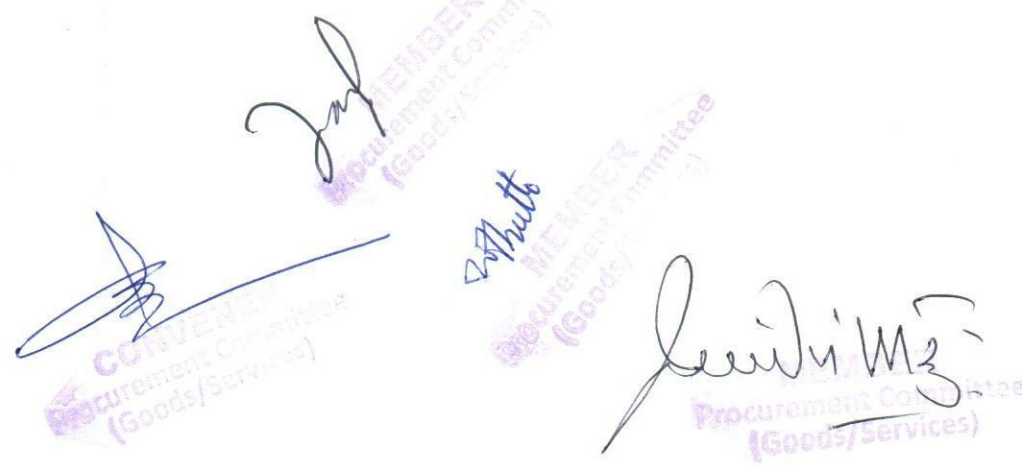
Financial Summary & Bid Security Calculation (SPP Rule 37)

Description	Amount / Detail in PKR
Total Quoted Bid Value (Inclusive of all applicable taxes)	PKR _____
Required Bid Security @ 2% of Total Bid Value	PKR _____
Pay Order / CDR / Bank Guarantee No.	_____
Issuing Bank & Branch Name	_____

Declaration & Signature Block

We certify that the food items, catering quality, and setup arrangements offered will strictly meet or exceed the technical specifications outlined above. Physical samples/food tasting sessions will be arranged upon request by the Procurement Committee prior to final financial evaluation and award.

Authorized Signature & Official Stamp	Bidder Details
Authorized Signature: _____ **Company Stamp:**	**Name of Firm:** _____ **NTN Registration No:** _____ **GST / STRN No:** _____ **SRB Registration No:** _____ **Date:** ____ / ____ / 2026



SECTION VI: BIDDING DATA SHEET (BDS)

The following specific data for the **services** to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Clause / Item	Provision / Specific Parameters
a. Procuring Agency & Description	**Procuring Agency:** Purchase & Stores Section, University of Sindh, Jamshoro. **Brief Description of Services:** Procurement of Catering Services with Decoration Setup for Convocation 2024–2025 for the year 2026-2027 (Lunch Boxes for Students/Parents, Executive Lunch Menu for Faculty/Officers, VIP Lunch & High-Tea for Guests, and Heavy Duty Pandal/Seating Setup).
b. Agency Address	Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
c. Bid Security (SPP Rule 37)	**2%** of total quoted bid amount in the shape of Pay Order / Demand Draft / Call Deposit Receipt (CDR) only, issued by a Scheduled Bank in Pakistan in favor of **Director Finance, University of Sindh, Jamshoro**.
d. Bid Validity Period	**Ninety (90) Days** from the date of technical bid opening.
e. Performance Security (SPP Rule 39)	The successful bidder shall submit **5% Performance Security** of the total contract value in the form of Pay Order, CDR, or Bank Guarantee prior to contract signing / issuance of Work Order. The Performance Security shall remain valid for at least **three (03) months** beyond the successful execution and completion of the Convocation event.
f. Submission Deadline & Mode	As per official Notice Inviting Tender (NIT) / SPPRA e-PADS Portal schedule. **Submission Mode:** Physical sealed envelope at the Purchase & Store Section AND/OR electronic submission via SPPRA e-PADS Portal.
g. Bid Opening Details	**Venue:** Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro. **Time & Date:** As announced in the official NIT / SPPRA e-PADS schedule.
h. Completion & Deployment Schedule	Full Pandal & Decoration Setup must be ready **24 hours prior** to the Convocation event. Fresh Hot Food & Catering Services to be served strictly as per the designated event schedule (Day 1 & Day 2).
i. Mandatory Food Sample & Quality Inspection	**Pre-Award Food Tasting Session:** Technically qualified bidders must present fresh food samples (Biryani, Korma, High Tea items, etc.) for taste, hygiene, and presentation testing before the Convocation Refreshment Committee / Competent Authority prior to final contract award. Substandard food samples shall result in immediate rejection.
j. Liquidated Damages (SPP Rule 39/40)	**0.5% per day** (up to a maximum of **10%** of total contract value) for any delay in setup, failure to serve food on schedule, or substandard quality/quantity reported during the event.

k. Deposit Receipt Details Form

(This section must be completed, signed, and stamped by the bidder upon submission of the tender document and bid security)

Field Description	Bidder Entry / Reference Details
Tender Fee Deposit Receipt No. & Date	Receipt No: _____ Date: _____
Tender Fee Amount (in words & figures)	PKR _____
Pay Order / Demand Draft (PO/DD/CDR) #	PO / DD / CDR No: _____
Bid Security Amount (2%)	PKR _____
Drawn on Bank & Branch	_____
Instrument Issue Date	_____

Authorized Signature: _____

Name of Signatory: _____

Designation: _____

Company / Bidder Stamp: _____

Date: _____

SECTION VII: BIDDER QUALIFICATION & MANDATORY ELIGIBILITY CRITERIA

1. MANDATORY ELIGIBILITY CRITERIA CHECKLIST (PASS / FAIL BASIS)

Bidders must fulfill **ALL** of the following mandatory criteria on a strict **Pass/Fail** basis and attach verified supporting documents with their e-bid submission via the SPPRA e-PADS Portal. Failure to meet any single condition shall result in outright **REJECTION / DISQUALIFICATION** of the bid under SPP Rules 2010 (Amended up to date).

S.#	Category-Specific Mandatory Criteria	Requirement & Verification Standard	Status [Pass / Fail]
01	**Tender Document Fee**	Proof of payment / Tender Fee Deposit Receipt of **PKR 5,000/-** (Non-Refundable) deposited as per university procedure.	**[Pass / Fail]**
02	**Relevant Experience (Category-Specific)**	Copies of Purchase/Work Orders, Contracts, or Completion Certificates showing relevant experience in providing Catering Services and Decoration Setup for Large Scale Events / Convocations to public sector universities or government / corporate organizations.	**[Pass / Fail]**
03	**Financial Turnover & Audited Reports**	Minimum Annual Turnover of **Rs. 6.4 million per year** for the last 03 years (each financial year: FY 2023–24, FY 2024–25, FY 2025–26), supported by Audited Financial Reports issued by a registered Chartered Accountant Firm.	**[Pass / Fail]**
04	**Bank Statement & Financial Standing**	Verified Bank Statements for the last 03 years (each financial year: FY 2023–24, FY 2024–25, FY 2025–26), showing financial capability and smooth turnover equivalent to minimum **Rs. 6.4 million per year**.	**[Pass / Fail]**
05	**Statutory Tax Registrations**	Valid Income Tax Registration (NTN) with FBR, Sales Tax Registration (GST/STRN) with FBR, **AND** Sindh Sales Tax on Services (SST) Registration Certificate with Sindh Revenue Board (SRB).	**[Pass / Fail]**
06	**Active Taxpayer Status (ATL)**	Proof of **"ACTIVE"** status on the Active Taxpayers List (ATL) of FBR (Income Tax & GST) as well as SRB (Sindh Sales Tax on Services).	**[Pass / Fail]**
07	**Bid Security (SPP Rule 37(1))**	In compliance with Rule 37(1) of SPP Rules 2010 (Amended), a fixed monetary Bid Security of **Rs. 100,000/- (Rupees One Lac Only)** in the shape of Pay Order / Demand Draft / CDR in favor of **Director Finance, University of Sindh, Jamshoro**.	**[Pass / Fail]**
08	**Non-Blacklisting Affidavit (SPP Rule 35)**	Original Affidavit on Rs. 100/- Non-Judicial Stamp Paper confirming that the firm/vendor is **NOT** blacklisted, debarred, or under litigation with any government, semi-government, or autonomous body.	**[Pass / Fail]**
09	**Technical Standards, Menu & Setup Inspection**	Submission of detailed Menu proposal, Food Quality Assurance plan, and Decoration Layout / Material Standards matching required specifications for inspection/evaluation upon demand.	**[Pass / Fail]**
10	**Pre-Award Food Tasting Session (SPPRA Audit Special Clause)** *(Audit Advantage)*	Mandatory fresh Food Tasting / Sample Presentation session before the Convocation Refreshment Committee / Competent Authority prior to contract award. Substandard taste, hygiene, or presentation shall lead to rejection.	**[Pass / Fail]**
11	**Food Safety & Hygiene License / Registration** *(Audit Advantage)*	Valid Food Safety License / Registration Certificate from Sindh Food Authority (SFA) or relevant Municipal Health Department OR Staff Health Clearance Certificates.	**[Pass / Fail]**

2. TERMS & CONDITIONS & EVALUATION METHODOLOGY

1. **e-Bidding Mandate:** Bidding shall be conducted strictly electronically through the Sindh e-Procurement Portal (e-PADS) ([https://sindheproc.gov.pk] (https://sindheproc.gov.pk)). Bidders must be registered on e-PADS to participate.
2. **Issuance of Documents:** Complete Bidding Document containing detailed specifications and eligibility criteria can be downloaded free of cost from the e-PADS portal, SPPRA website, and University of Sindh website.
3. **Bid Submission:** All electronic bids must be submitted via e-PADS on or before **16th November 2026 up to 11:30 AM**. Manual or hardcopy submissions without e-PADS registration will be rejected outright.
4. **Bid Opening:** Bids will be opened publicly through the e-PADS online system on **1st December 2026 (at 12:00 PM)** in the office of the Purchase & Store Section, University of Sindh, Jamshoro in the presence of bidders or their authorized representatives.
5. **Evaluation Methodology:** Single Stage – One Envelope Procedure pursuant to SPP Rule 46(1). Bids will undergo strict Pass/Fail screening against mandatory eligibility criteria prior to financial evaluation. Contract will be awarded to the **Lowest Evaluated Responsive Bidder**.
6. **Regulatory Compliance:** All procurement procedures will be governed strictly under the Sindh Public Procurement Rules, 2010 (Amended up to date).
7. **Rights Reserved:** The Procuring Agency reserves the right to reject any or all bids or annul the bidding process subject to relevant SPPRA provisions.

BIDDER'S COMPLIANCE UNDERTAKING

I/We hereby declare that our firm complies with all mandatory eligibility criteria listed above and we have attached all verified supporting documents, audit reports, bank statements, and tax active proofs accordingly.

Authorized Signature: _____

Official Stamp / Seal: _____

Name: _____

Designation: _____

Firm Name: _____

Date: _____

SECTION VIII: GENERAL & SPECIAL CONDITIONS OF CONTRACT (GCC & SCC)

TENDER TITLE: PROCUREMENT OF CATERING SERVICES WITH DECORATION SETUP FOR CONVOCATION 2026–2027 (LUNCH FOR STUDENTS, PARENTS, FACULTY MEMBERS & VIP GUESTS)

1. DEFINITIONS & GOVERNING LAW (SPP RULES 2010)

Procuring Agency: Refers strictly to the University of Sindh, Jamshoro.

Service Provider / Catering Contractor: Means the successful bidder awarded the Work / Service Order for providing catering services, food preparation, and decoration setup.

Governing Law: This contract shall be governed by and construed in accordance with the Sindh Public Procurement Rules, 2010 (amended up to date).

2. ACCEPTANCE & ACKNOWLEDGEMENT OF WORK ORDER

The successful bidder shall sign, stamp, and return the duplicate copy of the Work Order / Contract Agreement within three (03) days of issuance as formal acceptance of the terms, menu conditions, and scope of work specified therein.

3. PERFORMANCE SECURITY (SPP RULE 39)

Amount & Form: The successful bidder shall deposit a Performance Security equivalent to **5% of the total contract value** in the form of a Pay Order, Call Deposit Receipt (CDR), or Bank Guarantee from a Scheduled Bank in favor of "Director Finance, University of Sindh, Jamshoro".

Validity Period: The Performance Security shall remain valid for at least **ninety (90) days** beyond the satisfactory completion of the Convocation catering services and final settlement of accounts.

4. SERVICE TIMELINE, SETUP DEPLOYMENT & DELIVERY CHALLAN

Setup Deployment Timeline: Complete Pandal, Stage, Red Carpets, Seating, Fans, and Catering Service Counters must be fully deployed, tested, and operational at least **24 hours prior** to the main Convocation event.

Food Delivery & Serving Timelines: Freshly cooked hot food and Executive Lunch Boxes must be ready and ready to serve strictly as per the time schedule issued by the Convocation Refreshment Committee on both days (Day 1 & Day 2).

Delivery Challan / Job Completion Verification: Service delivery must be accompanied by Job Completion/Verification Sheets clearly signed by the Convener/Members of the Convocation Refreshment Committee indicating quantity served, box count, and setup compliance.

5. FOOD QUALITY CONTROL, HYGIENE & PRE-AWARD TASTING SESSION

Pre-Award Food Tasting Session: Technically qualified bidders must present fresh food samples (Biryani, Korma, High Tea items, etc.) for taste, quality, hygiene, and presentation testing before the Convocation Refreshment Committee prior to the final contract award. Substandard food samples shall lead to rejection.

Hygiene Standards: Food must be prepared in high-standard hygienic conditions using fresh, premium-grade ingredients (branded oil/ghee, fresh meat, and purified water). Catering staff/bearers must wear neat uniforms, aprons, hairnets, and gloves, and possess valid health/medical fitness clearance.

Rejection of Substandard Food / Setup: Any food item found stale, cold, unhygienic, or short in quantity/weight shall be rejected outright on the spot at the vendor's sole risk and expense. Replacement must be made immediately without delaying event proceedings.

6. LIQUIDATED DAMAGES / DELAY PENALTY (SPP RULE 39)

In case of delay in Pandal deployment, failure to serve food on schedule, or supply of substandard quality/quantity of food/decoration, Liquidated Damages at the rate of **0.5% per hour/day** (up to a maximum limit of **10%** of the total contract value) shall be deducted from the vendor's final bill.

7. VARIATION IN QUANTITIES (SPP RULE 16)

The Competent Authority reserves the right to increase or decrease the quantity of lunch boxes, seating, or guest arrangements by up to **15%** in accordance with SPP Rules 2010 without any change in quoted unit rates or agreed terms.

8. SUB-LETTING & ASSIGNMENT

The contractor shall not sub-let, assign, or transfer any part of the catering or decoration contract to any third party under any circumstances. Any violation shall lead to immediate cancellation of the contract and complete forfeiture of the Performance Security.

9. ADVANCE PAYMENT RESTRICTIONS

No advance payment shall be made. Payment shall be made strictly post-event upon successful execution of services and verification of job completion reports.

10. PAYMENT TERMS & SUBMISSION OF INVOICES

Bills/Invoices along with original Job Completion/Verification Sheets signed by the Refreshment Committee and Tax Clearance Receipts must be submitted directly to the Purchase & Store Officer, University of Sindh, Jamshoro.

Payment shall be processed through crossed cheque by the Finance Wing after satisfactory inspection report and deduction of all applicable statutory taxes.

1. TAX OBLIGATIONS, STAMP DUTIES & STATUTORY CHARGES

Tax / Charge Category	Compliance Standard & Rate Details
Active Taxpayer Status	Bidders must remain **ACTIVE** on FBR (Income Tax & GST) and SRB (Sindh Sales Tax on Services - SST) Active Taxpayers Lists throughout the contract period.
Tax Deductions	Income Tax, SST (Sindh Sales Tax on Services), and other applicable statutory levies will be deducted at source as per prevailing government rules / SROs.
Stamp Duty	Stamp Duty at the rate of **0.35%** (or prevailing provincial rate) of the total contract cost shall be paid via Treasury Challan before execution of contract agreement.

12. ETHICAL PROCUREMENT, CHILD LABOR & SANITATION

Prohibition of Child Labor: The contractor certifies that no child labor shall be employed for cooking, transportation, or bearer services. All deployed staff must possess valid CNICs.

Post-Event Waste Management & Cleanliness: The contractor is solely responsible for cleaning the catering premises, disposing of food waste, and leaving the venue clean immediately after the event.

13. CANCELLATION & TERMINATION OF CONTRACT (SPP RULE 25)

The University reserves the right to cancel the contract / work order if the vendor fails to perform, defaults on food quality/hygiene, delays setup execution beyond the tolerance limits, or provides fraudulent documents, subject to SPP Rules 2010.

14. ARBITRATION & DISPUTE RESOLUTION (SPP RULE 31 & 32)

In case of any dispute or disagreement arising out of contract execution, the matter shall first be referred for mutual resolution to the Registrar, University of Sindh, and the Chief Executive/Owner of the firm.

If unresolved, the dispute shall be referred to the **Complaint Redressal Committee (CRC)** headed by the Worthy Vice Chancellor, whose decision shall be final.

Any legal proceedings shall fall strictly under the court jurisdiction of Jamshoro / Hyderabad, Sindh.

15. BID VALIDITY

Bids and offered prices shall remain valid for a period of **Ninety (90) Days** from the date of technical bid opening.

BIDDER'S FORMAL ACCEPTANCE & STAMP

I/We hereby unreservedly accept all the above General and Special Conditions of Contract (GCC & SCC) and agree to execute the catering and decoration services strictly in accordance with SPP Rules 2010 (amended up to date).

Representative Details	Authorization & Stamp
Authorized Signature	_____
Name of Signatory	_____
Designation	_____
Firm / Caterer Name	_____
Official Stamp / Seal	_____
Execution Date	_____

INTEGRITY PACT / DECLARATION OF FEES

DECLARATION OF CHARGES, FEES, COMMISSION, TAXES, LEVIES, ETC., PAYABLE BY THE CATERER / SERVICE PROVIDER / CONTRACTOR / FIRM

(Mandatory Statutory Requirement under SPP Rules 2010)

M/s. _____ hereby declares that:

(a) It has no intention, direct or indirect, to obtain the procurement work of any contract, right, interest, privilege, or other obligation or benefit from the **University of Sindh, Jamshoro** or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt business practice(s).

(b) Without limiting the generality of the foregoing, the caterer / service provider / contractor / firm represents and warrants that it has fully declared all charges, fees, commissions, taxes, levies, etc., paid or payable to anyone and has not given or agreed to give, and shall not give or agree to give, to anyone within the University of Sindh directly or indirectly through any means, any commission, gratification, bribe, gift, or kickback (whether described as consultation fee or otherwise), with the object of obtaining or inducing the procurement or service contract or order or other obligations whatsoever from the University of Sindh, except that which has been expressly declared pursuant hereto.

(c) The caterer / service provider / contractor / firm accepts full responsibility and strict liability for making any false declaration, failing to make full disclosure, misrepresenting facts, or taking any action likely to defeat or degrade the purpose of this declaration, representation, and warranty. It agrees that any contract or order obtained as aforesaid shall, without prejudice to any other rights and remedies available to the University of Sindh under any law, contract, or other instrument, be rendered voidable at the sole discretion of the University of Sindh.

(d) Notwithstanding any rights and remedies exercised by the University of Sindh in this regard, the caterer / service provider / contractor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practices, and further agrees to pay compensation to the University of Sindh in an amount equivalent to any commission, gratification, bribe, gift, or kickback given by the caterer / service provider / contractor / firm for the purpose of obtaining or inducing the procurement, work, service, or other obligation or benefit in any form from the University of Sindh.

Note: *This Integrity Pact is a mandatory statutory requirement for all public sector procurement contracts in strict accordance with Sindh Public Procurement (SPP) Rules, 2010 (amended up to date).*

Authorized Signature & Official Stamp: _____

Name: _____

Designation: _____

Firm / Company Name: _____

Execution Date: _____

BIDDER INFORMATION & FORMAL ACCEPTANCE FORM

(To be filled, signed, and stamped by the authorized representative of the firm and submitted along with the Tender Document)

1. CERTIFICATION & FORMAL ACCEPTANCE

It is hereby certified that all the terms, conditions, menu specifications, hygiene guidelines, and SPPRA regulatory rules contained in this Bidding Document for **Catering Services with Decoration Setup (Convocation 2024–2025)** for the year 2026-2027, have been thoroughly read, understood, agreed upon, and formally accepted without any reservation or deviation.

2. BIDDER / CONTRACTOR DETAILS

Description / Field	Bidder Entry Details
Name of Firm / Company (M/s):	
Name of Authorized Representative:	
Designation of Signatory:	
Official / Business Address:	
National Tax Number (NTN):	
Sales Tax Reg. No (GST/STRN):	
Sindh Revenue Board (SRB) Reg. No:	
SPPRA e-PADS Registered Vendor ID:	
Telephone Number (Landline):	
Mobile Number(s):	
Official Email Address:	

AUTHORIZED SIGNATURE & OFFICIAL STAMP

Name: _____

Designation: _____

Execution Date: _____

BIDDER INFORMATION & FORMAL ACCEPTANCE FORM

It is hereby certified that all the terms and conditions of this Bidding Document have been read, thoroughly understood, agreed upon, and formally accepted.

M/s: _____

Contact Person: _____

Official Address: _____

Tel #: _____ Fax: _____

Mobile #: _____ Email: _____

_____

SIGNATURE & OFFICIAL STAMP