



TENDER DOCUMENT

Single Stage - One Envelope Basis

Food & Sitting Arrangements for Open House 2026

**COMSATS UNIVERSITY, ISLAMABAD WAH
CAMPUS**

**G.T. Road, Wah Cantt
Land Lines - 051-4534200-2Fax
051-4546850**

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Part-A

Tender Notice

COMSATS University Islamabad, Wah Campus Tender Ref # CUIW/PS/TEN/25-26/37

COMSATS University Islamabad-Wah Campus, a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single Stage - One Envelope**” basis from **the Caterers & Event Management Service providers** registered with income and GST registered who are on active Tax payer list (ATL) for General Sales Tax and Income Tax of FBR **for the Food & Sitting Arrangements for Open House 2026**

1. The Bid Security for the Bid is **Rs. 30,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad, Wah Campus” (FTN: **9010814-5**); scanned copy of which is required to be **uploaded through EPADS** and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Wah Campus on the address given below.
2. **The complete Tendering process shall be carried out through EPADS.**
3. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents.
4. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051 -111-137-237.
5. Closing date of submission is **May 18, 2026 by 12:30 pm**. The bids shall be opened half hour after the closing time in the presence of the bidders who wish to be present, in Purchase office Admin Block, COMSATS University Islamabad, Wah Campus.
6. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.



Contact Person and Submission

Incharge Purchase Section
COMSATS University Islamabad, Wah Campus
G.T. Road, Wah Cantt
Tel: 051-4534200-2, Fax: 051-4546850

Part-B

Bid Evaluation Criteria

- 1. Earnest Money amounting to Rs 30,000/- will be submitted along with the Bid.**
- 2. Documents Requirement (as per detail provided in Part (E)) and Food Box SAMPLE submission along with the bid is mandatory, without submission of Sample bid will be marked as non-responsive**

Part-C

TERMS & CONDITIONS

Submission of Tender:

1. The last date of submission on EPADS and receipt of sealed tenders is **18-05-2026** by **12:30 PM**. The tenders will be opened on the same day at **01:00 PM** in presence of Vendors or their representatives.
2. All bids should accompany Rs. **30,000/-** as **Earnest Money** in shape of bank draft/pay order in favor of CUIW Wah. The bid received without said earnest money will not be acceptable.
3. The rates inserted by the bidders shall be inclusive of the required delivery charges for service provision at COMSATS University Islamabad, Wah Campus **inclusive of all applicable taxes**, which may be required together with all risks, liabilities contingencies and obligations imposed or implied by each and every one of the tender documents except where specifically and explicitly provided for otherwise.
4. The quantities shown in the Bill of Quantities (BOQ) are estimated and final number will be communicated 2 days prior to the event
5. All Prices Should Be Valid For 45 Days. Withdrawal or any modification of the original offer within the validity period shall entitle CUI Wah to forfeit the Earnest Money and/or impose a ban on such vendor for future participation in CUI Wah tenders/ works.
6. No offer of a supplier/firm will be considered if: -
 - a. NOT Received/ submitted through EPADS
 - b. The tender is unsigned/ unstamped.
 - c. The offer is ambiguous.
 - d. The offer is from a firm which is black listed, by any Govt. Office. (Non-Blacklisting certificate must be enclosed)
7. Tenders shall be prepared by filling BOQ attached with Tender Documents completely and without alternations or modifications. All entries, numerals and the signatures of all persons signing the tenders shall be without cutting or erasures except those necessary to correct errors made by the bidders, in which case the cutting and erasures shall be initialed by the persons or persons signing the Tenders.
8. Contract will be awarded on Consolidated basis

9. The Tender must be signed by a person authorized to do so on behalf of the bidder or if the Tender is submitted by a Partnership, it must be signed by each partner or by one holding a power of Attorney authorizing him to do so.

Doubt in Tender Document:

10. Any bidders who have any doubt or questions as to the true meaning of any part of the tender documents should apply through a written request to the Incharge Purchase Section for any clarification or answer thereof, prior to the date set for opening of the Tenders. Any explanations, revision, additions or deletions to the tender documents will be made only by formal addendum, fully signed and issued by the CUI Wah and mailed or delivered to each bidder, who has received a set of tender documents. Such addendum will become an integral part of the tender documents and receipt thereof must be acknowledged by return of the form issued with the addendum. Each addendum shall be signed by the bidder. The CUI Wah shall neither be responsible nor bound for any explanations, revisions, additions or deletions to the tender documents except those contained in the formal addendum signed and issued by the CUI Wah.

11. No unauthorized alteration shall be made in the tender document and the accompanying documents and if any such alteration is made or bill of quantities are not properly filled in or if these instructions are not fully complied with, the tender document is likely to be rejected by the CUI Wah.

Award of Contract:

12. The CUI, Wah will award the contract to the bidder whose bid has been determined to be substantially responsive to the tender documents after fulfillment of criteria.

13. The Earnest Money of the successful bidder will be retained by CUI Wah until completion of event, and from the date of issuance of Certificate of the satisfaction Completion of job. The Earnest Money of the unsuccessful bidders will be released once decision of award of contract is final.

Delivery:

14. The selected bidder will be bound to provide the said services at COMSATS University, Wah Campus for the Open House 2026. Event date is 03 June 2026.

15. In case of non-delivery, incomplete late delivery or defective/unsatisfactory delivery of services, the bidder will be liable to the imposition of penalty in shape of forfeiture of earnest money or any such plenty as the case may be.

16. The provided services should comply with all specifications as per Work Order and laid down Term & Conditions.

General Conditions:

17. The contractor or his agent shall attend any or all meetings at his expense/cost when called by the CUIW Wah to discuss progress of the contract and other related matters at any time during the process of contract.

18. In case of any dispute, decision of the competent authority, CUIW will be final and binding upon the parties.

19. The CUIW reserves the right to change/modify goods specifications/ quantities at any time before the award of contract

20. CUIW reserves the right to accept or reject part or whole of the tender at any time prior to the acceptance of the proposal as per PPRA rules. However, CUIW shall not be liable to justify the reasons of rejection.

21. Tender Document should be submitted through EPADS & hard copy must be submitted physically in a sealed envelope at following address.

Incharge Purchase Section
COMSATS University, Islamabad. Wah Campus.
G.T. Road, Wah Cantt.
Ph# 051-4534200

Special Terms & Conditions (Strict Compliance Required)

Mandatory Sample Submission:

Submission of sample (Food box containing items as in BOQ) along with the bid is mandatory.

Any bid received without sample(s) shall be rejected and will not be considered for evaluation.

Samples submitted after bid opening shall not be entertained.

Evaluation Criteria (Not Lowest Price Only):

The contract will not be awarded on lowest price basis only.

Evaluation will be carried out based on:

Sample Quality

Sample Quantity / Portion Size

Compliance with required specifications

Offered Price

Value for Money Principle:

The contract will be awarded on “Value for Money” basis, which means:

Competitive price with acceptable / superior quality samples

Bid offering lowest price but poor quality may be rejected

Right of Acceptance / Rejection

The procuring agency reserves the right to accept or reject any or all bids as per PPRA Rules, without assigning any reason.

IMPORTANT: TIMELY PROVISION OF SERVICES (RENTAL ITEMS)

Tables and chairs must be delivered, installed, and arranged one day before the event i.e. on 2nd June 2026 before 2:00 PM

Delay may result in penalty or cancellation.

PART-D**Tender Acceptance Form**

The Terms & Conditions shown in Part- B & C have been carefully read and are hereby unconditionally accepted.

Name of the VENDOR	<input type="text"/>
Name & Address of the authorized Contact Person	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
GST No.	<input type="text"/>
NTN.	<input type="text"/>
Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>
Fax No.	<input type="text"/>
E-mail:	<input type="text"/>

Signatures & Stamp: _____

Dated: _____

PART-E**DOCUMENTS REQUIREMENT**

The Tender Documents of only for those firms will be consider for the process, who will fulfill the following requirements /Criteria. Please Tick “Yes” or “No” option in front of document.

Sr No	Requirement	Status	
		Yes	No
1.	The firm is registered as Caterer/Event Management. (Attach copy of registration, marked as Anx “A”).		
2.	The firm has at least 05 years Catering/Event Management experience (Attach documentary evidence marked as Anx “B”).		
3.	The firm has appropriate Tentage Staff. (Attach list with qualification marked as Anx “C”)		
4.	Previous contract agreements executed form 01.01.2025 to date (Attach copies of Purchase/Work Orders marked as Anx “D”).		
5.	Undertaking of being Non-Blacklisted from any Govt./Semi-Govt. organization on Rs.20/- Stamp Paper marked as Anx “F”.		

 Signature and Stamp

PART-F

Sr #	Description	Qty	Unit Price with Taxes	Total Amount with Taxes
Open House 2026				
1a.	Lunch Boxes Lunch Boxes containing Rice Pulao (400 gram) and 1 Piece Chicken (1/8 Pc) 2 Shami Kabab (Chicken) Raita Salaad Kheer Cold Drink (250 ML) – Pakistani Brand Packed in Boxes along with Spoon, Fork and Tissue	650 Persons		
1b.	Sitting & Display Area Arrangements <ul style="list-style-type: none"> • 170 Tables with Frill & Cloth (for project display & Interviews) • 380 Chairs (High Back) with cover cloth (for Project display areas & Interviews) • Mineral Water (19 Ltr bottles) – along with disposable glasses arrangements (For 5 – 6 Project display area & Interview Venues) 	----		
Grand Total (With ALL Taxes)				