



Institute of Space  
Technology Islamabad  
Administration  
LIT/IST Div/2324/Admin/01  
10 Aug 2023

To: \_\_\_\_\_  
\_\_\_\_\_

Subject: **Invitation of Tender for Convocation services and Catering**

Dear Sir,

We invite you to quote for subject item as detailed in Annex-A enclosed. Offers must be submitted on company's letterhead with complete specifications of offered services and undertaking given at the end of Annex-A along with format for bid (Annex-B) to be duly filled.

The terms and conditions of this tender are as under:-

1. The bids are required to be delivered at IST-Islamabad latest by **11:30** hours on **28 Aug 2023**. Tenders will be opened on same date at **12:00** hours in the presence of bidders who desire to attend.
2. Sealed tenders addressed to the Deputy Director (Admin), Institute of Space Technology, Near Rawat Toll Plaza, Islamabad Highway, Islamabad may be dropped in the tender box or mailed through courier, registered post; but it must be ensured that the same reaches our office well in time as late offers will not be considered. The envelopes should be marked clearly with the following information.

**Tender No : LIT/IST Div/2324/Admin/01**  
**Due Date : 28-Aug-2023**  
**Tender For : Convocation services and catering**

3. **Rates:** The bidder should quote their rates for:-
  - i. Quoted rates should be inclusive of all Govt. taxes. Details of such taxes to be provided.
  - ii. The bidder should indicate their NTN NO. & Sales Tax registration number.
  - iii. Before submitting any offer, bidder must consult the undersigned regarding any query/specifications or checking of sample on 22 Aug 2023. No change in the offer will be accepted later on.
  - iv. Offer shall be made as per our demanded specs/services or equivalent.
4. **BID SECURITY:** No Bid Security.
5. **IST FTN #:** 9010613-0.
6. **Taxes:**
  - i. GST/CED will be paid by the **PURCHASER** to the **SUPPLIER'S** on production of a separately numbered "Tax Invoice" showing the amount of sales tax and other details under section 23 of Sales Tax Act-1990.
  - ii. As per in vogue GST SRO, 20% of the GST amount will be retained by the Purchaser and later on submitted in the CBR/Government

Treasury, where as 80% of the GST will be paid to the Supplier for onward deposition in CBR/Government Treasury. However, GST rate is subject to change as and when notified by Government.

- iii. Income tax will be deducted as per rule.
  - iv. Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer will be accepted later on.
7. **Payment:** All payments will be made through crossed cheque in favor of the **SUPPLIER** in Pak Rupees. The payment mode will be “100 % Payment after Delivery” and after satisfactory performance in every aspect and inspection.
  8. **Late Offers:** The quotations received late (after opening the tender) will not be considered. Cutting/ over writing are not allowed, unless/ until authenticated under proper signature of the authorized person.
  9. **Performance Bond:** IST may ask to provide Performance Bank Guarantee equivalent to 10% of total order value. The Performance Bond shall be valid till the Guarantee / Warranty period of particular supply.
  10. Publication/Literature/Catalogue in Hard Copies/CDs will be provided along with offer.
  11. Venue should be not more than 9 kms from IST.
  12. Hall should be capable of accommodating 1500 people.
  13. IST reserves the right to increase / decrease the quantity as per requirements.
  14. Supplier shall ensure to supply the items/services of high quality and give warranty of its satisfactory function, good workmen-ship and as per required specifications..
  15. Bids will be evaluated in a manner that the item will bring “value for money” to the organization. Offers with lower specifications than demanded specs will be liable for rejection.
  16. If IST deemed necessary, the lowest bidder will be securitized before awarding of any contract/ order. In case the lowest bidder is rejected, 2<sup>nd</sup> lowest will be gauged and called and contract will be awarded to technically qualified lowest bidder.
  17. IST may ask the lowest bidder for any clarification/providing of documents for satisfactory evaluation of offer.
  18. Those firms are not eligible to participate in the tender whose deliveries of stores are pending/ delayed for the five months or more or their previous performance is not satisfactory, against any IST purchase order. If participated in tender their offer may be accepted/ rejected based on previous performance.
  19. Conditional bids may be liable for rejection. Offers with incomplete documentation will be rejected.
  20. A being lowest in financial bid does not mean that the contract/ purchase order will be awarded. Following factors may also be taken into account before award of purchase order.
    - i. Good Venue having capacity of 1500 persons.
    - ii. Venue should be within 9 kms from IST
    - iii. Previous performance of supplier against any IST order.



- iv. Reliability.
  - v. Technical/ Financial capabilities.
  - vi. Acceptance of terms & conditions of tender.
21. IST may ask the lowest bidder to provide a “Certificate” that firm has never been black listed which will be submitted on stamp paper of valuing Rs. 20/-
22. **Blacklisting:** If the supplier failed to execute order as per laid down terms and conditions in the tender/order or the performance is not satisfactory or are found to be indulging in corrupt or fraudulent practices, the action for blacklisting of firm/ supplier/ contractor will be taken as per PPRA rule 19. In case of any dispute, the case will be referred to Vice Chancellor (IST), whose decision will be final.
23. IST reserves the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm final and binding on all bidders.

(Muhammad Ali Asif)  
Deputy Director (Admin)  
Institute of Space Technology, Islamabad