

TENDER PROPOSAL



Tender # (G-25.01.01)

**Printing/Meal/Miscellaneous Items for the Knowledge based Textile Conference
(February 19-20, 2025)**

National Textile University, Sheikhpura Road, Faisalabad-37610
www.ntu.edu.pk

M/S.....

Introduction:

The idea of establishing a Textile Institute of world fame was conceived by a group of visionary industrialists in 1954. To realize this idea the Government of Punjab joined hands with the leading textile industrialists to form an Institute of Textile Technology in Faisalabad (then Lyallpur) and provided sixty-two acres of state-owned land free of cost. Kohinoor Industries, Colony Textile Mills, Dawood Foundation and Lyallpur Cotton Mills provided funds to the tune of Rs.2.5 millions, which were utilized for the construction of building and provision of other infrastructure. The Government of U.K. provided the bulk of equipment and machinery, along with the services of experts under Colombo Plan. Field Marshall Muhammad Ayub Khan, the then President of Pakistan, laid the foundation stone of the Institute, on the 12th of October 1959.

A Board of Trustees, with the Minister of Industries as chairman and nominees of the donor companies as members was constituted to manage the affairs of the Institute. In order to meet the recurring expenses of the Institute a Cess was levied by the government on the Textile industry of Pakistan. Later, in 1965, the Institute was granted affiliation by the University of Engineering & Technology, Lahore, and it was renamed as “National College of Textile Engineering”. The first batch of graduate engineers was passed out in 1966. In 1973 the administrative control of the Institute was transferred to Federal Government, and it was renamed as “National College of Textile Engineering”.

In 1992, the college received a comprehensive assistance worth 650 million yen from the Japanese Government, through JICA program, in the form of latest machinery and equipment for all the departments of the Institution. The college was upgraded as National Textile University on 15 November 2002 through promulgation of Ordinance No. CXXIV of 2002 by the President of Islamic Republic of Pakistan.

Ever since its inception National Textile University has been the premier Institute of textile education in the country, meeting the technical and managerial human resource needs of almost entire textile industry of Pakistan. It always retained a close relationship with the industry and industrialists.

ADVERTISEMENTS OF THE TENDER # G-25.01.01

Last date: 30-01-2025

i.	PPRA website dated	13-01-2025
ii.	NTU website dated	13-01-2025
iii.	The News	12-01-2025
iv	Daily Ausaf	12-01-2025

Advertisement as it is:



NATIONAL TEXTILE UNIVERSITY, FAISALABAD (Federally Chartered Public Sector University)

Tender Notice #. G-25/01-01

Printing/Meal/Miscellaneous Items for the Knowledge Based Textile Conference (February 19-20, 2025)

1. Tender will be processed through EPADS (e-Pak Acquisition & Disposal System) <https://www.eprocure.gov.pk>, otherwise, Tender will not be accepted.

2. National Textile University, Faisalabad invites bids as per PPRA Rule-36(b), FOR basis in sealed envelopes from the original Manufacturers, Authorized Agents/Distributors, Firms, Suppliers (GST/PST & Income Tax Registered) for the purchase of following services/items.

Sr. #.	Description	Quantity	Earnest Money (Fixed) Amount(Rs.)
1.	Conference Material, Printing & Stationery	Mentioned in Tender Document	52,900/-
2.	Hi-Tea and Meal		82,000/-
3.	Rented Vehicles (Cars & Hi-Ace) for Pick & Drop		6,750/-
4.	(i) Video/Still Photography (ii) Hall and Venue Décor		7,850/-
5.	(i) Sound Systems (ii) SMD		3,625/-

3. Tender Document may be downloaded from the official website of NTU (www.ntu.edu.pk) or may be obtained from the office of Convener Purchase. The fee of Tender Document is non-refundable **Rs. 1,000/- (One Thousand Only)**. The tender document fee will be accepted in shape of Pay Order/Demand Draft drawn on Faisalabad in the name of "National Textile University, Faisalabad".

4. Eligible firms should submit their bids along with earnest money (fixed) amount in sealed envelope of Technical Bid as mentioned against each serial in above table in the shape of CDR/Bank Draft in favor of National Textile University, Faisalabad, drawn on Faisalabad.

5. **Date, Time and Venue:** Sealed bids should reach in the office of Convener Purchase by or before **02:30 pm** on **26-01-2025**. Bids received within the stipulated time and date **will be opened** by the Purchase Committee in the **Meeting Room of NTU Faisalabad** on the **same day** at **03:00 pm** in the presence of the bidders or their authorized representatives.

6. The names of contact persons for any technical queries are given in tender document.

P#D(i)4682/24

Convener Purchase
National Textile University, Faisalabad-37610, www.ntu.edu.pk, Ph: 041-9230081-85 (Ext. 113)

1. IMPORTANT NOTE

i

NOTE: Whereas a specific brand is indicated, equivalent option should be added as per PPRA rule-10. Snapshot of PPRA rule-10 is as below:

ii

10. Specifications.-Specifications shall allow the widest possible competition and shall not favour any single contractor or supplier nor put others at a disadvantage. Specifications shall be generic and shall not include references to brand names, model numbers, catalogue numbers or similar classifications. However if the procuring agency is convinced that the use of or a reference to a brand name or a catalogue number is essential to complete an otherwise incomplete specification, such use or reference shall be qualified with the words “or equivalent”:

**[Provided that this rule shall not apply to procurement made by public sector commercial concerns on the demand of private sector client specifying, in writing, a particular brand, model or classification of equipment, machinery or other objects.]*

iii

PHOTOCOPY:--

- a-Technical bid and Financial bid will be accepted only on the bidder’s original letterhead pad with date and signature.
- b-Photocopy of such document (s) will not be accepted even with original stamp & signature.

SPECIAL CONDITION

All bidders/suppliers are requested to participate independently as below:

For serial # A:

For Serial A (Items 1-15) listed under the technical specifications, bidders must submit independent quotes for each item. The financial comparison will be conducted on an item-wise basis, with each item evaluated individually. The most advantageous bidder shall be evaluated separately for each item.

For serial#2:

For Serial #2, All bidders shall submit independent unit rates per person for each item (B1, B2, B3, B4, B5 and B6). Partial bids shall not be accepted, and bidders failing to provide quotes for all items under this serial shall be considered non-compliant and disqualified from the competition. The financial evaluation will be conducted collectively for all items under, and the most advantageous bidder shall be evaluated in competition on aggregate rate basis.

The calculation for evaluation will follow the example below:

- Quoted price for B1 = Rs. 10
- Quoted price for B2 = Rs. 15
- Quoted price for B3 = Rs. 20
- Quoted price for B4 = Rs. 25
- Quoted price for B5 = Rs. 30
- Quoted price for B5 = Rs. 40
- **Total = Rs. 140**

If there are five qualified bidders with aggregate quoted rates of Rs. 120, Rs. 125, Rs. 140, Rs. 145, and Rs. 150, the most advantageous bidder shall be the one offering the lowest aggregate rate, which is Rs. 120. The most advantageous bidder shall be evaluated in competition on aggregate rate basis.

For serial # C:

All bidders must quote rates as published. Most advantageous bidder shall be calculated separately for each vehicle against round trip as published.

For serial#4 (1):

All bidders must quote rates as published.

For serial#4 (2):

All bidders must visit and shall quote lumpsum. After visiting / discussion with the conference organizers, bidder will get the detail / quality/quantity of decor venue/s in black & white.

For serial#4(3 - 4):

All bidders must quote rates as published

Note: Most advantageous bidder shall be calculated against each quoted item independently.

2. Deadline and Procedure for Bids:

i	Tender Proposals required under PPRA Rule 36(b).
ii	PPRA Rule 36(b): Single stage two envelope procedure. Technical & Financial Bids must be sealed (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”. NOTE: 2 nd , 3 rd , 4 th option(s) of any complete item or its any part will not be considered in any case. Only 1 st option will be considered for healthy competition under this rule.

3. Bidder’s Eligibility and Qualification

i	Bidding firm must be registered with Govt. tax authorities (GST, PST and Income Tax etc.) and will submit the certificates of registration.
ii	Bidders are required to submit the certificate along with their offer i.e. “Certified that the prices quoted in the tender are firm, final and the prices will not change in any case.
iii	An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Blacklisted from any Govt./Semi Govt. Department of Pakistan.
iv	Bidder will provide address of nearest office to Faisalabad (mandatory) and Web page address (mandatory where applicable).

4. Sealed “Technical & Financial Bid”

i	Technical & Financial Bids must be sealed carefully (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
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5. Conditional Tender:

i	Terms and conditions published in this Tender document are final. Any condition(s) imposed by the bidder in contradiction of the published document shall not be accepted.
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6. Bid Security (PPRA Rule-25):

i	Eligible firms should submit their bids along with earnest money (fixed) amount, independently/separately for each serial # A, B, C and D as indicated in the advertisement. in sealed envelope of Technical Bid in the shape of CDR/Bank Draft in favor of National Textile University, Faisalabad, drawn on Faisalabad. In case of failure tender document will not be entertained. Any markup/profit/interest will not applicable in any case of acceptance/rejection of the bid. However, this amount can be adjusted in Performance Guarantee.
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7. Performance Guarantee (PPRA rule 39):

i	Successful bidder shall provide an amount of 06% of the quoted price in the form of CDR/Pay order within the 03 working days after the issuance of the intimation letter along with the contract agreement {A contract agreement on stamp paper as per Punjab Govt. finance act 2018 (Sr. # 2C(b)} will be signed by the bidder/supplier). Supply order will be issued after the fulfillment of the above requirements. The performance guarantee will be returned after the successful completion of the conference. However, it shall be forfeited in case of failure to deliver the required services. All payments will be made after providing all services and supplies.
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8. Taxes/Duties:	
i	FOR basis: Applicable all Govt. Taxes will be paid by the bidder.
ii	All payments will be made after the supply of items/services.
iii	A contract agreement on stamp paper as per the Punjab finance act 2018 (Sr. # 2C(b), (ie 25 paisas for every one hundred rupees)) will be signed by the bidder/supplier before providing services.
9. Bid Validity Period:	
i	All pricings shall be guaranteed not to increase, based on an order placed. The offer should be valid for 60 days from the date of opening of the tender in case of PPRA rule 36(b).
10. All Expenditures like: Freight/Loading/Unloading/Commissioning/Installation on site:	
i.	All expenditures like: Freight/Loading/Unloading/Installation/Training (on site for operation, maintenance & troubleshooting during the conference days etc. as well as for other items/equipment etc.) and testing of equipment/item/machine on site will be provided by the bidder.
ii.	All expenditures up to the place of installation / services at NTU Faisalabad of item(s) /equipment/items/services will be paid by the bidder and this should be included in the bid price.
iii	All expenditures {technical, personnel, any transportation, or any type of charges of repair/replacement of any part(s) of the item(s)/equipment etc. during the supply/service period/guarantee period will be borne by the supplier/bidder.
11. Requirement:	
i	The items/services must be according to the specifications provided.
ii	Redressal of Grievances (PPRA rule-48) Please follow PPRA rule-48 in case of any Grievance(s) and contact NTU grievances committee.
iv	Penalty for late delivery: Strict adherence to the timelines specified in the tender is mandatory for the event. Any delays on the part of the supplier/bidder will be considered a non-compliance with the contract agreement, constituting a breach of contract. Such breaches may result in penalties, including actions under the blacklisting policy, as deemed appropriate.
12. Prices:	
i	FOR prices must be in Pak rupees. All payments of equipment/item(s)/services will be made after the supply, installation, commissioning and operational onsite (ie after the finish of the conference/program, No advance cash payment /or advance payment through cheque/cash will be made in any case). NOTE: Whereas a specific brand is indicated, equivalent option should be added as per PPRA rule-10
13. Payments:	
i	The Payment will be made on the availability of funds (approvals from Government planning agencies etc., other relevant authorities and University management). If payment is delayed (from Government planning agencies, other relevant authorities, and University management) due to any reason; no extra interest/mark-up will be paid to the supplier/bidder. The quantity for serial B, and C may vary, therefore the payment shall be made on as per actual basis where applicable and indicated in the supply order.
14. Conformity with given Specifications:	
i	Equipment/items/supply etc. will be inspected on site (at National Textile University) in the presence of the supplier/bidder/their representative. Equipment/item or any part will be rejected if not found according to the given specifications.
ii	In case any material/item is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, or is short supplied, or wrongly supplied, the supplier will replace the short supplied wrongly supplied, faulty or defective part/material free of charges including transport charges etc. or pay the full cost of replacement.
iii	In case of failure on the part of supplier to supply/provide the services/equipment/item as per specifications / quantity within the stipulated time, the case will be forwarded to the NTU blacklisting committee (Blacklisting policy can be downloaded from the NTU web.). Tender with any cuttings, over writings and erasing shall not be entertained.

15. Notification of award:	
i	The university will award the contract to the technically successful bidders/suppliers whose tender has been determined to be substantially responsive and has been determined as the most advantageous bidder.
ii	The University will upload comparative statements and evaluation reports on the EPADS
16. Blacklisting :	
i	In case of failure in fulfillment of the supply order/Job order/work order, the case will be proceeded as per PPRA rules. Blacklisting policy may be downloaded from the NTU web. (https://www.ntu.edu.pk/tender-details.php?id=3102) In case the offer is withdrawn, amended or revised during the validity period of the tender, failure in the delivery (of equipment/item/service or its part/accessory), the case will be sent to NTU blacklisting committee. The Blacklisting policy can be downloaded from the NTU web., PPRA rule-19.
17. Mandatory Signature & Stamp:	
i	Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial). Also bidder/supplier will provide the certificate that is provided at the end of this document named as Declaration Certificate (Mandatory).
18. Rights of the University:	
i	In case of conflicts, it is fundamental that issue will be resolved as per PPRA rule, Govt. of Pakistan.
ii	The University reserves the right to reject any or all bids with assigning reason(s).
iii	The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
iv	The University reserves the right to award the contract to one bidder or divide it among several bidders. (if applicable)
v	The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out the contract in accordance with the terms and conditions of this Tender Documents.
19. Breach of Contract:	
i	In case of breach of contract by the supplier / bidder, the damages suffered by the University shall be recovered from the supplier / bidder out of any payment due to the supplier / bidder and / or in accordance with the terms and conditions of the Contract Performance Bond mentioned without notice to the Contractor.
20. Force Majeure:	
i	The supplier/bidder shall not be liable for any additional cost or for liquidated damages for delay or any failure to perform the Contract arising out of force majeure or cause beyond his/her control including acts of God, or of the public enemy or any uncontrollable circumstances. The supplier/bidder shall within one day from the beginning of such delay notify the University in writing of the causes of the delay. The University shall ascertain the facts and the extent of the delay and extend the time for completing the supplies as in its judgment the findings justify.
21. Legal proceedings:	
i	The law of Pakistan shall govern the contract and the tender documents. Any dispute arising out shall be decided by Competent Authority of the University as per PPRA rules.
For any technical query even for any confusion in understanding tender document/technical specifications, pl contact following persons.	
22. Contact Person(s):	
Sr.# 1-4	Dr. Muzzamal Hussain: 0333-808 3199 & Dr. Habib Awais: 0345-585 4637

Declaration Certificate (Mandatory)

CERTIFICATE (Mandatory)

"I, on behalf of (company name) , hereby solemnly declare that I have thoroughly read and understood all the terms and conditions outlined in the tender document (Tender Notice # G-25/01-01) issued for National Textile University, Faisalabad. I confirm that all the information provided by the undersigned in the tender proposal for the said tender is accurate, complete, and true to the best of my knowledge. I fully accept the responsibility for the correctness of the information provided in the proposal and understand that any discrepancies or inaccuracies may result in disqualification from the tender process."

Signature

Date: _____

Company name address & stamp.

National Textile University, Faisalabad

4th International Conference on Knowledge Based Textiles

February 19-20, 2025

(Tender Specifications)

A. Printing and stationary items				
	Item name	Quantity	Specifications	
1	Chest Card with Pouch and Ribbon	500 (No.)	As per sample	
2	Pana flexes for conference	2200(Sqf.)	As per sample	
3	File Folder for Conference	500 (No.)	As per sample	
4	Certificate For Conference	450 (No.)	As per sample	
5	Shields/Souvenir	100 (No.)	As per sample	
6	Woven Bags with Printing	600 (No.)	Made with banana/sisal fibres along with branding	
7	Writing Pad Printed	500 (No.)	As per sample	
8	X-Type Panda Standees	20 (No.)	As per sample	
9	Ballpoints (printed)	350 (No.)	Metallic	
10	Tissue Box	30 (No.)	Tulip/Rose Petal or equivalent 250 sheets or above	
11	Mosquito Spray	10	Mortein or equivalent /300 ml	
12	Washroom tissue rolls (Packs)	3	Tulip/Rose Petal or equivalent	
13	Hand Wash	15	Life Boy or equivalent	
14	Tissues Packs (Party pack)	5	Tulip/Rose Petal or similar quality	
15	Shields for the chief Guest	4 (No.)	As per sample	
B. Meals and hi-tea				
1	Hi-Tea (Conference Days)	2 Days (2 times/day)	For 250-350 Persons each time. Outside of Main Hall and both MP Halls (with white cups and plates) and water arrangement with disposable cup. - 2 Hi-tea per day. - quote the rates of sitting arrangements with and without canopy -Mix (black) tea and green tea mix -soft cake, mix biscuits (3-4 types), nimko	
2	Lunch (Conference Days)	2 days (once/day)	For 250-350 persons per day. One dish (chicken korma/chicken karahi, chicken biryani/chicken pulao, one BBQ item) with fruit salad and	

			<p>fresh salad, sweet and milk tea and green tea (mix).</p> <ul style="list-style-type: none"> -Mix Vegetables for 30-50 persons - With sitting arrangements on both days of conference (19-20 February, 2024) -Quote the rates of sitting arrangements with and without canopy. -Menu/persons of both days will be finalized with organizers as per requirements. 	
3	Conference Dinner (Conference Days)	Once/day	<p>For 150-250 persons.</p> <ul style="list-style-type: none"> -Fresh salad, chicken malai Botti, chicken Reshmi kabab/chicken gola kebab, chicken boneless handi, mutton karahi/mutton qeema, chicken manchorian rice/chicken egg fried rice, roti & naan, cold drinks, sweet and milk tea/green tea (mix). -Mix Vegetables for 30-50 persons -The dinner will be arranged in NTU in executive environment in consultation with organization committee. -The menu/persons will be finalized with organization committee. 	
4	Dinner (Conference Days) (Executive)	once/day	<p>For 150-250 persons per day.</p> <ul style="list-style-type: none"> -Fresh salad, chicken malai Botti, chicken Reshmi kabab/chicken gola kebab, chicken boneless handi, mutton karahi/mutton qeema, chicken manchorian rice/chicken egg fried rice, roti & naan, cold drinks, sweet and milk tea/green tea (mix). -The dinner will be arranged in some executive hotel/marque in consultation with organization committee outside the university. -The menu/persons will be finalized with organization committee for each day. 	
5	Water bottles (0.5L)	300-400 (No.)	<ul style="list-style-type: none"> - Only Tier one/top quality international brands of mineral water will be accepted. - The bottles should be securely packed to maintain their freshness and prevent any leakage. 	
6	Conference Hall sitting with stage	2 Days	<p>300 chairs with table (6:1 chair:table) the table and chair must be executive quality and fulfil the requirement of a</p>	




			venue for conference. The conventional set-up of wedding is not allowed. The participants must consult with organizer to approve the set-up. The stage with 20*10*2 (Length*with*height) feet. This must be executive.	
<p>Note (Serial B): Anyone willing to participate for serial "B" items of this tender, should apply for all the items (B1, B2, B3, B4, B5 and B6). Partial bids will not be entertained for serial "B". The lowest will be calculated as: Quoted price for B1= Rs. 10 + Quoted price for B2= Rs. 15 + Quoted price for B3= Rs. 20 + Quoted price for B4= Rs. 25+ Quoted price for B5= Rs. 20 + Quoted price for B6= Rs. 10 Total= Rs. 100 Note: The bidder not participating even in single item of serial # B will be rejected, and will not be included in competition. - The dishes should be prepared using high quality ingredients, maintaining hygiene and adhering to food safety standards. -Sufficient serving should be provided to accommodate the expected number of guests. - The food should be freshly prepared and delivered to the designated area in a timely manner. The food should be served at an appropriate temperature to maintain its quality and taste. - Only reputable and well-known brands of cold drinks should be included to ensure quality and taste. - A selection of traditional sweets and desserts should be included in the menu offering a sweet ending to the lunch. - The seating arrangement should be organised in a way that allows sufficient space for guests to move and interact. - The service staff should be trained, courteous and professional, delivering excellent service throughout the event. - The Bidders should provide detailed information about the proposed menu, including the dish, drinks and sweets. Emphasis should be placed on the quality of ingredients, taste and presentation. Samples may be requested for evaluation. -All the arrangements should be as per level of international conference</p>				
C.	Traveling and accommodation			
1	Rented Vehicles for Pick & Drop (3 Cars & 01 HiAce)	3 days	HiAce: 12-15-seater with ac and executive seats, 2020 or above models. Cars: 1300cc or above vehicles, 2020 or above models, with Air condition. Petrol and all other taxes included with rent FSD-LHR-FSD round trip FSD-ISB-FSD round trip Intercity (Faisalabad 30km radius, for pick and drop from hotel/Faisalabad airport). Prices should be quoted separately for each route, vehicle, and trip (LHR, ISB) and trip and daily basis for intercity.	




			Total	
D.	Miscellaneous items			
1	Video/still photography	2 days	for video of whole conference including MP halls, video editing, online streaming, press releases and coverage. Note: <ul style="list-style-type: none"> - The vendor must attend a pre-event meeting with the management committee to discuss the event requirements, schedule and expectations. - The vendor should ensure that all photography equipment including cameras, lenses, lighting and accessories are in proper working condition and ready for use. - The vendor should assign skilled photographers with experience in event photography to ensure high quality and professional coverage. - The pictures and videos should be of high resolution. The vendor should provide basic editing, retouching and color correction for the product images/including adding transitions, music, sound effects and voice-overs to enhance their visual appeal. - The vendor will provide a detailed timeline for delivering edited photos and videos. 	
2	Hall and venue décor	2 days	As per requirement	
3	Sound systems (Main Hall) (Rented)	2 (No.)	with dedicated cordless mic (8), amplifier, speaker box (4), wire 40 yard	
4	SMD (Rented)	1	25*10 feet, must have in excellent condition	

Note:

1. University has the right to order all or any Lunch/ Tea. This will be confirmed about week before the event




2. The Technical committee will visit the supplier's kitchen to evaluate /monitor of the quantity of the quality of the foods as per standard.

3. A QA Committee will be formed to determine the acceptance and suitability of the tenders' items and services, and the decisions of that QA committee will be final.

A handwritten signature in blue ink, appearing to be 'J. J. J.', with a large loop at the end.A handwritten signature in blue ink, appearing to be 'J. J. J.', with a large loop at the end.