



Ref: P.O./Convocation/2014-142

Cost of form  
Rs.2000/=(Non refundable)

**PURCHASE DEPARTMENT  
UNIVERSITY OF KARACHI**

**TENDER FORM**

**VIP ARRANGEMENT FOR 4,500 PERSONS FOR CONVOCATION 2014**

S. No.	Description	QTY	Unit Price	Total Price
1.	VIP arrangements with Tents, Qanats, Chairs with Covers, Sofa Chairs, Stage back drop with writing runners, PA system, flower bouquet with stage, 500 soft drinks bottles on the rehearsal day and 5000 soft drinks bottles on the convocation day, cold drinking water to be served by trained dressed up waiters to the convocation participants, size of the stage is 60 x 24' x 5' ft with back drop. Air conditioner at the stage for Governor and vice Chancellor.			
2.	Sofa set two seater (white) Sofa set single seater (with white cover) Cushioned chairs with white cover)	300 200 3700		
3.	Governor's dressing room will be provided with sofa sets for 25 people with tables and a full size mirror.			
4.	12 cold drinks serving counters in the main pindal, two cold drinks serving counters in the procession room and one in the Governor's reception room.	12 Serving Counters		
5.	High tea refreshment for 600 VIP guests.	600		
6.	All arrangements with the exception of final finishing of stage and covers on sofa/chair must be completed by two days before convocation date, the day of the full dress rehearsal including the public address systems and cold drink counters.			
7.	The seating arrangements to be made as per approved map of the pindal.	4500 Nos.		
8.	Lighting within and outside Convocation Pindal.	As required		
9.	Providing & fixing SMD.	4 Nos.		
10.	Supply and fixing of pedestal fans including wiring.	300 Nos.		
11.	Generator Services should be provided by the Supplier in cases of failure of Electricity during the Convocation.			

SIGNATURE OF THE PROPRIETOR  
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## TERMS & CONDITION

- The Procuring agency may reject all bids or proposals at any time prior to the acceptance on a bid or proposal under SPPRA Rules, 2010.
- 2% earnest money should be deposited on the total cost of the quoted amount with the tender documents in shape of pay order in-favor of University of Karachi.
- Tender not accompanied by the 2% Earnest Money will not be considered.
- Copies of the Sales Tax registration and NTN are to be attached with the documents.
- The above quoted price shall be inclusive of all taxes.
- The successful bidders who refuse to provide services and supplies after accepting Work Order shall be liable to forfeiture of their earnest money as a penalty.
- A committee has been constituted to finalize the bids under the SPP Rules, 2010.
- The last date of issuance of tender document is 12-01-2015 at 4:00 p.m.
- The last date receipt of Tender Document is 13-01-2015 at 11:30 a.m. The tender shall be opened on the same day at 12:00 noon in presence of the bidders who may wish to be present. In case of any holiday or disturbance the tender will be opened on the next working day as per schedule.
- Tender Notice is also available on the University official website [www.uok.edu.pk](http://www.uok.edu.pk), [www.ppra.org.pk](http://www.ppra.org.pk), [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).

**Total Amount** \_\_\_\_\_

**(Rupees \_\_\_\_\_ Only)**

**(Total Earnest Money Rs. \_\_\_\_\_)**

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**PURCHASE DEPARTMENT  
UNIVERSITY OF KARACHI**

**TENDER FORM**

**PROCUREMENT OF 150 GOLD PLATED MEDALS (APPROX) FOR THE CONVOCATION 2013**

**SPECIFICATIONS**

		<u>Qty</u>	<u>Rate</u>
Weight of Silver	11.664 grams	150 Nos.	
Weight of Gold to be Plated	300 milligrams		
Total weight of One Medal	11.964 grams		

Gold plated, Silver Medal, Diameter 1.25" Inches, with University insignia on one face and inscription on the other. Embossed collar border on both sides finished and complete in all respects as per Specimen along with ribbon and green velvet box.



1. The University reserves the right to accept or reject any bid without assigning any reason.
2. Sample of Medal shell be as per above specifications that is to be provided by all the bidders at the time of opening of bids.
3. The sample shall be tested at three different laboratories.
4. The ribbon should be of green color with yellow and maroon stripes.
5. Each Medal should be engraved on the reverse side: Year of Convocation Name of the recipient Name of the Medal (as provided in the list) Name of the Examination year of passing and Name of Position
6. Any defect in content of Medal or Engraving or in Finishing shall be removed by the supplier in accordance with the requirement and keeping the time schedule at all cost.
7. The quality of medal will be randomly assessed after final supply of medals, if any change in the quality of gold is found supplier will be held responsible and money will be deducted from the final payment.
8. 2% earnest money should be deposited on the total cost of the quoted amount with the tender form in shape of "Pay Order" drawn in the name of University of Karachi.
9. The price is to be filled mandatorily in the bidding documents.
10. Only registered suppliers/jewelers with Sales Tax/Income Tax Authorities shall be considered. The prices should be firm and final inclusive of all applicable Govt. Taxes.
11. For verification the right to counter check gms/quality of medals from any reputed jeweler is reserved.
12. The successful bidders who refuse to supply the medals after accepting Purchase Order / Work Order shall be liable to forfeiture of its earnest money as a penalty.
13. A committee has been constituted to finalize the bids under the SPP Rules, 2010.
14. The last date of issuance of tender document is 07-01-2015 up to 4:00 p.m.
15. The last date receipt of quotation is 08-01-2015 at 11:30 a.m. The tender shall be opened on the same day at 12:00 noon in presence of the bidders who may wish to be present.
16. In case of any holiday or disturbance the tender will be opened on the next working day as per schedule.
17. Tender Notice is also available on the University's official website [www.uok.edu.pk](http://www.uok.edu.pk), [www.ppra.org.pk](http://www.ppra.org.pk), [www.ppr.sindh.gov.pk](http://www.ppr.sindh.gov.pk) respectively.

**Total Amount** \_\_\_\_\_

**(Rupees** \_\_\_\_\_ **Only)**

**(Total Earnest Money Rs.** \_\_\_\_\_ **)**

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