

**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI****INVITATION TO TENDER**

PRICE RS. 300 (NOT REFUNDABLE/ TRANSFERABLE)

From
The Assistant Director Finance (Purchase)
NED University of Engineering and
Technology, Karachi.

To

M/ s _____

_____Invitation to Tender NO. Compressometer/6231Due on 11-12-2015

Dear Sir/ Sirs,

1. You are hereby invited to submit your tender for the item as detailed in the schedule to this invitation. Your offer must be subject to the conditions laid down in the instructions (overleaf). Every tenderer quoting against this invitation to tender shall be deemed to have read and understood these conditions and details specifications etc., of items required.
2. The tenderer shall also sign the certificate given to the effect that the items shall be supplied exactly in accordance with requirements specified in the schedule. If there is any deviation, it should be clearly stated by tenderer; otherwise it would be presumed that the offer is strictly in accordance with the requirements of the tendered Specifications/ Notice.
3. Items required for delivery as stated in the schedule. If, however, it is not possible to deliver by the specified date, tenderer shall give guaranteed date by which he can deliver the item.
4. Failure to submit the tender in the manner prescribed will, render it liable to be ignored/discarded.
5. The Purchaser does not pledge acceptance of the lowest or of any tender and reserves the right to accept in full or only part quantity offered. The tenderer is at liberty to quote for full or part quantity but shall supply at rates quoted if his quotation is accepted in full or in part.
6. Procurement method: Single stage one envelope.
7. The tenderer shall also provide the turnover amount in Rs. for at least three year & also provide for relevant experience for at least 02 year.
8. The tenderer shall be registered with Income Tax & Sale Tax and Pakistan Engineering Council where applicable.

Yours faithfully,

Assistant Director Finance (Purchase)

SPECIAL INSTRUCTIONS

1. The items are required IMMEDIATELY. Tenderers' may, however, give their SHORTEST GUARANTEED DELIVERY PERIOD by which the supply would be completed. In absence of such period delivery period shall be treated as three days after tender acceptance.
2. The tenderers shall quote their firm & final prices, in local currency, on NED UNIVERSITY campus basis for the items strictly according to indicating also where items would be offered for inspection particulars given in the invitation to tender.
3. Tenderers are required to specify the COUNTRY OF ORIGIN OF ITEMS OFFERED, MAKE OF YEAR, NAME OF MANUFACTURER, MODEL NO & FURNISH detailed technical descriptive CATALOGUE/LITERATURE alongwith their offer.
4. Tenderers are required to attach with their offer the Cash receipt (in original) in token of their having purchased this tender form and also the EARNEST MONEY DEPOSIT @ 2 ½ % in the form of CALL DEPOSIT/ BANK DRAFT.
5. Successful tenderers would required to deposit with the Purchaser a Security Deposit if demanded not exceeding 12.5% of the total value of contract, before placement of contract
6. The offers shall remain open for 60 days from the date of opening of tender and rates should be inclusive of all taxes, octopi etc. If the offer is with-drawn or amended during the validity period of the offer and or if acceptance of tender issued during the validity period of the offer is not accepted by the tenderer, the EARNEST MONEY is liable to be forfeited and further action taken against the defaulter. Any increase or decrease in any levies or rates and introduction of new taxes and duties by the Government and / or fluctuation in market rates of items during the operation of this contract, shall be the supplier's account no claims for such increases, new taxes and duties shall be entertained by University.
7. The purchaser reserves the right to increase/decrease the quantity of the required items and /or purchase part items already tendered either in full or in part. The purchaser also services the right to accept or reject any or all tenders without assigning any reason.
8. The tenderers shall enclose with their tender a certificate, as under failing which their tender is liable to be considered non-responsive.

CERTIFICATE

We guarantee to supply the items in accordance with requirements specified in this invitation to tender.

Signature of Tenderer

Name and full Address.

Office Stamp.

Phone No.

Fax No.



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

PURCHASE INFORMATION FORM

PRICE RS. 300/- (NOT REFUNDABLE/TRANSFERABLE)

Firm's Registration No.	_____	
Schedule to Invitation of Tender	Compressometer/6231	
Date of Receipt of Invitation of Tender by	_____	
Time for Receipt of Tender in University	11 DEC 2015	10:00 AM
Time for Opening of Tender	11 DEC 2015	11:00 AM

Offer shall remain open for 60 days from the date of opening.

The tenderer shall quote on free delivery to Consignee at NED University of Engineering and Technology,

including all Taxes.

Item	Description of Items / specification	Acc. Unit	Total Qty Reqd.	Price in Pak. Rupee
1	Compressometer, Supplying and providing compressometer of standard 11 kg weight for use with 4 x 8 inch concrete cylinders with two cast aluminum-alloy yokes, mounting and central points, stainless steel control rods, clamps for fixing LSCT transducer complying with complies with the specifications of ASTM C469 complete in all respect or equivalent.	Number	1	

TERMS AND CONDITIONS



PURCHASE SECTION
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI.
 BY REGISTERED A.D./COURIER SERVICE.

CONTRACT SCHEDULE

1. Contract No:
2. Name & Address of Contractor:
3. Contractor's Tender No. & Date:
4. Indenter's Name & Address:
5. Indenter's Indent No & Date:
6. Particulars of stores:

Dated: _____ 20

As below.

Item No.	Description of Store	Acctg Unit	Price per A/U	Total Qty Reqd.	Total Value
01					
		
		

INSTRUCTIONS:

- Store must be delivered to Central Store in due period which will be issued by the Central Store to the Indenter.
- A copy of Delivery Challan must be delivered to Purchase Officer on same day after delivery of Store.
- Bill should be submitted Assistant Director Finance (Purchase) along with GST Invoice
- Inspection Certificate may be issued by Central Store within Prescribed period as mentioned in clause 15 of the Indent Form

GRAND TOTAL (Value in Words)

7. Date of Delivery:
8. Place of Delivery: NED University Campus/Consignee.
9. Name & Address of Consignee:

10. Dispatch Instruction.

Stores should be delivered at firm's premises/free to the consignee at NED University of Engineering and Technology.

11. Inspecting Officer.

The consignee/ Indenting officer or his authorized representative.

12. Place at which to be inspected.

At firms premises/ Consignee's end.

13. Payment.

- i. 100% payment to be made on the proof of inspection and Consignee's receipt certificate during year 2015-2016.
- ii. ___% Payment in advance along with contract/and balance after complete delivery and in proof of consignee's receipt during the year 2015 - 2016
- iii. If the supply is not according to the specifications or unsatisfactory, the contract will be rejected and cancelled at the risk and cost of firm.
- iv. If the firm fails to execute the contract/supply order as per condition action will be taken against them which may be their black listing and E.M.S.D. will be forfeited.
- v. In Case of late delivery L.D. charges @ 2% per month will be imposed.

Part payment against part supply is/ not allowed.

NOTE

1. The firms may send the Inspection call with-in delivery period under intimation to the Assistant Director Finance Purchase in writing.
2. The Bill in duplicate along with Inspection certificates on form F/QSP 09/10/00 may be sent to the P.O for payment.

Copy to

1. Resident Auditor
2. Indenting Officer
3. Case File
4. Master File
5. Manager Central Store

**Assistant Director Finance (Purchase)
For & on behalf of Vice Chancellor
NED University of Engg. Tech.**

The cost is debitable to Head of Account as mentioned in the Sanction order (office order). This issues with the sanction and approval of the Vice Chancellor/Director of Finance/ Indenting officer.

OFFICE ORDER

The University Administration has constituted the Standing Committee for procurement comprising of the following officers in pursuance of Clause 7 of SPPRA rules:

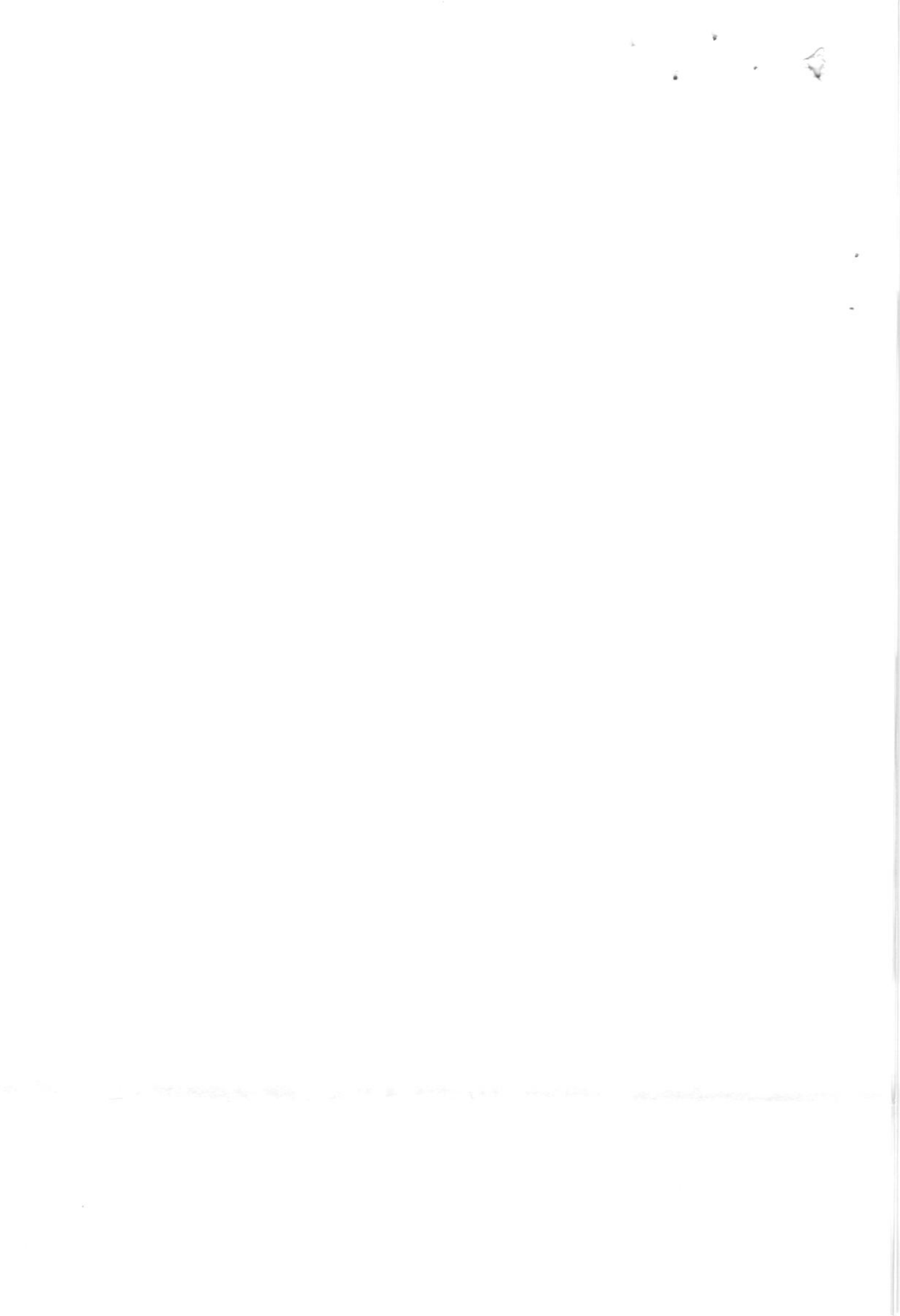
1. **Mr. Danish-ur-Rehman Khan** Convener
Ag. Sr. Manager (NH)
I.T. Department
2. **Mr. Muhammad Mabroor Khan** Member
Administrator Officer
Center for Excellence in Marine Biology
University of Karachi
3. **Mr. Fawad-ul-Hasan Kamran** Member
Assistant Director Finance (P)
Directorate of Finance

Shussain
Ag. REGISTRAR

To: **The Convener & all members**

Copy for information to:

- 1 Director Planning & Projects
- 2 Director Finance
- 3 Resident Auditor



OFFICE ORDER

In supersession of this office order No. DR (Estab)/(1003)/11229 dated 29-10-2015, the University Administration has constituted the Complaint Redressal Standing Committee comprising of the following officers to address complaints regarding all procurement issues in the University in pursuance of Clause 31(1) of the SPPRA rules:

- | | | |
|----|--|----------|
| 1. | Prof. Dr. Saad Ahmed Qazi
Dean (ECE) | Convener |
| 2. | Mr. Naeem Akhtar Abro
Assistant Director Finance (A)
Directorate of Finance | Member |
| 3. | Syed Muhammad Sadiq
Manager
National Bank of Pakistan
SRI Majeed Branch
Karachi | Member |

[Signature]
Ag. REGISTRAR

To: The Convener & all members

Copy for information to:

1. Dean (ECE)
2. Chairman, Arch. & Planning
3. Director Planning & Projects
4. Director Finance
5. Director, ORIC
6. Resident Auditor

