



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
DIRECTORATE OF FINANCE
PURCHASE SECTION

Tele # 99261261- 68, Fax # 99261255, E-mail: df@neduet.edu.pk

"Say NO to Corruption"

No. PT/6207/ 2333

Dated: 09-02-2016.

M/s. Sindh Public Procurement Regulatory Authority
Barrack 8 Secretariat 4A
Court Road
Karachi
Tel: 92-21-99205369
Fax: 92-21-99206291

SUBJECT: NOTICE FOR INVITATION TENDER.

Enclosed please find herewith the Tender Notice with the following documents for uploading on the SPPRA web site as per policy of Government of Sindh, the estimated cost of procurement is less than 1 million.

- Bidding Documents along with Soft copy
- Specimen of Contract Schedule
- Procurement Plan (Revision-1)
- Notification of Purchase Committee
- Notification of Compliant Redressal Committee


09/02/16

DIRECTOR FINANCE
NED UNIVERSITY OF ENGG. & TECH.

Copy to:

1. Deputy Director Finance (A).
2. Director IT.

PURCHASE SECTION, DIRECTORATE OF FINANCE
N.E.D UNIVERSITY OF ENGINEERING & TECHNOLOGY
Tele # 99261261-68, Fax # 99261255, E-mail: df@neduet.edu.pk

No. PT/6207/ 2333

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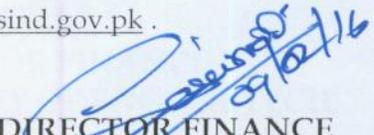
TENDER NOTICE

Sealed Tenders are invited from well-reputed firms, sole distributors, dealers registered with Sales Tax and Income Tax Departments for supply of store as detailed below.

Sr. No	Tender No.	Detail of Tender	Quantity Required	Tender Fee	Starting Date/Time of Issuance	Last Date/Time of Issuance	Last Date/Time of Submission	Date/Time of Opening
01.	Uniform/ 6250/ 2015-16	Supply of Uniforms	various	Rs.300/-	12-02-2016 08:30 Hrs to 04:00 pm.	29-02-2016 08:30 Hrs to 04:00 pm.	01-03-2016 10:00 am	01-03-2016 11.00 am

TERMS & CONDITION:

01. Procurement method is to be applied single stage one envelope.
02. The tenderer shall provide Evidence of Financial turnover amount in Rs. for at least last 03 year and two year relevant experience.
03. Price valid for 60 days must be quoted on F.O.R. basis for Karachi inclusive of all taxes, duties and other charges along-with 2.5% earnest money in the shape of Pay Order in favour of Director Finance, NED University of Engineering & Technology, G.S.T. must be quoted separately along-with copy of G.S.T. Registration Certificate, where applicable.
04. Sealed tenders must be delivered / dropped in the Tender Box available at Purchase Section of the University on or before prescribed date and time which will be opened publicly on same date in the presence of bidder or their representatives who wish to be present alternate offer may be acceptable.
05. Delivery is to be completed within the prescribed period from the date of Contract Schedule.
06. The Tender documents can be obtained from the Cashier of the University w.e.f. on 12 - 02 - 2016 between 08:30 a.m. to 04:00 p.m. on working days through written request on letter head by making payment of the Tender Fee in the shape of Pay Order in favour of Director Finance, NED University of Engineering & Technology.
07. The Tender should be addressed to the **Assistant Director Finance (Purchase-II) Extension No. 2471** at the above address. In case of any disturbance the bid shall be submitted and opened as per given schedule on the next working day.
08. Any quotation not conforming to specifications and terms and conditions shall be rejected, however on request grounds for rejection of bid can be communicated.
09. The Procuring Agency may reject any or all bids or postpone date as relevant provision of SPP Rule 2010.
10. Tender document can be downloaded from SPPRA website www.pprasind.gov.pk.


DIRECTOR FINANCE
NED UNIVERSITY OF ENGG. & TECH.



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. Uniform/6250

Due on 01-03-2016

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 years & also provide for relevant experience for at least 02 years.
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.

E.mail.



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

PURCHASE INFORMATION FORM

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

Firm's Registration No.		
Schedule to Invitation of Tender	Uniform/6250	
Date of Receipt of Invitation of Tender by		
Time for Receipt of Tender in University		10:00 AM
Time for Opening of Tender	01 MAR 2016	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	Shirt, Light Blue of K.T. Cloth Fabric or equivalent	Number	236	
2	Pants, Navy Blue	Number	236	
3	Barat Cap, Blue	Number	118	
4	Belt, Nylon	Number	118	
5	Shoes, Black / Navy cut	Pair	118	
6	Socks, Blue	Pair	118	
7	Badge Cap, With NED Monogram	Number	118	
8	Name Plate, Blue with White Colour Writing	Number	118	
9	Jersey, Light Blue	Number	118	

TERMS AND CONDITIONS



F/QSP 10/04/00

PURCHASE SECTION
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
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: _____ 2016.

As below.

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

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 G.S.T 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 firm's premises/Consignee's end.

13. Payment.

- i. 100% payment to be made on the proof of inspection and Consignee's receipt certificate during the 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 specification or un-satisfactory 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 DP under intimation to the Assistant Director Finance Purchase in writing.
2. The Bill in duplicate alongwith Inspection certificate on form F/QSP 09/10/00 may be sent to the Assistant Director Finance Purchase for payment.

**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.

Copy to.

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

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
ANNUAL PROCUREMENT PLAN FOR THE YEAR 2015-16 (Revision 1)

Sr. No	Description Procurement	Budget Allocated Rs. Million	Budgeted Head	Timing of Procurement				Remarks
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Purchase of Durable Goods	10.849	Transport Machinery & Equipment Furniture	-	-	V	-	Timing of procurement may vary subject to the requirement of departments.
2	Repair & Maintenance of Durable Goods	10.416	Maintenance of Transport Machinery & equipment Furniture & Fixture Admin./Acad. Building	V	V	V	V	"
3	Printing Stationery & Publications	14.874	Printing & Stationery Office Printing & Stationery Computer	V	V	V	V	"
4	Commodities & Services (POL)	13.420		V	V	V	V	"
5	Uniform And Liveries	0.700		V	V	V	V	"
6	Renewal of Software Licence all dept.	3.500		V	V	V	V	"
7	Student Affairs	0.495	Purchase of Sports Material	V	-	-	-	"
8	Registrar Office	12.166	Entry Test Convocation Expense	-	V	-	-	"
9	Abul Kalam Library	7.920	News Paper Periodicals and Book Book Bank	V	V	V	V	"
10	Medical Department	0.440	Purchase of Medicine Chemicals	V	V	V	V	"
11	Internet Department	0.660	Linkage	V	V	V	V	"
12	ARC's	9.720		V	V	V	V	"
		"	a. ARC Hardware	V	V	V	V	"
		"	b. ARC Plumbing	V	V	V	V	"
		"	c. ARC Painting	V	V	V	V	"
		"	d. ARC Horticulture items	V	V	V	V	"
		"	e. ARC Janitorial Items	V	V	V	V	"
		"	f. ARC Stationery	V	V	V	V	"
		"	g. ARC Paper	V	V	V	V	"
		"	h. ARC Electrical	V	V	V	V	"
13	Lab. Charges	2.385	For B E	V	V	V	V	"
14	Publication / Advertisement	0.789	For Masters	V	V	V	V	"
		1.500		V	V	V	V	"
15	UDWP ACCOUNT							
(a)	Computers & Air Conditions	4.085	For Civil Engineering (Copmputer Lab.)	-	V	V	V	"
(b)	Desktop Computers	0.900	For Earthquake Engineering	-	V	V	V	"
(c)	Computers	1.016	For Computer & Information System Eng	-	V	V	V	"
(d)	Laboratory Equipment	1.760	For Electrical Engineering	-	V	V	V	"
(e)	Laboratory Equipment	1.078	For Electronics Engineering	-	V	V	V	"
16	Insurance Servies							
(a)	Health Insurance	30.000		-	V	-	-	"
(b)	Insurance of Vehicles	2.000		-	V	-	-	"

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

M. Hussain
Ag. REGISTRAR

To:
The Convener & all members

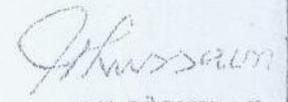
Copy for information to:

- 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. Naem Akhtar Abro
Assistant Director Finance (A)
Directorate of Finance | Member |
| 3. | Syed Muhammad Sadiq
Manager
National Bank of Pakistan
SRI Majeed Branch
Karachi | Member |


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