



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY  
DIRECTORATE OF FINANCE  
PURCHASE SECTION

Tele # 99261261- 68, Fax # 99261255, E-mail: [df@neduet.edu.pk](mailto:df@neduet.edu.pk)

"Say NO to Corruption"

No. PT/6207/ 2399

Dated: 18-03-2016.

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

  
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](mailto:df@neduet.edu.pk)**

No. PT/6207/ 2399

Dated: 18-03-2016.

**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.	Answer Book/ 6269/2015-16	Supply of Answer Book Supply of supplement with code (As per sample available at purchase section)	40,000Nos. 32,000 Nos.	Rs.300/-	21-03-2016 08:30 Hrs to 04:00 pm.	04-04-2016 8:30 to 4:00 Hrs.	05-04-2016 10.00Hrs.	05-04-2016 11.00 am

**TERMS & CONDITION:**

01. Procurement method is to be applied single stage one envelope. The tenderer shall also provide the turnover amount in Rs. for atleast three year and 02 years relevant experience.
02. 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.
03. 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.
04. The Tender documents can be obtained from the Cashier of the University w.e.f. on 21-03-2016 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. In case of any disturbance the bid shall be submitted and opened as per given schedule on the next working day.
05. Any quotation not conforming to specifications and terms and conditions shall be rejected, however on request grounds for rejection of bid can be communicated, further alternate offer may be acceptable.
06. The Procuring Agency may reject any or all bids or postpone date as relevant provision of SPP Rule 2010, divide Business amongst more than one bidder.
07. Tender document can be downloaded from SPPRA website [www.pprasindh.gov.pk](http://www.pprasindh.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. Answer Book/6269

Due on 05-04-2016

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	Answer book/6269	
Date of Receipt of Invitation of Tender by	_____	
Time for Receipt of Tender in University	05-04-2016	10:00 AM
Time for Opening of Tender	05-04-2016	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	Answer Book Script, Print with code, 24 pages with staple, pagination and Serial No. As per Sample available at purchase section.	Number	40000	
2	Supplement with Code 4 pages (B Copy). As per sample available at purchase section.	Number	32000	

### TERMS AND CONDITIONS



F/QSP 10/04/00

**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: \_\_\_\_\_ 2016

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.

At firms premises/ Consignee's end.

12. Place at which to be inspected.

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.