



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

'UNIVERSITY ROAD, KARACHI – 75270, PAKISTAN'

Tel: (021) 99261261-68 Ext 2291 Fax: (021) 99261255

Email: ddff@neduet.edu.pk Website: <http://www.neduet.edu.pk>

INVITATION FOR BIDS (IFB)

Sealed Bids are invited from the Decorators registered with FBR / SRB for following work.

Name of Work	Reference No.	Bidding Procedure
Arrangement of Seating Tenting & Decoration (NEAT & CLEAN) for Pre-Admission Entry Test 2016-2017 at Main Campus, NED University of Engineering & Technology	DOS/Pre-Admission Entry Test/2016-2017/20/2016	Single Stage one Envelope

Tender Fee	Rs. 1,500/- (Fifteen hundred only) Non – Refundable
Bid Security	2.5% of the Total Bid Cost in shape of Payorder
Purchasing Date & Time	29 July 2016 to 12 August 2016
Bids Delivery Date & Time	12 August 2016 at 10:30 AM
Bid Opening Date & Time	12 August 2016 at 11:00 AM In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bid shall be submitted / opened on next working day at the given time.

Tender documents in which complete details are available can be obtained from the office of ADP – II against request letter with Payorder/Bank Draft of the tender fee in favor of Director Finance. Tender documents can also be obtained by post against Pay Order/Bank Draft of Rs-800/- as courier charges in addition of tender fee. Procuring Agency may reject all or any bid subject to the provision of relevant Rules of SPPRA.

Bidders are requested to give their Best and Final Prices as “No Negotiations” are expected. This Tender Notice and the Tender Document can also be seen on University Website www.neduet.edu.pk and SPPRA Website www.pprasindh.gov.pk


DIRECTOR PROCUREMENT

29/07/2016



F/QSP 10/11/09

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 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 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:

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

Sr. No	Description/Procurement	Budget Allocated Rs. Million	Budget 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	V	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	"
		0.789	For Masters	V	V	V	V	"
14	Publication / Advertisement	1.500		V	V	V	V	"
15	UDWP ACCOUNT							
(a)	Computers & Air Conditions	4.085	For Civil Engineering (Computer Lab.)	-	V	V	V	"
(b)	Desktop Computers	6.906	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 Services							
(a)	Health Insurance	30.000		-	V	-	-	"
(b)	Insurance of Vehicles	2.000		-	V	-	-	"



F/QSP 02/01/00

Internal Memo

URGENT

INFO ONLY

IMMEDIATE


ROUTINE

To: All Concerned	From: Director Procurement
Sub: Procurement Committee	Ref: No. DP/ 2255
	Date: 28/07.2016

With reference to this University Office Order No. DR(Estab)/(1193)Vol-II/6331 dated: 16.06.2016, the Procurement Committee under Rule 7 of the Sindh Public Procurement Rules (as amended) comprising of the following Members has been constituted for arrangement of Entry Test 2016 (vide Case File 6329):

1. Engr. Syed Wasiuddine
Director Services
NEDUET, Karachi
Convener
2. Mr. Muhammad Mabroor Khan
Administrative Officer
Center for Excellence in Marine Biology
University of Karachi
Member
3. Mr. Fawad Ul Hasan
Assistant Director Procurement-II
NEDUET, Karachi
Member/Secretary

The TOR / functions / responsibilities of the aforesaid Procurement Committee will be in accordance with Rule-8 of SPP Rules.


Director Procurement
28/07/2016

OFFICE ORDER

In supersession of this office order No. DR (Estab)/(1003)/11418 dated 02-11-2014, the University Administration has constituted the Complaint Redressal Standing Committee comprising of the following officers to address complaints regarding all procurement issues at the University in pursuance of Clause 31(1) of the SPPRA rules:

- 1. Prof. Dr. Saad Ahmed Qazi, Dean (ICF) Convener
- 2. Independent Professional from the relevant field Member
- 3. Nominee of Accountant General Sindh Member

J. Hussain
Ag. REGISTRAR

The Convener & all members

Copy for information to:

- 1. Dean (ICF)
- 2. Director Planning & Projects
- 3. Director Finance
- 4. Director, Procurement Cell
- 5. Ag. Resident Auditor

ADP-11

30/5/2016
DP

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY



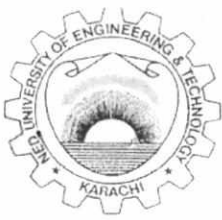
TENDER DOCUMENT

Directorate of Services

TITLE OF THE WORK

**ARRANGEMENTS OF SEATING, TENTING &
DECORATION (NEAT & CLEAN) FOR PRE-ADMISSION
ENTRY TEST 2016-2017 AT MAIN CAMPUS, NED
UNIVERSITY OF ENGINEERING & TECHNOLOGY**

DOS/Pre-Admission Entry Test/2016-2017/20/16



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DIRECTOR PROCUREMENT

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Directorate of Services

To,

The Director Services
NED University of Engineering & Technology
Karachi

Subject: - **ARRANGEMENTS OF SEATING, TENTING & DECORATION
(NEAT & CLEAN) FOR PRE-ADMISSION ENTRY TEST
2016-2017 AT MAIN CAMPUS, NED UNIVERSITY OF
ENGINEERING & TECHNOLOGY**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in accordance with said conditions.

Rs- _____/- (Rupees _____)

2. We undertake if my/our tender is accepted, to commence the works immediately or within one week of recognized of the work order.
3. We agree to abide by this tender for a period of 60 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 60 days.
4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

**Signature of Contractor/Seal of Firm
Authorised Representative of Firm**

INSTRUCTIONS TO TENDERERS

- a) i. Director of Services, NED University of Engineering & Technology, calls tenders from the Decorators have enough experience for arrangement of seating, tenting & decoration etc. with Government, Semi Government and Private Institutions for the "Arrangements Of Seating, Tenting & Decoration (Neat & Clean) For Pre-Admission Entry Test 2016-2017" in accordance with the Bill of Quantities attached here to be submitted by or before **10:30 a.m.** on **12-08-2016**. Tenders cost will not be reimbursed for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- ii. Eligibility Criteria: Single Stage One Envelope Procedure / Method: Tender and Bidding Documents of this method shall contain the following eligibility criteria:
- Relevant Experience [as stated in above (a)(i)]
 - Turn-Over of at-least last three years
 - Registration with FBR / SRB (where applicable)
- b) The tender for each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Director of Services, NED University of Engineering & Technology, Karachi.
- c) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time will not be considered of the cause of delay.
- d) All tenderers are invited to present for the opening of the tender on **12-08-2016** at **11:00 a.m.** The name of each firm submitting tender and the total contract price only will be read aloud and recorded.
- e) Any tender/tenders without earnest money (i.e. 2.5% of the total bid cost in shape of Payorder / Bank Draft) will not be entertained. Earnest money of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time his/her work order will be cancelled as per rule and earnest money shall also be forfeited.
- f) Detailed particulars of the work/works can be seen in the Directorate of Services on any working day during the office hours.
- g) Tenders shall be made in the form supplied therefore, with all items and blanks properly filled in. All data and figures and the signature of persons signing the tender shall be in ink.

The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Directorate of Services

Terms & Condition

1. Supply is required within _____ days from the date of letter of award. N/A
2. Inspection: *Nominated Inspection Committee will make Inspection of SEATING, TENTING & DECORATION ARRANGEMENTS*, in case of any unsatisfactorily report, the penalty should be imposed.
3. In case of late delivery @ 0.1% per day will be charged on bid amount deducted from the bill, but not more than 10% of contract value.
4. Quantities shown in the quotation are approximate and no claim shall be entertained for quantities of executed being 30% more or less than those entered in the B.O.Q.
5. All prices will include all costs of performing the works including labour, material, income tax, sales taxes, octroi charges, royalties & transportation etc. as mentioned in B.O.Q.
6. No subletting of all or any part of work will be allowed at any cost / reasons.
7. The supplier will see the sample before quoting the rates. N/A
8. Store will be delivered at NED University, Main Campus. N/A
9. Inspection Office will issue inspection certificate after inspection through Inspection Committee for supplied.
10. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the firm will be black listed.
11. Payments: -
 - 11.1 The actual sum to be paid shall be determined by quantify/measurements of items actually supplied valuing it at the rates/prices quoted in the approved quotations.
 - 11.2 10% security deposit will be retained from each bill up to a period of six months from the date of supply of order. N/A
 - 11.3 Part payment against part supply can be allowed. N/A

Director Services

APPENDIX TO FORM OF TENDER

2.5% of the bid price in shape of Payorder.	
Period of commencement from receipt of letter of intent	Immediately after issuance of the work order
Time completion	Whole arrangement should be ready in all respect by the evening of 26-08-2016.
Amount of liquidated damages	0.1 % of the contract amount per day for the work remain un-commenced and un-completed after due date up to maximum of 10% and after that termination of contract.
Period of maintenance	N/A
Percentage of retention	N/A
Retention money during maintenance period	N/A
Minimum amount of Interim Certificate	N/A
Contractor's address for serving the notice (Duly registered with concerned tax authorities.)	
Persons or bodies corporate forming Partnership or Company	N/A

**Signature of Contractor/Seal of Firm
Authorised Representative of Firm**

Subject: **B.O.Q FOR ENTRY TEST 2016-2017**

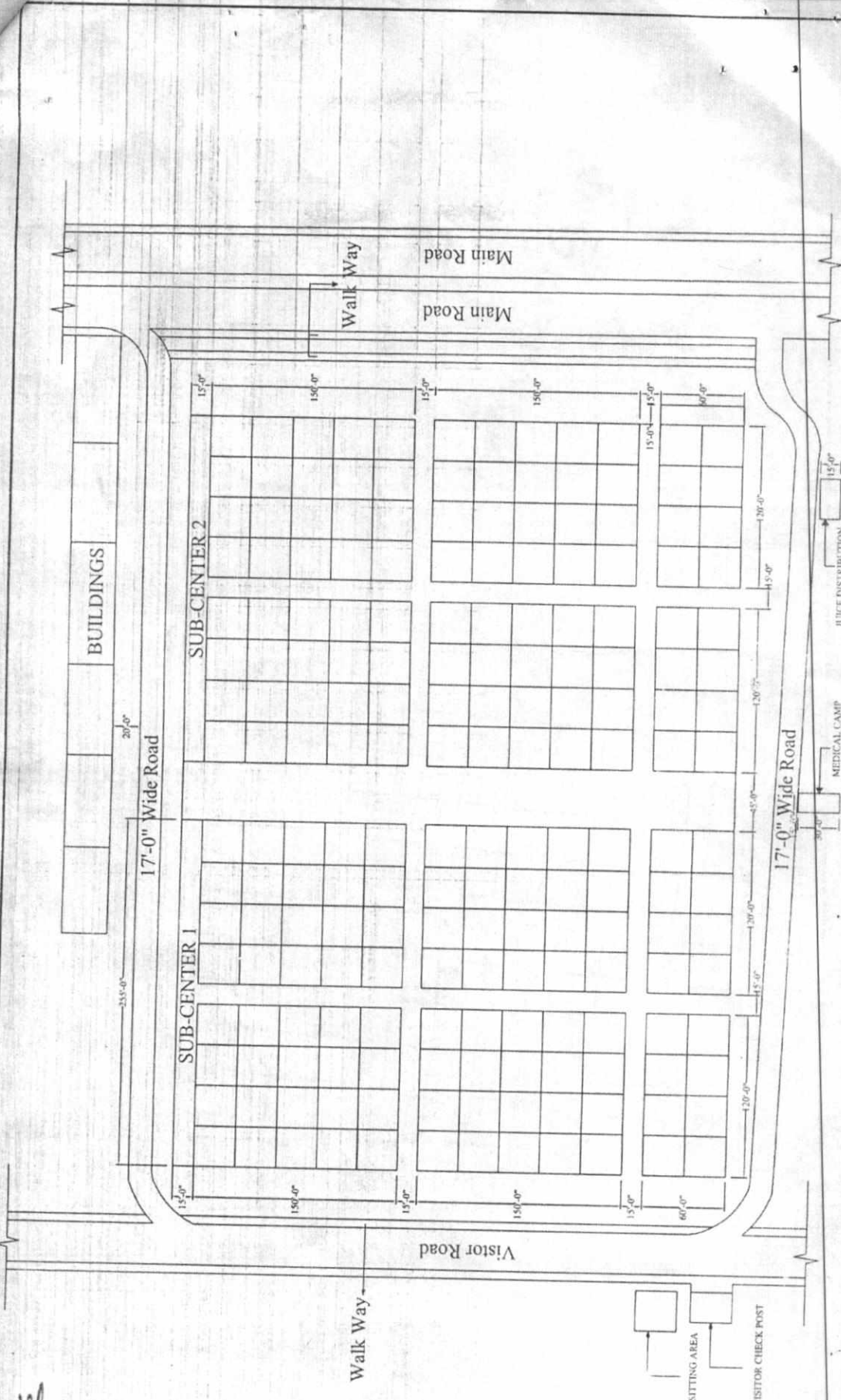
The Entry Test 2016-2017 of NED University of Engineering & Technology has been scheduled to be held on **27-08-2016**. In this connection tender are invited for the arrangement of tenting, decoration, tables & chairs etc. including laying, fixing/setting and all taxes which should be completed in all respect by the evening of **26-08-2016** in all respect:

S. NO.	DESCRIPTION	QTY. IN NOS.	RATE (RS.)	TOTAL AMOUNT IN RUPEES.
01	Tents 15'x30' good quality [Neat & Clean] (Preferable White cloth which retain sun light and height of bamboos should not be less than 12 feet)	850		
02	Qanat good quality [Neat & Clean]	550		
03	Folding type test table good quality smooth top 2' x 1-6" size (Wooden)	11500		
04	Foam Chairs good quality [Neat & Clean] standard size	13500		
05	Wooden Table 4'x2' good quality	150		
06	Water Tank with stand	75		
07	Jug Steel	75		
08	Glass	200		
09	Takhat for stage	50		
10	Carpet Endimbra	40		
11	Table Cover	150		
12	Boarder	150		
13	Steps with Covering	08		
TOTAL AMOUNT (Inclusive of All Taxes)				

Signature of Contractor with Seal

W-
ASLC

DIRECTORATE OF SERVICES
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY



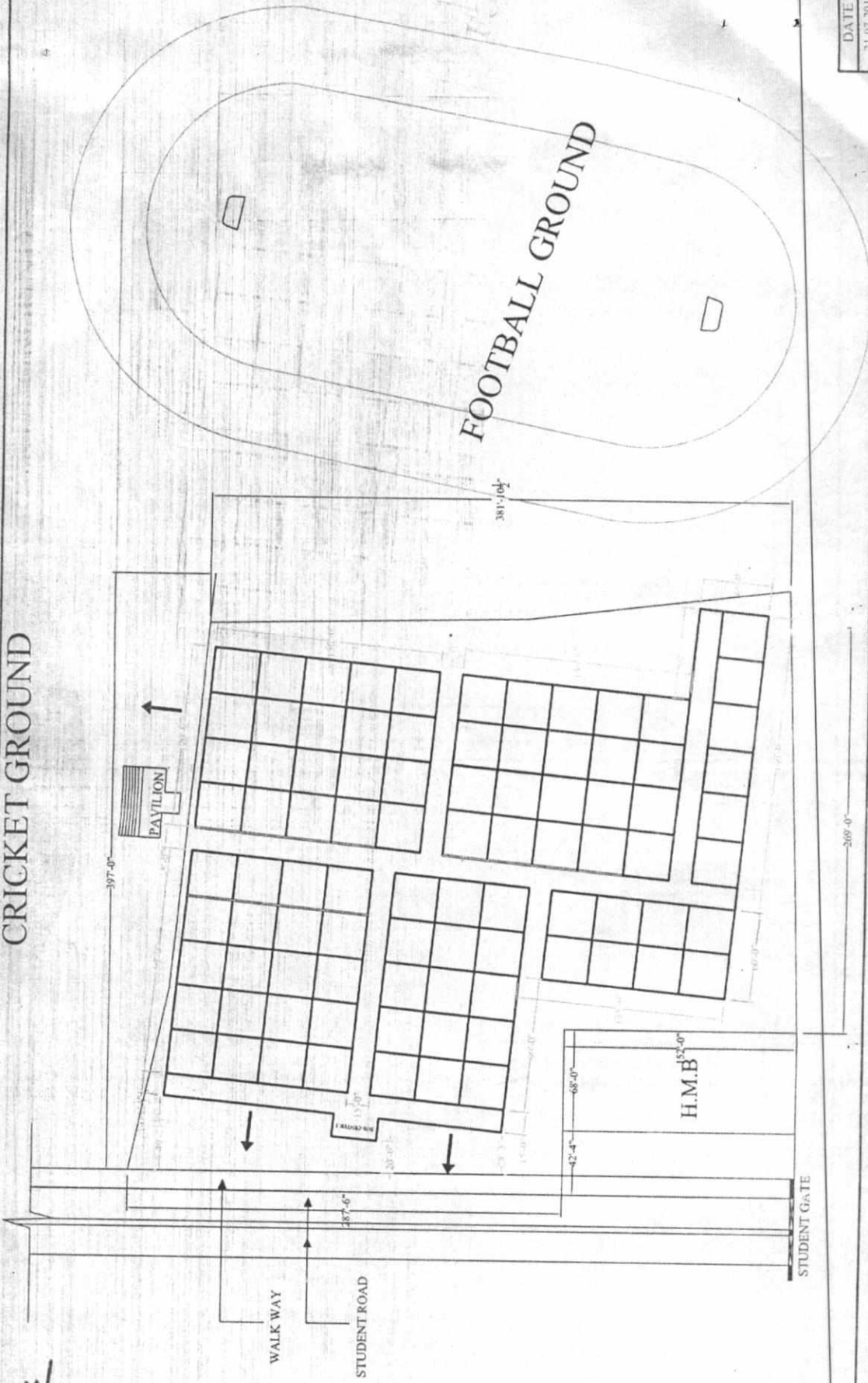
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DATE: 21.02.2016

DRG. NO. 01

DIRECTORATE OF SERVICES
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

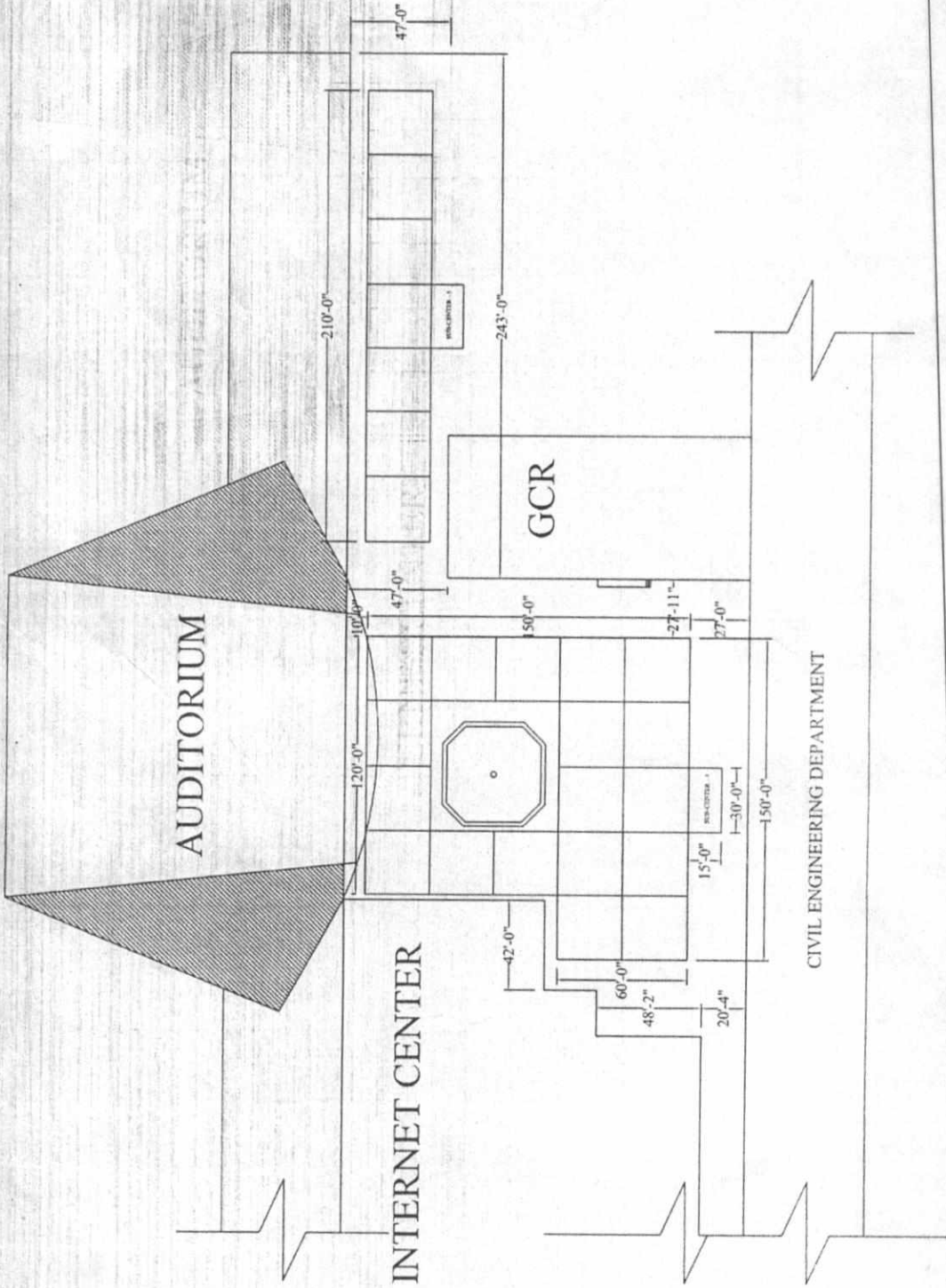
CRICKET GROUND



DATE
21-07-2016

DRG. NO 0

Handwritten signature and date: 21/8/16



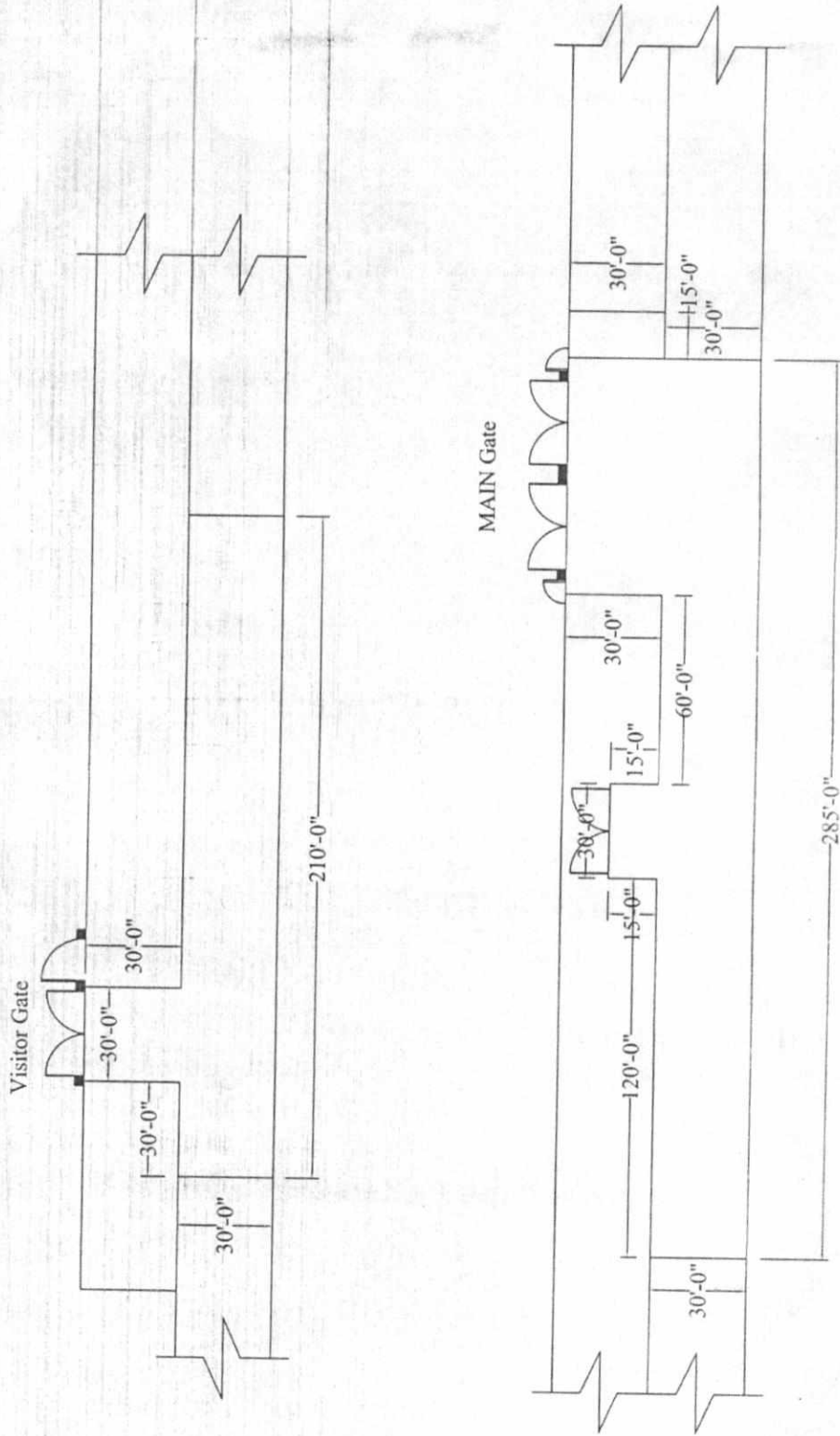
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DRG. NO	03
DATE	21-07-2016
DRAWN BY	VERIFIED BY
SCALE	

Handwritten notes and initials

DIRECTORATE OF SERVICES
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Handwritten signature/initials



DRG. NO | 04

DATE