



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY  
PROCUREMENT CELL

Tele # 99261261- 68, (Ext. 2291) Fax # 99261255, E-mail: [ddff@neduet.edu.pk](mailto:ddff@neduet.edu.pk)

“Say No to Corruption”

Director Procurement

No.DP/COS-108218/1922  
Feb. 15, 2017

RE-TENDER

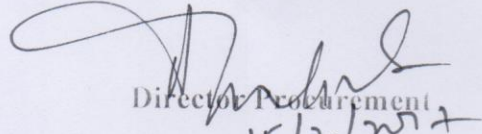
NEDUET invites sealed tenders from Catering & Decoration and Event Management Service Providers registered with Sindh Sales Tax / Income Tax Departments and required to submit Registration Number (SNTN and SRB Registration Certificate with their Bids for following work. The Tender Documents are comprised on “Single Stage One Envelop” procedure.

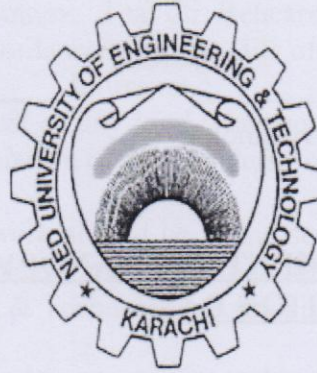
S#	Tender / Number	Tender Schedule – Date and Time				Tender Fee Rs
		Issue / Sale		Submission	Opening	
		From	To			
1	Arrangement of Canopy for (i) Rehearsal & Convocation Day and (ii) Refreshment on Rehearsal & Lunch on Convocation Day DDS(C)/Convocation-2017/27/17	16-02-2017	02-03-2017	03-03-2017 10:30 AM	03-03-2017 11-00 AM	1,500/-

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. Bid Security @ 2.5% of the total bid cost PO / Bank Guarantee in favor of Director Finance.

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. Tender documents should be submitted in Tender Box placed in office of ADP-II. NEDUET may reject all or any bid subject to relevant provision of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.

Bidders are requested to give their Best and Final Prices as “No Negotiations” is permitted. This Tender Notice and Tender Documents can also be seen on University Website [www.neduet.edu.pk](http://www.neduet.edu.pk) and SPPRA Website [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk).

  
Director Procurement  
15/2/2017

**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY****TENDER DOCUMENT****Directorate of Services****TITLE OF THE WORK**

1. ARRANGEMENT OF CANOPY FOR REHEARSAL AND CONVOCATION DAY
2. ARRANGEMENT OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH ON CONVOCATION DAY

DDS(C)/Convocation-2017/28/17

DBS (C) 15/02/17

P-139/c

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Directorate of Services

To,

The Director Services  
NED University of Engineering & Technology  
Karachi

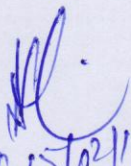
- Subject: -
1. ARRANGEMENT OF CANOPY FOR REHEARSAL AND CONVOCATION DAY
  2. ARRANGEMENT OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH CONVOCATION DAY

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 I accordance with said conditions.

Rs- \_\_\_\_\_ /- (Rupees \_\_\_\_\_)

2. We under take 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

  
15/02/17

**INSTRUCTIONS TO TENDERERS**

- a) Director Services, NED University of Engineering & Technology, calls tender for the "Arrangement of Canopy, Tea on Rehearsal Day and Refreshment On Convocation Day" in accordance with the Bill of Quantities attached here to be submitted on or before \_\_\_\_\_ hours on \_\_\_\_\_. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- b) The tender for the each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Director 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 shall not be considered.
- d) All tenderers or their representative are invited to present for the opening of the tender on \_\_\_\_\_ at \_\_\_\_\_ hours. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.
- e) Any tender/tenders without call deposit will not be entertained. Call deposit 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 their work order will be cancelled as per rule vide clause # 10 of terms & conditions and call deposit shall be forfeited.
- f) Detailed particulars of the work 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 thereof, with all items and blanks properly filled. All data, 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.
- h) All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- i) All prices quoted shall be deemed to include all costs of performing the works, i.e. labour, materials, transportation, income tax, GST, duties, octroi charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.

15/04/17  
Director

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- j) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
- k) "Incase of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined".
- l) 10% security deposit will be deducted from each bill on the paid amount of the contract, which will be returned after maintenance period of six months. :  
N/A
- m) The tender must signed on each and every page by a person(s) authorized to do so.
- n) The sample can be seen on any working day during the office hours.  
N/A
- o) "Engineer" means the Director Services of the University or any other Engineering appointed by him. :  
N/A
- p) Bids can be submitted against any one or both works. Earnest money should be submitted accordingly.

*Director Services*

*RC*  
DASCO  
15/02/17

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

## Directorate of Services

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### 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 Convocation-2017/ arrangements incase of any unsatisfactory 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, GST, 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. N/A
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*

ASG  
15/02/17

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**APPENDIX TO FORM OF TENDER**

2.5% of the bid price pay order. ....

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 on or before Rehearsal day

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**

  
DOSTCO  
15/02/17

**(BIDDING DATA)**

- (a). Name & Address of Procuring Agency  
NED University of Engineering & Technology,  
Main University road,  
Karachi.
- (b) Brief Description of Works  
Arrangement of Canopy for (i) Rehearsal and Convocation Day and, (ii) Refreshment on Rehearsal and Lunch on Convocation
- (c) Amount of Bid Security  
2.50% in shape of Payorder in favor of Director Finance NEDUET, Karachi.
- (d). Period of Bid Validity (days)  
60 days
- (e). Time of Completion  
Whole arrangement should be ready in all respect on or before Rehearsal Day.
- (f). Period of commencement from  
Immediately after issuance of the work order
- (g). Performance Bond  
2.5%
- (h). Deadline for Submission of Bids along with time.  
03.03.2017 10:30 AM
- (i). Liquidity damages:  
(0.1% of the contract amount per day for the remains un-commenced and un-completed after due date maximum of 10% and after than termination of contract
- (j). Eligibility  
- Registration with FBR for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board in case of Procurement of Works and Services as the case may and are not black listed in any procuring agency or authority.  
- At least three years relevant experience  
- At least three years turnover details including amount & award etc.

**Director Procurement**



CONVOCATION-2017

SUMMARY OF BID COST

1. Arrangements of Canopy for Rehearsal and  
Convocation Day-2017

Rs:

2. Arrangements of Canopy for Refreshment  
on Rehearsal and Lunch on Convocation Day

Rs:

**GRAND TOTAL AMOUNT (Inclusive with All Taxes)**

Rs:

*Signature of Contractor with Seal*

*Handwritten signature and date: 15/04/17*

**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**  
(Directorate of Services)

P-133/C

**Subject: B.O.Q FOR ARRANGEMENTS OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH ON CONVOCATION-2017 DAY**

**Reference: DDS(C)/Convocation-2017/28/17**

The Convocation-2017 of NED University of Engineering & Technology has been scheduled to be held in March, 2017. In this connection tender are invited for the arrangement of tenting, decoration, marquee, lighting, catering including laying, fixing/setting, serving etc. with all taxes which should be completed in all respect:

01	<b>Tea arrangement on Rehearsal Day</b> (Along with cutlery, crockery of approved quality and services of waiters would be in uniform etc.)					
	<b>MENU</b>	<b>QTY IN NOS.</b>	<b>RATE PER HEAD</b>	<b>TOTAL AMOUNT IN RUPEES</b>		
	Tea (Ready to Serve in Samawar)	750 Persons				
	Coffee (Ready to Serve in Samawar)					
Mixed Cookies (Approved quality)						
<b>Sub Total of 01</b>						
02	<b>Lunch arrangement on Convocation Day</b> (Along with Chairs setup, cutlery, crockery of approved quality and services of waiters would be in uniform etc.)					
	<b>MENU</b>	<b>QTY IN NOS.</b>	<b>RATE PER HEAD</b>	<b>TOTAL AMOUNT IN RUPEES</b>		
	Mutton Badami Quorma	750 Persons				
	Chicken Biryani					
	Fish Fry Bread Crumb					
	Nan (Live Tandoor)					
	Taftan					
	Raita					
	Salad Bar Continental					
	Assorted Chutney					
	Crunch Ice-Cream					
	Tea					
	Coffee					
	Cold Drink					
Mineral Water Dispenser						
<b>Sub Total of 02</b>						
03	<b>Lunch arrangement on Convocation Day</b> (Along with Standing Buffet, cutlery, crockery of approved quality and services of waiters would be in uniform etc.)					
	<b>MENU</b>	<b>QTY IN NOS.</b>	<b>RATE PER HEAD</b>	<b>TOTAL AMOUNT IN RUPEES</b>		
	Mutton Badami Quorma	4750 Persons				
	Chicken Biryani					
	Nan (Live Tandoor)					
	Taftan					
	Raita					
	Salad Bar Continental					
	Assorted Chutney					
	Crunch Ice-Cream					
	Tea					
	Coffee					
	Cold Drink					
	Mineral Water Dispenser					
<b>Sub Total of 03</b>						

Total Amount of 01

Rs: .....

Total Amount of 02

Rs: .....

Total Amount of 03

Rs: .....

**Grant Total Of 01, 02 & 03 [Inclusive with All Taxes]**

**Rs: \_\_\_\_\_**

*Handwritten signature and date: 15/02/17*

*Signature of Contractor with Seal*

P-132/C

**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**  
(Directorate of Services)

Subject: **B.O.Q FOR ARRANGEMENTS OF CANOPY FOR REHEARSAL AND CONVOCATION DAY-2017**

Reference: DDS(C)/Convocation-2017/28 /17

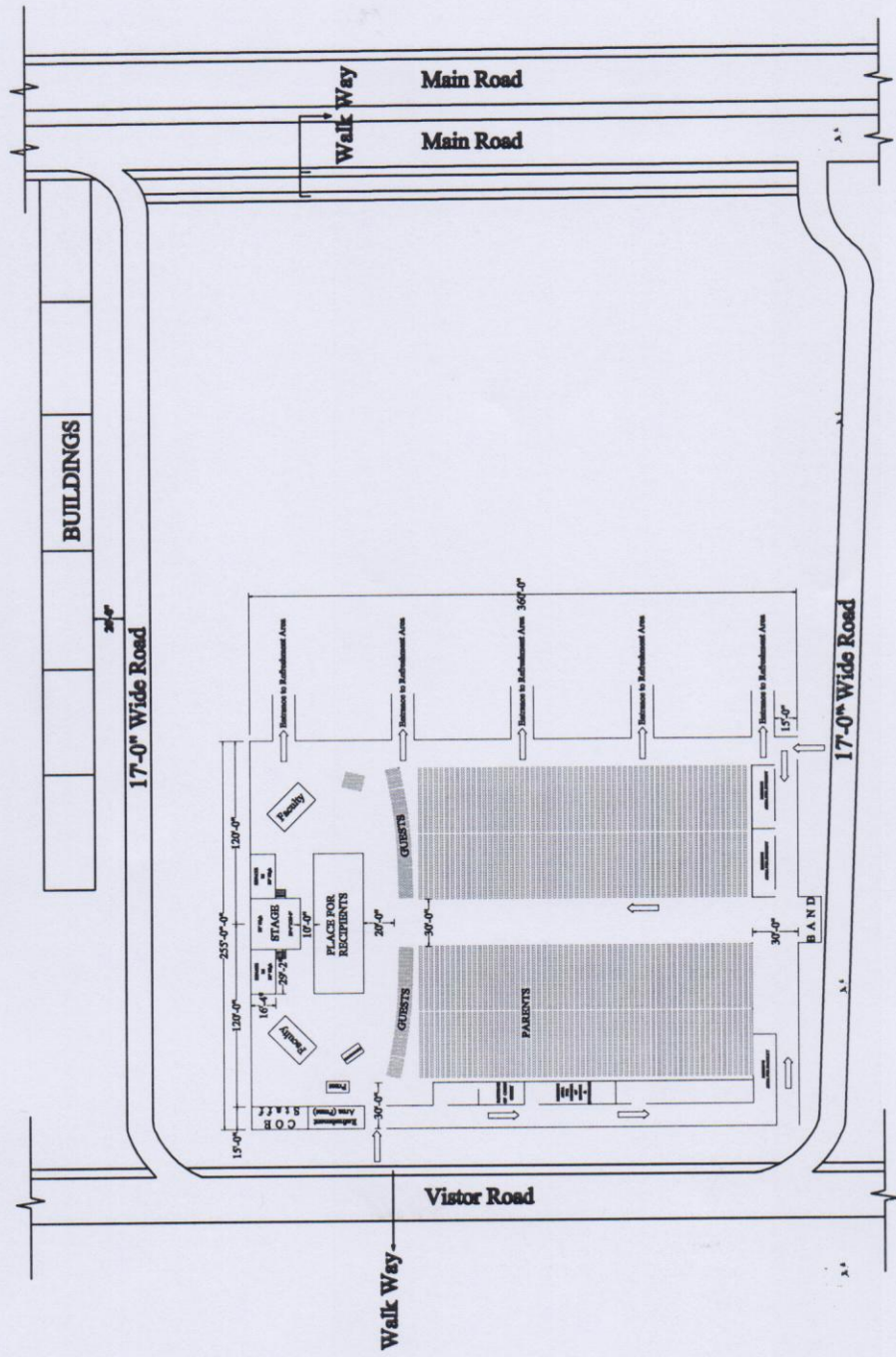
The Convocation-2017 of NED University of Engineering & Technology has been scheduled to be held in March, 2017. In this connection tender are invited for the arrangement of tenting, decoration, lighting including laying, fixing/setting, serving etc. with all taxes which should be completed in all respect:

S. NO.	DESCRIPTION	QTY. IN NOS. & SFT	RATE (RS.)	NUMBER OF DAYS	TOTAL AMOUNT IN RUPEES
<b>For Convocation Canopy arrangement</b>					
01	Shamiyana (15' x 30', Good quality for VIP arrangement)	225		02	
02	Pole Cover (Good quality for VIP arrangement)	275		02	
03	Qanat (Good quality for VIP arrangement)	175		02	
04	Stair with railing / handle (4 small & 4 large, Good quality)	08		02	
05	Carpet in different colour as approved	92000 Sft		02	
06	Sofa single seat (Good quality for VIP arrangement)	300		02	
07	Foam Chairs with cover (Good quality for VIP arrangement)	6000		02	
08	Foam Chairs with arms (Good quality for VIP arrangement)	75		02	
09	Tables (2'-6" x 4'-0", Good quality)	30		02	
10	Tables (8'-0" x 4'-0", Good quality)	120		02	
11	Central Tables (Good quality)	30		02	
12	Presidential Chairs (Good quality for VIP arrangement)	07		02	
13	Gazebo / Marquee (Good quality)	03		02	
14	Rope with Stands (Good quality)	100		02	
15	Water Tank (Good quality)	50		02	
16	Glasses (Good quality)	250		02	
17	Jugs (Good quality)	15		02	
18	Table Cover with Frill (Good quality)	10		02	
19	Mirror Glass (Good quality)	04		02	
20	VIP Sofa Sets (3 + 1 + 1 seat, Good quality)	02		02	
21	Additional Bamboo for back drop (30' length)	60		02	
22	Low level Table for Announcer Stage (Good quality)	12		02	
23	Pedestal Fan (Good quality, soundless) with wiring complete in all respect	150		01	
<b>TOTAL AMOUNT (Inclusive of All Taxes)</b>					

*Signature of Contractor with Seal*

  
 15/02/17

**DIRECTORATE OF SERVICES  
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**



**DRG.NO 02**

**INTERNAL SEATING ARRANGEMENT  
FOR  
CONVOCAION CANOPY - 2017**

**DRAWN BY**  
*Anis*

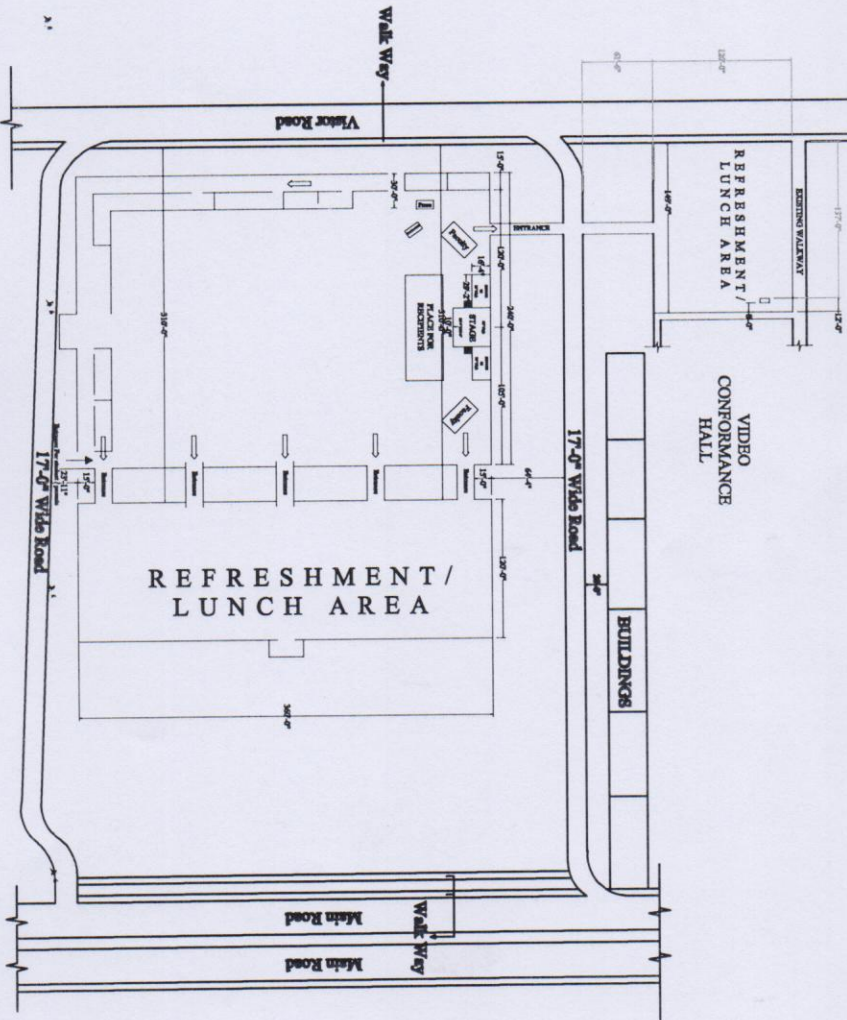
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*[Signature]*

**VERIFIED**  
*[Signature]*  
15/02/17

**SCALE**  
1/64"=1'-0"

**DIRECTORATE OF SERVICES**  
**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**

URBAN  
 ENGINEERING  
 DEPARTMENT



**DRG.NO** 01

**TITLE** LAYOUT PLAN FOR CONVOCATION CANOPY AREA - 2017

**DRAWN BY** Ans

**CHECKED BY** [Signature]

**VERIFIED** [Signature]

**SCALE** 1/64"=1'-0"

15/09/17