

# **BIDDING DOCUMENT**



## **Procurement of Furniture / Chairs for Students Class Rooms for Various Institutes / Departments / Offices and Campuses University of Sindh for the Financial Year 2025-2026**

Name of Company/Contractor: \_\_\_\_\_

NTN No. \_\_\_\_\_, Sale Tax Registration No. \_\_\_\_\_, SRB No. \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: (Tel) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email: \_\_\_\_\_

Bank Challan / Demand Draft of Rs. 5,000/- (PO No. \_\_\_\_\_ Dated: \_\_\_\_\_)

Advertisement Ref. PSO/UoS/1345 / Dated: 1<sup>st</sup> December 2025

Tender form Issuing Date & Time :	9 <sup>th</sup> December 2025 08:30 am
Tender submission Date & Time :	29 <sup>th</sup> December 2025 12:30 pm
Tender opening date & Time :	29 <sup>th</sup> December 2025 1:00 pm
Tendering Process :	SINGLE STAGE – ONE ENVELOPE

Purchase Store Office, Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro.  
Phone No. 03332601049 | Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)



# UNIVERSITY OF SINDH

## ALLAMA I.I. KAZI CAMPUS JAMSHORO

Tel. No. 022-9213-224 | Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

Purchase Store Officer

### CONSOLIDATED NOTICE INVITING TENDER (NIT)

University of Sindh, Jamshoro invites sealed bids under SPPRA Rule No. 15(b) – Open Competitive Bidding (National) from reputable companies, firms, and vendors registered with Income Tax and Sales Tax Departments, for the procurement of the following Goods:

Sr.	Tender Description	Issue from	To	Submission	Opening	Method	Bid Security	Performance Security	Turn Over (at least)
1.	Procurement of General Stationary Articles, Printing Papers and Press Material for Various Institutes / Departments / Offices, and Campuses University of Sindh for the financial year 2025-2026.	9 <sup>th</sup> December 2025 8:30 am to 3:00 Pm	29 <sup>th</sup> December 2025 Up to 10:00 am	29 <sup>th</sup> December 2025 12:00 pm	29 <sup>th</sup> December 2025 12:30 pm	Single Stage One Envelope	02%	05%	PKR 37 million.
	Procurement of Furniture / Chairs for Students Class Rooms for Various Institutes / Departments / Office and Campuses University of Sindh for the Year 2025-26	9 <sup>th</sup> December 2025 8:30 am to 3:00 Pm	29 <sup>th</sup> December 2025 Up to 10:00 am	29 <sup>th</sup> December 2025 12:30 pm	29 <sup>th</sup> December 2025 1:00 pm	Single Stage One Envelope	02%	05%	PKR 18 million.

#### Eligibility Criteria

The bidder must have a minimum of 03 years of experience in the relevant field and provide supply/work/completion certificates.

2. The bidder must submit Audit Reports of the last 3 years showing the required minimum turnover for each category.

3. The bidder must provide valid Income Tax (FBR) and Sales Tax (GST) registration certificates at the time of bid submission.

#### Bidding Document Fee & Bid Security

Bidding Document Fee: Rs. 5,000/- for each tender (non-refundable).

Bid Security: 2% of the total bid amount (refundable), in the form of a Pay Order in favor of Director Finance, University of Sindh, Jamshoro.

Bidding documents may be obtained from and submitted to the office of the undersigned according to the above schedule.

Detailed bidding documents are also available on the following websites:

[www.usindh.edu.pk](http://www.usindh.edu.pk)

<https://portalsindh.eprocure.gov.pk/#/>

Bid opening will be conducted at the office of the undersigned as per the above-mentioned dates and times.

#### General Terms

In case of any unavoidable circumstances or if the Government declares a holiday on the scheduled submission/opening date, the bids will be submitted/opened on the next working day at the same time and venue.

The Procuring Agency reserves the right to reject any or all bids in accordance with Rule 25 of SPP Rules 2010 (Amended up to date).

**Purchase Store Officer**

University of Sindh

Bungalow No. A-05, Allama I.I. Kazi Campus, Jamshoro-

76080. Tel. No. 022-9213-224 | email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

## CONTENTS

<b>S #</b>	<b>TITLE</b>	<b>P #</b>
01.	NIT	01
02.	Introduction	02
03.	Instructions	03
04.	Demand / Specification of Material	04
05	Bidding Data	08
06.	Bidder Qualification Criteria	09
07.	Terms & Conditions	10
08.	Integrity Pact	12

1. **Introduction**

**Dear Tenderer:**

Thank you for the interest you have shown in response to the advertisement of University of Sindh which has floated on University of Sindh & SSPRA websites for “**Furniture / Chairs for Students Class Rooms for Various Institutes / Departments / Offices and Campuses University of Sindh for the Year 2025-2026.**”

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

**Thank you.**

**PRUCHASE STORE OFFICER**

Bungalow No. A-5,  
Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro-76080.  
Phone No. + 92-22- 9213224  
Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

## 2. INSTRUCTIONS

- a. The University of Sindh (UoS) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp every page. Moreover, attach required supporting document according to the requirement.
- b. It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- c. You can collect the Tender Document from the office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080 from **9<sup>th</sup> December 2025 to 29<sup>th</sup> December 2025** during working hours 8:30 a.m. to 12:30 p.m. (Up to Last date 29<sup>th</sup> December 2025 Time: 12:30 pm)
- d. The last date of submit the Tender Document in sealed envelope is **29<sup>th</sup> December 2025 by 12:30 p.m.** in the Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **1:00 pm** in the presence of representatives who may care to attend.
- e. **Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of favor of Director Finance University of Sindh Jamshoro.**
- f. Successful bidder should provide **5% Performance Security** of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. University of Sindh Jamshoro may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

---

Stamp & Signature

3. **DEMAND / SPECIFICATION OF MATERIAL**

Sr.	Name of Item	Quantity		Unit Rate with all Taxes	Total Amount
1.	Executive Table veneer Sheet standard Polished Size 6x'4'x2½' three drawers laminated top glass brown 5 mm with side rack <b>(Sample Picture Must be Attached) or equivalent</b>	15	Nos.		
2.	<p><b>High-Back Executive Revolving Chair – Technical Specifications</b></p> <p><b>1. General</b></p> <ul style="list-style-type: none"> <li>○ High-back executive office chair with cushioned seat and back.</li> <li>○ 360° revolving, height adjustable, with tilt/recline mechanism.</li> <li>○ Suitable for 8–10 hours daily use.</li> </ul> <p><b>2. Dimensions (Approx.)</b></p> <ul style="list-style-type: none"> <li>○ Overall width (arm-to-arm): 650–700 mm</li> <li>○ Overall depth: 650–700 mm</li> <li>○ Seat width: 500–550 mm</li> <li>○ Seat depth: 480–520 mm</li> <li>○ Seat height from floor: 450–550 mm (adjustable)</li> <li>○ Back height from seat: 750–850 mm</li> </ul> <p><b>3. Seat &amp; Back Construction</b></p> <ul style="list-style-type: none"> <li>○ Internal frame of MS tube / flat welded structure.</li> <li>○ High-back with ergonomic contour, lumbar and shoulder support.</li> <li>○ Seat and back foam: molded / cut PU foam, density 40 ±2 kg/m<sup>3</sup> (seat) and 32–38 kg/m<sup>3</sup> (back).</li> <li>○ Minimum foam thickness: seat 80–90 mm, back 60–70 mm.</li> </ul> <p><b>4. Upholstery</b></p> <ul style="list-style-type: none"> <li>○ Black PU / bonded leather upholstery on seat, back and arm pads.</li> <li>○ Upholstery stitched with decorative seams as shown; tear, scratch and stain resistant.</li> <li>○ Shade: Black, or as approved by Client.</li> </ul> <p><b>5. Armrests</b></p> <ul style="list-style-type: none"> <li>○ Fixed loop-type armrests in injection-molded PP / ABS or die-cast metal with plastic cladding.</li> <li>○ Top arm pads cushioned with PU foam and upholstered in matching PU leather.</li> </ul> <p><b>6. Mechanism &amp; Adjustments</b></p> <ul style="list-style-type: none"> <li>○ Centre tilt / knee-tilt mechanism with single-locking in working position.</li> <li>○ Adjustable tilt tension by rotary knob according to user weight.</li> <li>○ Gas-lift height adjustment using pneumatic gas cylinder (Class 3/4), tested for minimum 80,000 cycles.</li> <li>○ 360° smooth revolving.</li> </ul> <p><b>7. Base &amp; Castors</b></p> <ul style="list-style-type: none"> <li>○ 5-star base in chrome-plated steel / aluminum / reinforced nylon.</li> </ul>	40	Nos.		

	<ul style="list-style-type: none"> <li>○ Each leg fitted with dual-wheel castors Ø50 mm suitable for hard and soft floors.</li> <li>○ Static load capacity of chair not less than 110–120 kg.</li> </ul> <p><b>8. Finish &amp; Workmanship</b></p> <ul style="list-style-type: none"> <li>○ All metal parts rust-protected and powder-coated / chrome-plated.</li> <li>○ No sharp edges; all corners rounded.</li> <li>○ Stitching neat and uniform; foam and fabric firmly fixed, no sagging.</li> </ul> <p><b>9. Warranty</b></p> <ul style="list-style-type: none"> <li>○ Minimum one (1) year warranty against manufacturing defects in frame, foam, mechanism, gas lift, castors and upholstery.</li> </ul> <p><b>(Sample Picture Must Attached) or equivalent</b></p>				
3.	<p>Computer Table veneer Sheet standard Polished Size 2 ½ x 4x2½' with three draws</p> <p><b>(Sample Picture Must be Attached) or equivalent.</b></p>	30	Nos.		
4.	<p><b>Visitor / Staff Chair – Cantilever Base (Mesh Back) – Technical Specifications</b></p> <ul style="list-style-type: none"> <li>● <b>Type: Fixed visitor / staff chair with cantilever (sled) base, without wheels or swivel.</b></li> <li>● <b>Usage: Meeting rooms, visitor seating, reception and general office use.</b></li> <li>● <b>Overall Dimensions (Approx.):</b> <ul style="list-style-type: none"> <li>○ Seat width: 480–520 mm</li> <li>○ Seat depth: 450–480 mm</li> <li>○ Seat height from floor: 440–460 mm</li> <li>○ Back height from seat: 550–600 mm</li> </ul> </li> <li>● <b>Frame &amp; Base:</b> <ul style="list-style-type: none"> <li>○ One-piece cantilever base in MS oval min. 32 × 1.2 mm or 30 × 15 × 1.6 mm.</li> <li>○ Fully welded structure, chrome-plated / nickel-chrome finish.</li> <li>○ Non-slip plastic / rubber shoes on all contact points to protect floor and prevent sliding.</li> </ul> </li> <li>● <b>Seat:</b> <ul style="list-style-type: none"> <li>○ Internal seat frame in MS tube / flat welded.</li> <li>○ Cushion: molded / cut PU foam, density 40 ±2 kg/m<sup>3</sup>, min. thickness 50–60 mm.</li> <li>○ Upholstery: black fabric or PU leather (as specified), abrasion and stain resistant, neatly stitched.</li> </ul> </li> <li>● <b>Backrest:</b> <ul style="list-style-type: none"> <li>○ Ergonomic high back with slight lumbar curve.</li> <li>○ Back frame in MS / reinforced plastic.</li> <li>○ Mesh backrest in high-tensile polyester/nylon mesh for ventilation and comfort, tightly stretched and sag-free.</li> </ul> </li> </ul>	120	Nos.		

	<ul style="list-style-type: none"> <li>• <b>Armrests:</b> <ul style="list-style-type: none"> <li>○ Fixed arms integral with side frame.</li> <li>○ Arm tops in molded PP/ABS plastic or padded PU, rounded edges, black finish.</li> </ul> </li> <li>• <b>Finish &amp; Quality:</b> <ul style="list-style-type: none"> <li>○ All metal surfaces rust-treated before plating; welds ground smooth.</li> <li>○ No sharp edges or visible burrs; chair stable without rocking.</li> <li>○ Minimum static load capacity: 110 kg.</li> </ul> </li> <li>• <b>Warranty:</b> <ul style="list-style-type: none"> <li>○ Minimum one (1) year warranty against manufacturing defects in frame, foam, mesh and upholstery.</li> </ul> </li> </ul> <p><b>(Sample Picture Must Attached) or equivalent</b></p>				
5.	<p><b>Plastic Chairs for Students Classroom</b>  <b>Chairs Specifications Overall Chair Dimension:</b>  Back height 30 seat height 17.5" Chair width: 22" Chair Depth (Fram Arm to Shell Black): 29" Tablet Arm Height (From Black) 26" Tablet Arm Height (From Front) 28" Shell Seat Width: 17.5"</p> <p><b>Metal Frame Structure:</b>  Legs Frame made of 1" 18 Gauge pipe (ILL Karachi)  Shell Seat Support sand footrest support frame made of 3/4" 18 gauge of (ILL KARACHI)  Tablet Arm Frame made of 3/4 16-gauge pipe of (ILL KARACHI)  Complete frame Powder Coated with Berger Bercoat Powder Coating paint Baked at 250" Celsius</p> <p><b>Plastic Parts Structure:</b>  Plastic shell seat and writing pad made with mixture of best quality polypropylene and  Co- polypropylene Plastic Footrest boots shell and writing paid gripping washer made of best quality low density polyethylene plastic material.  Plastic Shell and Writing pad properly packed in polyethylene Bags  Plastic footrest boots shell and writing pad gripping washer's faces should be properly shaped molded according to the actual pipe size for best fitting</p> <p><b>Chairs Assembling and Fitting:</b>  Plastic Shell seat properly fitted/ fixed with chair frame with 4 screw and 4 shell gripping washers Plastic Writing pad properly fitted/ fixed with tablet arm frame with 9 screws and 9 writing pad gripping washers complete tablets Arm fatted/ fixed with chair with 4 nos carriage bolts with flange head nuts.  Plastic Footrests Should be fitted/ fixed with mental footrest Support via 2 Nos of Screws</p> <p><b>(Sample of the Chair must be provided on or before the Tender opening date and time) or equivalent.</b></p>	2000	Nos.		
6.	Plastic Bowl for Student Chairs (Sample Picture Must Attached) or equivalent.	500	Nos.		
7.	Chip Board lamination Sheets 8'x4'x3/4" or equivalent	50	Nos.		
8.	<p><b>Fixed Auditorium / Lecture Chair with Writing Tablet – Detailed Technical Specifications</b></p> <p>1. <b>General</b></p> <ul style="list-style-type: none"> <li>○ Single–seater, floor–fixed auditorium / lecture chair with foldable writing tablet.</li> <li>○ Suitable for continuous institutional use (universities, auditoriums, seminar halls).</li> </ul>	80	Nos.		

<p><b>2. Overall Dimensions (Finished Chair – Approx.)</b></p> <ul style="list-style-type: none"> <li>○ Overall width (Centre-to-Centre): <b>550–600 mm.</b></li> <li>○ Overall depth (front of writing tablet folded to back): <b>650–700 mm.</b></li> <li>○ Seat height from finished floor level (FFL): <b>430–460 mm.</b></li> <li>○ Top of backrest from FFL: <b>950–1050 mm.</b></li> <li>○ Writing tablet usable area: minimum <b>450 mm × 300 mm.</b></li> </ul> <p><b>3. Metal Frame &amp; Structure</b></p> <ul style="list-style-type: none"> <li>○ Legs / Standards: <ul style="list-style-type: none"> <li>▪ Fabricated from MS rectangular tube 25 X 50 × 1.2mm (minimum wall thickness 2.0 mm).</li> <li>▪ Base plate in MS plate 4–5 mm thick with minimum two 10 mm anchor holes on each foot.</li> </ul> </li> <li>○ Seat Support Frame: <ul style="list-style-type: none"> <li>▪ Front and rear cross members in MS rectangular tube 19 × 19 × 1.2 mm.</li> <li>▪ Side brackets in MS flat 40 × 6 mm or tube equivalent.</li> </ul> </li> <li>○ Back Support Frame:</li> <li>○ All joints fully welded (MIG / Arc), ground smooth, de-burred and rust-treated (degreasing, phosphating) before powder coating.</li> </ul> <p><b>4. Seat &amp; Back Shells</b></p> <ul style="list-style-type: none"> <li>○ Both seat and back shall have injection-molded plastic outer shells: <ul style="list-style-type: none"> <li>▪ Material: PP / HDPE, copolymer grade, UV and impact resistant.</li> <li>▪ Shell thickness: minimum 4 mm.</li> <li>▪ Shells screwed to inner metal frame with minimum M6 machine screws and nylon lock nuts; no sharp fasteners exposed.</li> </ul> </li> <li>○ Shells contoured to provide lumbar support and shoulder support, matching human body curve.</li> </ul> <p><b>5. Seat &amp; Back Cushioning</b></p> <ul style="list-style-type: none"> <li>○ Foam: <ul style="list-style-type: none"> <li>▪ High-resilience polyurethane foam, density 40 ±2 kg/m<sup>3</sup> for seat, 32–38 kg/m<sup>3</sup> for back.</li> <li>▪ Seat foam thickness at centre: minimum 75 mm; back foam 50–60 mm.</li> </ul> </li> <li>○ Profile: <ul style="list-style-type: none"> <li>▪ Seat front with waterfall edge to reduce pressure on thighs.</li> <li>▪ Backrest with defined lumbar bulge and head support curve.</li> </ul> </li> </ul> <p><b>6. Upholstery</b></p> <ul style="list-style-type: none"> <li>○ Heavy-duty upholstery fabric: <ul style="list-style-type: none"> <li>▪ GSM: minimum 250 g/m<sup>2</sup>; Martindale abrasion resistance ≥ 30,000 rubs (or equivalent).</li> <li>▪ Colour fastness to light and rubbing: minimum grade 4.</li> <li>▪ Shade: to be approved by the Client from standard colour range.</li> </ul> </li> <li>○ Fabric tightly stretched and neatly finished with concealed stitching; no wrinkles or loose areas.</li> </ul>				
--	--	--	--	--

<p><b>7. Armrests &amp; Side Panels</b></p> <ul style="list-style-type: none"> <li>○ Armrest tops in <b>seasoned hardwood</b> or <b>18–19 mm MDF with high-pressure laminate (HPL)</b>: <ul style="list-style-type: none"> <li>▪ Minimum width <b>70–80 mm</b>, radius edges.</li> </ul> </li> <li>○ Fixed to MS side standards with concealed screws.</li> <li>○ Side panels may be padded with PU foam (minimum 15 mm) and upholstered to match seat &amp; back.</li> </ul> <p><b>8. Writing Tablet (Foldable)</b></p> <ul style="list-style-type: none"> <li>○ Board: 18–19 mm thick MDF / plywood.</li> <li>○ Top surface: HPL / post-forming laminate, 0.8 mm thick, scratch- and stain-resistant.</li> <li>○ Size: min. 250 × 300 mm, suitable for A4 size file and laptop.</li> <li>○ Mechanism: <ul style="list-style-type: none"> <li>▪ Heavy-duty MS arm in 25 × 5 mm flat</li> <li>▪ Smooth noiseless folding action; tablet folds to vertical at side of chair.</li> <li>▪ Mechanism must hold tablet rigid in open position with no wobble.</li> </ul> </li> </ul> <p><b>9. Finish of Metal Parts</b></p> <ul style="list-style-type: none"> <li>○ Pretreatment: Degreasing, derusting / phosphating.</li> <li>○ Powder coating: Thermoset polyester powder, minimum thickness <b>50–60 microns</b>.</li> <li>○ Colour: dark brown / black or as specified by Client.</li> </ul> <p><b>10. Fasteners &amp; Assembly</b></p> <ul style="list-style-type: none"> <li>○ All structural fasteners zinc-plated / chrome-plated to resist corrosion.</li> <li>○ No open nuts/bolts projecting into user area; capped or concealed where exposed.</li> <li>○ Seat and back modules shall be field-replaceable without cutting or welding.</li> </ul> <p><b>11. Installation Requirements</b></p> <ul style="list-style-type: none"> <li>○ Chair to be floor-fixed with minimum M8 / M10 mechanical anchors or chemical anchors, as per manufacturer's recommendation.</li> <li>○ Contractor to supply all anchors, bolts, templates and labour for complete installation.</li> <li>○ Layout drawing showing row spacing, centre-to-centre distance, and aisle widths to be approved by Client before installation.</li> </ul> <p><b>12. Performance &amp; Safety</b></p> <ul style="list-style-type: none"> <li>○ Chair shall be stable without rocking; minimum factor of safety 3 for all structural members.</li> <li>○ All corners rounded; no sharp edges or burrs.</li> <li>○ Fire-retardant foam and fabric (conforming to local fire regulations) shall be provided where specified.</li> </ul> <p><b>13. Warranty &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>○ Minimum <b>one (1) year</b> warranty against manufacturing defects in frame, foam, upholstery, tablet mechanism and finish.</li> </ul>				
--	--	--	--	--

	<ul style="list-style-type: none"> <li>○ Bidder to submit product catalogue, compliance sheet against above specifications, and sample chair for approval when required.</li> </ul> <p><b>(Sample Picture Must Attached) or equivalent.</b></p>				
	<b>Total Amount:</b>				
	<b>Total Bid Security 2%</b>				

**Total Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

**Total Bid Security 2% Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Stamp & Signature**



**Executive Table veneer Sheet standard Polished Size**



**Plastic Chairs for Students Classroom**



**(Visitor / Staff Chair – Cantilever Base (Mesh Back))**



**Visitor / Staff Chair – Cantilever Base (Fully Upholstered Back)**



**High-Back Executive Revolving Chair**



**High-Back Executive Revolving Chair**



**Fixed Auditorium / Lecture Chair with Writing Tablet**

4. **BIDDING DATA**

- a. **Name of Procuring Agency:** Purchase & Stores Office, University of Sindh, Jamshoro.  
**Brief Description of Works:** Provide & Supply of Furniture / Chairs for Students Class Rooms for Various Institutes / Departments / Office and Campuses University of Sindh for the Year 2025-26
- b. **Procuring Agency's address:** - Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
- c. **Amount of Bid Security:** - **Bid Security of 2%** of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only **in favor of Director Finance University of Sindh.**
- d. **Period of Bid Validity (days):** - Ninety Days
- e. **Performance Security Deposit:** Successful bidder should provide **5% Performance Security** of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- f. **Deadline for Submission of Bids along with time:** - The **last date of submit the Tender Document sealed envelope on 29<sup>th</sup> December 2025 by 12:30 pm** in the Office of the Purchase & Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened date & time at **29<sup>th</sup> December 2025 1:00 pm** in the presence of representatives who may care to attend.
- g. **Venue, Time, and Date of Bid Opening:** Tender will be opened on **29<sup>th</sup> December 2025 at 1:00 P.M** at Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- h. **Time for Completion from written order of commence:** *-one week*
- i. **Liquidated damages:** - 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- j. **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

*(PO/DD) #....., Amount: Rs.....*

*Drawn on Bank.....Dated.....*

\_\_\_\_\_  
**Stamp & Signature**

5. **BIDDER QUALIFICATION CRITERIA**

Sr.	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1.	Last 3 years' relevant experience Supply / Work / Service completion Certificate (2022-2023, 2023-2024 and 2024-2025)	
2.	Last 3 years' turnover with minimum 18 million (per year) as bank statement Audit Report / Chartered Accountant Report) (2022-2023, 2023-2024 and 2024-2025)	
3.	"Income Tax / Sales tax registration (both NTN & GST)" certifications	

**Bid Evaluation Criteria:**

The bids will be evaluated based on lowest items rate keeping in view our required configuration fulfillment of mandatory criteria only.

\_\_\_\_\_  
**Stamp & Signature**

6. **TERMS & CONDITIONS**

*The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:*

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier / distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, University of Sindh will not be responsible for any claim(s) /responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum up to 10%.
- (v) **Inspection:** Physical inspection will be carried out by University of Sindh authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the relevant departments through store section as per mentioned in supply order receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to (ix) remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Purchase Store Officer, University of Sindh, Jamshoro.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xviii) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.
- (xix) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in favor of Director Finance University of Sindh.

\_\_\_\_\_  
**Stamp & Signature**

- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the University of Sindh Jamshoro and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Jamshoro binding to the parties.
- (xxi) **Performance Security:** Successful bidder should provide **5% Performance Security** of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Rights:** University of Sindh reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. University of Sindh also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiv) **Tender Document:** Tender Document available at the Office of Purchase Store Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxvi) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvii) **Submission of Tender:** Last date for submission is **29<sup>th</sup> December 2025 Time 12:30 pm**
- (xxviii) **Opening of Tender:** Tender will be opened on **29<sup>th</sup> December 2025 at 1:00 pm** at Office of the Purchase & Stores Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxix) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxx) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxxi) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxii) **Active Taxpayer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to University of Sindh, Jamshoro.
- (xxxiii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.

\_\_\_\_\_  
**Stamp & Signature**

7. **INTEGRITY PACT**

Declaration of Charges Fees, commission, Taxes Levies etc. payable by the manufacturer / supplier / Distributor works.

M/s, \_\_\_\_\_ The manufacturers / companies / distributor / firm hereby declare that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing, the manufacturers / companies / distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the University of Sindh directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the University of Sindh , except that which has been expressly declared pursuant hereto.
- (c) The manufacturers / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the University of Sindh under any law, contract, or other instrument, be stand void at the discretion of the University of Sindh.
- (d) Notwithstanding any right and remedies exercised by the University of Sindh in this regard, manufacturers / companies / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the University of Sindh in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the manufacturers / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the University of Sindh .

**NOTE:**

***This integrity pact is mandatory requirement other than auxiliary services / works.***

-----  
**Stamp & Signature**

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE & STAMP**