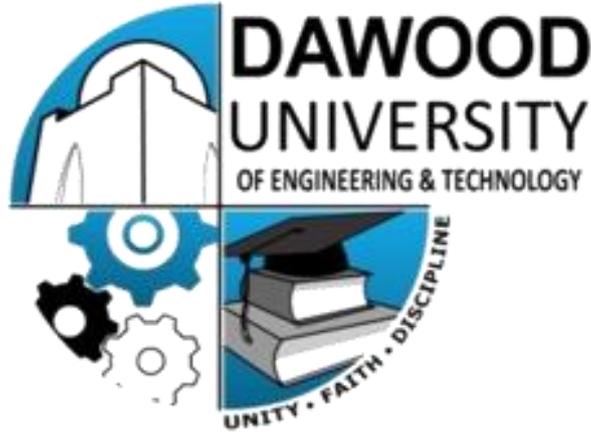


**DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY  
M.A. JINNAH ROAD, KARACHI**



**BIDDING DOCUMENT FOR.**

**PROCUREMENT OF VARIOUS SERVICES  
FOR DUET ANNUAL DINNER 2026**

- *Complete Decoration Setup in all aspects*
- *Food & Catering*
- *Entertainment Band Performance for the event with Stage Setup & Lighting*
- *Live OB System*
- *Complete Video & Photography*
- *SMD with complete setup*

***Name of Company/Firm*** \_\_\_\_\_

**Complete Address & Valid Contact Details:** \_\_\_\_\_

**NTN NO:** \_\_\_\_\_

**GST NO:** \_\_\_\_\_

**SRB NO:** \_\_\_\_\_

CONTRACTOR SIGNATURE WITH STAMP

**DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)**

**New M.A. Jinnah Road, Karachi-748000(PAKISTAN)**

PHONE: 021-99231195-98, 99230307, 99232381

DUET/NIT/ANNUAL DINNER/2026-02

**NOTICE INVITING TENDER**  
**(THROUGH SPPRA EPADS PORTAL)**

Under the relevant provisions of the SPP Rules 2010 (amended till to date), Dawood University of Engineering & Technology (DUET) invites the bids online through the e-Pak Acquisition & Disposal System (EPADS) from experienced firms in the relevant field for the following decoration & catering services required for the Annual Dinner 2026 for 350 Persons. The tentative estimated cost for organizing whole event is Rs. 1.785 Million. Venue Charges will be paid separately as per actual.

- **Complete Decoration Setup in all aspects**
- **Food & Catering**
- **Entertainment Band Performance for the event with Stage Setup & Lighting**
- **Live OB System**
- **Complete Video & Photography**
- **SMD with complete setup**

Interested bidders shall provide the Fixed Amount of Bid Security **Rs. 89,250/-** and non-refundable tender fee **Rs. 3000/-** in the shape of pay order in the name of Dawood University of Engineering & Technology (DUET) Karachi, under the relevant provision of SPP Rules 2010 (Amended to date).

Eligibility: **Income Tax, GST/NTN and SRB** registered firms (as per SPPRA Rule)

Method of Procurement: Single Stage – Single Envelope Procedure (Technical & financial Proposal both)

Bidding Documents can be obtained and shall be submitted online through EPADS as per mentioned below schedule. EPADS web: <https://portalsindh.eprocure.gov.pk/#/> and will also be available on DUET own website: [www.duet.edu.pk](http://www.duet.edu.pk) . Supplier are advised to get the registration on EPAD portal at <https://sindh.eprocure.gov.pk/#/supplier/registration> . Original Bid Security & Tender Fee (Non-Refundable) in shape of Pay Order in favour of Dawood University of Engineering & Technology (DUET) shall be submitted at Director (W&S), Convener Procurement Committee at the time of submission mentioned below.

Date of Issuance of Bidding Document on EPADS: 19-02-2026 to 05-03-2026 (up to 11:00 am)

Last Date & Time for submission of Bid on EPADS: 05-03-2026 (02:00 pm)

Date & Time for Opening of Bid on EPADS: 05-03-2026 (02:30 pm)

In case of any Govt. Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule.

**Under the following conditions Bid shall be rejected:**

- **Conditional and telegraphic bids/tenders**
- **Without Bid Security & Tender Fee (Non-Refundable)**
- **Original Bid Security & Tender fee received after specified date and time of submission of bids.**
- **Bidding Document is received without Signature & Stamp.**
- **Bid submitted without required documents as per the qualification criteria provided in the bidding document.**
- **Currently blacklisted firms (Contractor shall submit the undertaking on stamp paper that currently the firm is not a blacklisted firm)**

All other terms & conditions are mentioned in the bidding documents. The procuring agency reserves the right to reject all or any bids subject to the relevant provision of Sindh Public Procurements Rules 2010 (amended till to date).

**Procurement officer**  
**DUET**

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## **BIDDING DATA SHEET**

Scope of Procurement:	<p><b>SCOPE OF PROCUREMENT:</b> Procurement of Various Services for Annual Dinner Event for 350 persons as per BOQ with an estimated cost for the whole event is <b>1.8 Million</b></p> <p>Vendor shall pay the venue charges to be paid separately for venue as per actual invoice.</p>
Eligibility to Bid	Income Tax – GST, NTN and SRB Registered Firms must be active tax payer, under the relevant provisions of SPP rules 2010 (amended upto date)
Bid Price	<p>Bid Price: Price Shall be quoted in Pak Rupees inclusive of all Govt. applicable taxes</p>
Validity of Bid	<p>Validity of Bid: Bid shall be valid for 90 Days from the date of opening of bid.</p>
Language of Bid	<p>Language of Bid: Language of Bid shall be in English</p>
Submission of Bid	<p>Bidder shall submit: All bids must be submitted online on the SPPRA EPADS portal</p>
Bid Security	<p><b>Bid Security:</b> <b>RS. 90,000/- FIXED AMOUNT in shape of Pay Order in favor of Dawood University of Engineering &amp; Technology (DUET), Karachi</b></p>
Issuance of Bidding Document	As mentioned in the NIT on page 02
Place and Deadline for Submission of Bid:	Online Through EPADS as mentioned in the NIT on page 02
Opening of Bid (Place, Date & Time)	Online Through EPADS as mentioned in the NIT on page 02
Performance Security	<p>Performance Security: The successful Bidder shall furnish the performance security 05% in shape of Pay Order within 05 Days of the receipt of notification of award or the bid security of successful bidder will be kept on account of performance security to be released after final payment. In case poor performance observed then liquidated damages will be imposed and to be deducted from the security amount under the relevant provision of SPP rules 2010 (amended to date)</p>
Signing of Contract Agreement	<p>Contract Agreement shall be signed within 05 days or earlier a day before event/delivery after the receipt of award of contract to be affixed with stamp duty 0.35% or as per govt. applicable rates (charges to be paid by bidder)</p>

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## **INSTRUCTIONS FOR BIDDERS:**

### **1. BIDS:**

Sealed bids or Rates (Inclusive all Govt. applicable Taxes) shall be for the supply of material/items/services as described in the Schedule of Requirements / Bill of Quantities at DUET Karachi and shall meet the following conditions.

- 1.1 Bids shall be valid for 90 days from the date of the opening of tenders failing which their offer shall not be considered and will be rejected on the spot.
- 1.2 Tenders shall not be entertained if not submitted on SPPRA EPADS Portal.
- 1.3 Bidders must have an office at Karachi failing which their offer will not be considered.
- 1.4 After submission & opening of tenders no change will be allowed in any case.
- 1.5 All applicable taxes including GST on goods and SRB on services should be included in the total quoted price.
- 1.6 **All the information provided in the bid should also be adequately supported by relevant documents/Performance Certificate / Supply Orders / Completion Certificate and technical brochures/ pictures of events organized in past/current. Bidders may attach documents highlighting the competitive edge and unique features of their proposals.**
- 1.7 Incomplete tenders will be rejected.
- 1.8 The DUET Authority reserves the right to accept or reject any or all the bids or increase or decrease the quantity of items/services subject to relevant provision of SPPRA Rules 2010 (amended upto date).
- 1.9 In case of agents bidding for the tender, they must enclose original Performa Invoice/Fax copy/Quotation from their Principals failing which their offers may be ignored.
- 1.10 **The bidder must submit following documents along with their offer failing which their offer will be rejected:**
  - 1.10.1 Manufacturer Authorization Certificate if SUB CONTRACTOR / SUPPLIER.
  - 1.10.2 List of Technical Staff.
  - 1.10.3 List of Similar Services Provided to public sector, Govt. Department, Autonomous & Semi-Autonomous Bodies along with Satisfactory Report of work completion.
  - 1.10.4 List of clients in Pakistan for a similar work / supply.
  - 1.10.5 The bidder must provide a certificate that all items/material are as per required standard & at Latest version and as per specification provided by Procuring Agency.

**Non-Black List Affidavit / Undertaking (on E-Stamp Paper of Rs. 500/- that currently Firm is not a blacklisted firm in any Govt. / Semi Govt Department/Organization/Educational Institutions/University.**

- 1.10.6 Bidder should propose all BOQ items to be strictly compliant with technical specification/Schedule of Requirements; no optional item/material will be accepted. Sample would be examined if or whenever required before award of contract as low quality material will not be accepted in any case. Only good quality neat & clean items/stuff will be supplied/installed.
- 1.10.7 **Each Page of Tender Document along with supporting document must be signed & stamped by the Bidder/Supplier.**
- 1.10.8 Form of Tender / BOQ / schedule of requirement must be filled properly by the Bidder (Annexure A)
- 1.10.9 Last 05-years Annual Turn Over at least twice time more than estimated cost or as per SPPRA guidelines para 2.16 A(iv).

## **2. BID SECURITY**

**The bidder should submit their bid along with a Pay Order Rs. 90,000/- fixed amount as Earnest Money / Bid Security in the name of Dawood University Of Engineering & Technology (DUET), Karachi and valid for 28 days beyond the validity of the bid i.e. 90 Days from the date of opening of bids or under relevant provision of SPP rules 2010 (amended)**

- 2.1 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security/Bond.
- 2.2 The bid security may be forfeited.
- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form/Form of Bid (Annexure A) & as per clause 2.
- (b) In the case of a successful Bidder if the Bidder fails:
- (i) to sign the contract
- (ii) to furnish performance security
- 2.3 If a bid valid for a shorter period (as per terms & conditions clause 2.) shall be rejected by the Procuring agency as nonresponsive.
- 2.4 Bid Security shall be released to the unsuccessful bidder once the contract has been signed with the successful bidder or validity period has expired as per SPP Rules 2010 (amended till to date) of rule 37 (1) & 37 (2).

**3. PERFORMANCE SECURITY**

3.1 Performance Security equal to 05% of the Contract Awarded Cost shall be furnished within 05 days of issuance of letter of Intent or Purchase Order/Supply Order as per **Annexure-B OR in the form of Pay Order/Bank Guarantee**

3.2 Validity of Performance Security: Performance Security will be released after 60 Days Beyond the date of completion of contract only after issuance of Certificate of Satisfactory to be issued from Concerned Procurement Committee / Procuring Agency's Designated Officer/ Procurement Section subject to fulfil all the required formalities as per rule. In case of Warranty the Performance Security shall be released only after the completion of Warranty or Guarantee Period.

**4. ALTERNATIVE PROPOSALS**

If any bidder submits alternative proposal (s), complete information on alternative items/material should be submitted on separate (Inclusive all Govt. applicable Taxes) Bidding Documents along with separate (Inclusive all Govt. applicable Taxes) Bid security of same amount

**5. VALIDITY OF PRICES**

The prices quoted should be valid for a period of at least 90 days from the date fixed for opening of tenders.

**6. SIGNING OF THE AGREEMENT**

Within 05 days of the issuance of the letter of intent / Purchase Order the successful bidder will be required to sign a Contract Agreement or earlier (duly affixed by stamp duty) with the Procuring Agency (i.e., The DUET Karachi) for the supply of such quantity/ required services in whole or in part of the tendered stores as clarified in the letter of intent / Purchase Order.

**7. BREACH OF CONTRACT**

In case of breach of contract, the damages suffered by the Procuring Agency shall be recovered to the full extent from the Contractor's Performance Bond.

**9. DEFAULT-LIABILITY OF CONTRACTOR**

9.1 The Procuring Agency may upon written notice of default to the Contractor terminate the contract in circumstances detailed hereunder.

- 9.2 If in the judgment of the Procuring Agency the contractor fails to make delivery of items/services within the time specified in the Contract Agreement or within the period for which the Procuring Agency has granted extension to the contract.
- 9.3 If in judgment of the Procuring Agency, the Contractor fails to comply with any of the other provisions of this contract.
- 9.4 In the event the Procuring Agency terminates the contract in whole or in part, the Procuring Agency reserves the right to purchase upon such Product/items/services and in such a manner, as may deem appropriate. Items/services similar to the one terminated and the Contractor will be liable to the Procuring Agency for liquidated damages for delay until such reasonable time as may be required for the final supply of items/services.

**10. REJECTION**

In the event any portion of the stores supplied by the contractor is found to be defective in services item / material or workmanship or otherwise not in conformity with the requirements of the contract or as per required specification and approved sample provided to supplier after award of contract, the Procuring Agency shall have the right either to reject or request in writing for rectification of the stores, then the Contractor shall with utmost diligence and at his own expense correct the same or replace the defective stores. If the Contractor fails to do so, the Procuring Agency either:

- (i) opt to replace or rectify such defective stores and charge to the Contractor the excess cost occasioned to the Procuring Agency plus (15%) fifteen percent.
- (ii) In the event the Contractor is not able to rectify or replace the rejected stores within reasonable time, the Procuring Agency reserves the right to acquire the said stores at a reduced price considered equitable under the circumstances. Nothing in the clause shall affect any claim by the Procuring Agency under any clause of the Terms & Conditions.

**11. DELAY IN DELIVERY- LIQUIDATED DAMAGES**

- 11.1 If the Contractor fails to deliver the items or required services with the time laid down in the Contract Agreement/Supply Order or any extension thereof, there shall be a deduction from the Contract Price, as liquidated damages, a sum of upto 10% of total value or a part of the contract price of each unit of the undelivered stores or upon unsatisfactory performance observed.

Upto 10% Liquidated damages will impose if unsatisfactory performance observed during whole event

and also if the supply of required materials delivered are not upto the standard/mark as per required specification provided in the schedule of requirement or if found any other issue of quality and other services.

11.2 Should the progress of the contract at any time be lagging behind the program agreed between the Procuring Agency and the Contractor, the Procuring Agency shall notify the Contractor in writing and the Contractor shall thereupon take such steps as he deems fit to expedite the progress of the Contract.

12. **QUALITY OF SERVICES:**

Bidders must strictly adhere to the quality and substance of items as specified; no unauthorized variations shall be permitted. The bidder is bound to complete the supply, installation, and related services exactly as described in the BOQ. In the event of poor performance, low-standard work, or any delay/non-performance, the Performance Security shall be forfeited, potentially leading to partial or full contract termination. Furthermore, the Procuring Agency reserves the right to recover costs for any substandard work or deviations from specifications directly from the bidder's accrued payments.

13. **ACCEPTANCE TERMS**

The submission of the tender against the tender inquiry by the Bidder means that the Bidder has read and accepted the terms and conditions relating to all the tender document and annexure(s) and has thoroughly examined the specifications and particulars in the tender inquiry.

14. **DISQUALIFICATIONS:**

Offers are liable to be rejected if there is any deviation from instructions as laid down in the bid document:

14.1 Bidders must quote for high-quality catering, premium décor, and professional event services strictly adhering to the **Schedule of Requirements/BOQ**. Any bid based on the bidder's own interpretation or involving **substandard items** (such as low-grade food ingredients, poor-quality crockery/cutlery, or inferior sound/lighting/SMD and other equipment/items) shall be rejected as **non-responsive**. The bidder is bound to provide a premium setup, including buffet, stage, and seating, that meets the institutional standards of the University; **poor performance or low-standard arrangements** will lead to the forfeiture of **Performance Security** or black listing as per **SPP Rules 2010 (Amended to date)**.

14.2 Tenders are submitted without the required earnest money & non-refundable tender fee (mentioned in NIT) in favor of DUET, Karachi

14.3 Offers are received after specified date and time.

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- 14.4 Specification and other requirements are not properly adhered to, or manufacturer's brochures show specifications different from those given in the proposal.
- 14.5 Procuring Agency shall disqualify a supplier if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as supplier is false or incorrect and materially inaccurate or incomplete.

Or

at any stage has indulge in corrupt and fraudulent practices as per SPP Rules 2010 (amended upto date)

**14.6 Valid Income Tax - GST, NTN and SRB Registered certificates are not attached (Subject to Online Verification)**

**15. DELIVERY SCHEDULE**

**15.1 Complete Setup is required to be installed in all aspect on or Before schedule date to be communicated with in bid validity period.**

**17. CANCELLATION OF BIDDING PROCESS:**

17.1 A procuring agency may cancel the bidding process at any time under the provision of SPP Rules 2010 (amended to date)

**17.2 Procuring Agency's Right to Accept Any Bid and to reject any or All Bids under the provision of SPP Rules 2010 (amended to date):**

The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

**18. CONFIDENTIALITY:**

8.1 Procuring Agency shall keep all information regarding the bid evaluation confidential until the time of announcement of evaluation report in accordance with the requirements of Rule 45 of SPP Rule 2010 (amended to date).

**19. PAYMENT**

19.1 Payment will be released within 45 days against submission of original invoice, Delivery of required items/Products/Material/Services along with the a **SATISFACTORY REPORT (to be provided)** which is to be issued by the DUET Authorized representative / Procurement Committee / Procurement Section that all the contractual services are performed accordingly. Advance payment will not be allowed.

**20. INSPECTIONS & TESTS**

20.1 The Procuring Agency shall have the right to inspect and/or to test the quality of the services to confirm their adherence to the Contract specifications at no extra cost to the Procuring Agency. The Procuring Agency shall notify the Supplier in writing, in a timely manner of the identity of any representatives retained for these purposes.

20.2 The inspections and tests may be conducted at point of delivery or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Procuring Agency (where applicable).

**21. CHANGE ORDERS**

21.1 The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following: a. quantities, or specifications; b. the place of delivery; and/or

21.2 If any such change causes in increase or decrease in the cost of, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

## Bidders Eligibility & Qualification Criteria

Sr. No.	BIDDERS MANDATORY QUALIFICATION (YES / NO BASIS)	Remarks by Procurement Committee
1	Tender Fee (non-refundable) in shape of Pay Order (Original)	
2	Bid Security in shape of pay order (Original)	
3	Income Tax Registration Certificates – FBR/NTN&GST (Active Tax Payer)	
4	Relevant Experience at least 05 years Satisfactory Performance Report of event organized by vendor Copies of Work Order or Contract Agreement or Completion for organizing the event.	
5	Registration with SRB (Active Tax Payer)	
6	Last 05-years Annual Turn Over at least twice time more than estimated cost or as per SPPRA guidelines para 2.16 A(iv) (Attach the verified Bank Statement / showing annual turnover must be endorsed by the concerned bank)	
7	List of Technical Team for the required task with experience	
8	Quoted Bid Signed & Stamped	
9.	Clientele details	
10.	Under the relevant provision of SPP rules 2010 (amended to date) Undertaking on Legal Stamp Paper that Presently / Currently firm is not a black listed Firm	
11	Ware House Details / List of items owned by bidder	
	Remarks Qualified/Disqualified	

### **Note for bidders:**

Bidder will upload all the required documents duly signed & stamped on EPADS portal along with complete bidding documents. The bid shall be rejected if found non-compliant.

# **CONTRACT AGREEMENT**

**THIS CONTRACT** is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2026 Between the DUET Karachi (hereinafter called the “Procuring Agency”) of the First Part and M/s ..... a firm registered under the laws of Pakistan and having its registered office at ..... (Hereinafter called the “Supplier”) of the Second Part.

**WHEREAS** the Procuring Agency invited bids for procurement of items/services, in pursuance whereof M/s..... being the supplier/ manufacturer/ authorized Agent of ..... (Item name) in Pakistan and ancillary services offered to supply the required item (s) within (delivery time) after receipt of letter of Intent/Award of Contract/Supply Order and

Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of .....(item name) and services in the sum of Rs.....(amount)- (Rupees.....) cost per unit, the Total Amount in PKR (Inclusive all Govt. applicable Taxes) of .....(quantity of item).....(item name) shall be Rs.....(amount)- (Rupees.....) and shall be delivered with-in \_\_\_\_\_ days after receipt of letter of Intent/Award of Contract/Supply Order.

**NOW THIS CONTRACT WITNESS AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Tender Form and this Agreement.
2. The following documents form and be read and construed as integral part of this Contract, viz:
  - a) the Tender Form and the Price Schedule submitted by the Bidder,
  - b) the Schedule of Requirements;
  - c) the Technical Specifications;
  - d) the Terms and Conditions of Contract;
  - e) the Procuring Agency’s Notification of Award (Supply order/LOI).
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide required goods/Items and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Items/services and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

**IN WITNESS** Whereof the Parties hereto have caused this Contract to be executed at the place and shall enter into force on the day and year first above mentioned.

**Signed/ Sealed by the**  
**Supplier/ authorized Agent**

**Signed/ Sealed by Procuring Agency**

1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

**FORM OF TENDER/BID*****Name of Contractor/Manufacturer/Supplier***

NTN NO: \_\_\_\_\_

STRN NO \_\_\_\_\_

Telegraphic Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Cell No \_\_\_\_\_

Fax Number \_\_\_\_\_

To, [Procurement Officer DUET, Karachi]

Dear Sir,

In response to your invitation to Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby submit my/our tender in duplicate for the supply of Items/services/Product as per details given in the schedule hereto duly signed by us or such portion thereof as you may specify in acceptance of tender at the prices given in the said schedule and agree to hold this offer open till 90 Days from the date of opening of bids as per SPP rules 2010.

I/We shall be bound by a communication of acceptance dispatch within the prescribed time.

I/We have understood the Terms and conditions of Invitation to Tender and have thoroughly examined the specifications quoted in the schedule hereto and am/are fully aware of nature of Items/services required and my/our tender is to supply Items/services strictly in accordance with the requirements.

The Tender particulars have been furnished and signed.

Yours Faithfully

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

CONTRACTOR SIGNATURE WITH STAMP

**CONTRACT PERFORMANCE BOND/SECURITY (n/a)**

(This Bond must be from Scheduled Bank executed on a Stamp Paper)

Known all men by these present, we, \_\_\_\_\_ AND  
\_\_\_\_\_ address or legal title of Contractor (here insert the legal title of  
\_\_\_\_\_ are jointly and severally bound to the surety).

Dawood University Of Engineering & Technology (DUET), Karachi including its successor in office and Assignees acting through the Vice Chancellor, (herein after called the “Procuring Agency”) in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to be paid to the Procuring Agency for which payment we jointly and severally bind ourselves and our successors, assignees and legal representatives.

**Signature** \_\_\_\_\_

Signature \_\_\_\_\_

**Dated** \_\_\_\_\_

The above \_\_\_\_\_ have tendered to the Procuring Agency for the supply of Items/services for the Dawood University of Engineering & Technology (DUET), Karachi and this tender in part has been accepted.

**NOW THE CONDITION OF THIS BOND IS**

1. That the said \_\_\_\_\_ shall supply the Items/services to the Procuring Agency strictly in accordance with the terms and conditions on which the Contract has been awarded to them and shall complete the supply in terms of the contract.
2. AND, if the said \_\_\_\_\_ do not comply with the supply of Items/services within the stipulated period, or such extended period as may be allowed to them by the Procuring Agency, or only partly supply, or do not commence the supply, or commit a breach or failure in the performance or any part of the Contract, the said Bond shall come into force.  
AND, if the said \_\_\_\_\_ should execute the contract in terms of the conditions of the Contract and hand-over the work to the Procuring Agency, his obligation shall be void.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Dated \_\_\_\_\_

**(INTEGRITY PACT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC  
PAYABLE BY CONTRACTORS**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier / Contractor / Consultant ] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

.....  
[Procuring Agency]

[Contractor]

# **SCHEDULE OF REQUIREMENTS**

## **ANNUAL DIINER 2026 ARRANGEMENTS**

**The tentative estimated cost is approximately Rs. 1.785 million, excluding venue and generator costs.**

Sr. No.	Description	Qty	Unit Rate (Inclusive of Govt. Applicable Tax)	Total Amount (Inclusive of Govt. Applicable Tax)
1	Dinner Menu for 350 Persons approx: Welcome Drink & Starter (Option to be given by vendor) Chicken Biryani / Pulao Chicken Karahi / Qorma Turkish Kabab (Beef) Live Tandoor , Naan / Taftan Raita & Salad M/Water Bottles Cold Drinks (Tin/Disposable) Tea & Coffee (Tea & Cofee will also be served during band performances or till the event complete) Dessert Bar & Sicilian ice cream <b>(Not more than Rs. 2000/ per head)</b> <b>Note: Alternative menu options are required in this budget)</b>	350 Persons		
2	Complete Job: Stage: 20x12 ft MS Pipe stage for band performances Printing: Installation of stage backdrop Panaflex as per stage size Trussing: as per area to be covered for approximately 350 persons Trussing Side Panels / Wall paneling or decorative screens for better ambiances SMD Screen as per stage size Separate areas for band performance and dinner setup will be installed separately			

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	<p>Carpets, General Lighting for the entire event premises, Entry Gates, Rope, Chandelier, Setup for Tables (marble top) with table covers (optional), tissue boxes, and flowers arrangement on tables and on stage, Acrylic Chairs of good quality</p> <p>Crockery, Cutlery, and Buffet Setup: Installed at every 50 persons (7 buffet setups will be installed)</p> <p>VIP Wooden/marble Head Table for 20+ persons (optional)</p> <p>VIP Waiters Services</p>			
3	<p>Live OB System with complete event</p> <p>PHOTOGRAPHY AND VIDEOGRAPHY</p>			
4	<p>Band / Performance / Entertainment / Singer Charges with sound system 10x20</p>			
5.	<p>Venue Charges:</p> <p>- Farm House/Banquet (Good Reputed) at Karachi (Airport Side, Scheme 33, Gadap or similar location)</p>			
6.	<p>Generator Charges</p>			
	<p>Total Amount (Incl. of Govt. Applicable Taxes) In Rs.</p>			

**Note for Bidders:**

- “The supplier must have relevant experience to organize the event as per requirements mention in the BOQ.
- All the bids shall be evaluated as per bidders qualifications criteria provided in the bidding documents.
- The supplier will arrange band for live performance with complete arrangement along with sound system for the event as mentioned in the BOQ.
- Fresh milk, tea, and coffee will be served continuously during the event.
- The dinner quantity for 350 persons should be adequate/sufficient. If found any complain damages shall be imposed upto 10%.
- Procuring Agency has the right to increase & decrease the quantity as per need under the relevant provision of SPP rules 2010.
- Successful bidder will provide/supply any additional / extra item as per need or as per the directives of the Authority.
- All the charges must be included as no incidental charges will be paid such as transportation and labor.

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PHONE: 021-99231195-98, 99232645 FAX: 021-9923071

No.DUET/Reg/Procurement-C/2024-336  
5<sup>th</sup> April 2024

### NOTIFICATION

It is notified that Vice Chancellor, Dawood University of Engineering and Technology, Karachi has been pleased to constitute the following 'Procurement Committee (PC)' of Dawood University of Engineering and Technology, Karachi for procurement of goods, works & services needs for a period of one year, with immediate effect.

S.#	Name	Designation & Department	Role
1	Dr. Raja Shahmir Nizam Shaikh	Director (Works & Services), DUET	Convener
2.	Engr. Ishfaque Khanzada	Communication Network Engineer Department of Main Communication Network, University of Karachi	Member
3.	Engr. Neelam Memon	Director Planning and Development, DUET	Member
✓ 4.	Mr. Muhammad Asif Mughal	Office Superintendent, Procurement Section, DUET	Secretary

2. Head of Concerned Department or Nominee shall be adopted as a Co-opted Member/Technical Expert, as and when necessary, as per recommendations of Procurement Committee. Presence of External Member is Mandatory as per rule.

3. The Convener shall receive and keep all bidding documents and after opening of bids the security money shall be kept with Finance department.

#### Functions of Procurement Committee (As per SPPRA Rule 8):

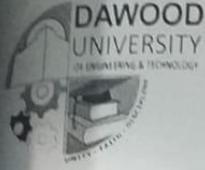
- o Prepare and/ or Reviewing bidding documents;
- o Carrying out technical as well as financial evaluation of the bids;
- o Preparing evaluation report as provided in Rule 45
- o Making recommendations for the award of contract Award to the Competent Authority
- o Perform any other function ancillary and incidental to above.

4. This issues with the approval of the Vice Chancellor.

Prof. Dr. Syed Asif Ali Shah  
Registrar

#### C.c to:

- Procurement Committee members
- P.S to Vice Chancellor, DUET, Karachi.
- Director Finance, DUET, Karachi.
- Office record file.



DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY  
M.A.JINNAH ROAD, KARACHI-74800 (PAKISTAN)

No. DUET/REG/2022  
Dated: 22-07-2022

### COMPLAINT REDRESSAL COMMITTEE (CRC)

In Pursuance of Rule-31 of the Sindh Public Procurement Rules 2010 (amended in 2013), the Competent Authority is pleased to re-constitute a Complaint Redressal Committee (CRC) comprising of the following officers as under to resolve the complaints of aggrieved bidders:

- |   |          |
|---|----------|
| 1. <b>Prof. Dr. Syed Asif Ali Shah</b><br>Registrar<br>Dawood University of Engineering & Technology (DUET) | Chairman |
| 2. <b>Representative of Accountant General</b><br>Government of Sindh                                       | Member   |
| 3. <b>Independent Professional Expert</b><br>(To be nominated from relevant field)                          | Member   |

#### ToRs

- To perform according to Rule 31 of SPPRA rules 2010 (amended 2013)
- To perform any other functions ancillary and incidental to above.

This is issued with the approval of the Competent Authority

Registrar



**DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)**  
**New M.A. Jinnah Road, Karachi-748000(PAKISTAN)**  
 PHONE: 021-99231195-98, 99230307, 99232381 FAX: 021-99230710

Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Repair & Maintenance Building (Civil Works)	Repair & Maintenance Building (Civil Works)	74.50	Non ADP / Own	Open Competitive Bidding Process (OCB)	1st - 4th
Electrification Plumbing & Other Infrastructure	Electrification Plumbing & Other Infrastructure	5.50	Non ADP / Own	OCB	1st - 4th
Stationary (including controller examination dept stationary)	Stationary	4.5484	Non ADP / Own	OCB	1st Quarter
Printing of Annual Reports 2023-24	Printing & Publication	8.4215	Non ADP / Own	OCB	1st Quarter
Printing & Designing of DUET Graduate Profile Directory (as per DUET specs); Printing + Designing of Graduate Profile Directory Pages 400 Pages Size: 8.4" x 11" 4+4 Color Printing 128 Gram art/mat paper Cover 4+4 Color Printing on 350 Gram Art Card with Mat Lamination & Spot UV on Front Side.	Printing & Publication	1.6905	Non ADP / Own	OCB	1st Quarter

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Procurement of Prospectus Kit (Laptop Bag, Stationary included Pen printed DUET, pencil HB, Eraser, Sanitizer bottle 30 ML, Printed DUET Logo & vision mission, Water Bottles 600 ML (Temperature Bottles) Printing & Designing of DUET Prospectus, DUET Newsletters, DUET Handbooks and DUET Writing Pad	Printing & Publication	5.9400	Non ADP / Own	OCB	1st Quarter
Procurement of Examination Material Printing for Controller of Examination Department	Printing & Publication	1.5647	Non ADP / Own	OCB	4th Quarter
Procurement Of Gowns	Generic Consumable	3.7070	Non ADP / Own	OCB	3rd Quarter
Procurement of Designing & Printing Material for Upcoming DUET Convocation 2025			Non ADP / Own	OCB	1st Quarter
1. Invitation Cards 1200 Qty,	Convocation Expense	0.8980	Non ADP / Own	OCB	1st Quarter
2. Degree Folders 400 qty,	Convocation Expense		Non ADP / Own	OCB	1st Quarter
3. Award Shields Fancy Imported Wooden Material approved good quality 05 Qty,	Convocation Expense		Non ADP / Own	OCB	1st Quarter
4. Certificates 50 Qty	Convocation Expense	0.5745	Non ADP / Own	OCB	1st Quarter
Procurement of Gold Medals & Silver Medals for DUET Convocation 2025	Convocation Expense		Non ADP / Own	OCB	1st Quarter
Procurement of Various Services (Decoration, Catering/Food etc on DUET Convocation 2025	Convocation Expense	7.2290	Non ADP / Own	OCB	1st Quarter

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
AUDITORIUM SMD, SOUND SYSTEM, MULTIMEDIA, ELECTRIC WORK, FIRE ALARM SYSTEM		8.7015	Non ADP / Own	OCB	
Wiring & Wiring Accessories	Electrification, Plumbing and Other Infrastructure	1.1746	Non ADP / Own	OCB	3rd Quarter
Cable Containment	Electrification, Plumbing and Other Infrastructure	0.5587	Non ADP / Own	OCB	3rd Quarter
Switches & Sockets	Electrification, Plumbing and Other Infrastructure	0.0923	Non ADP / Own	OCB	3rd Quarter
Lighting & Fixtures	Repair & Maintenance Building	0.4949	Non ADP / Own	OCB	3rd Quarter
Main Sub-Main Cables for Sub Station Main Panel to Auditorium	Repair & Maintenance Building	11.3497	Non ADP / Own	OCB	3rd Quarter
Voice & Data Communication System	Repair & Maintenance Building	0.3792	Non ADP / Own	OCB	3rd Quarter
Supply & Installation of Earthing System	Repair & Maintenance Building	0.0683	Non ADP / Own	OCB	3rd Quarter
		12.2921	Non ADP / Own	OCB	
Multimedia Projector 4000 Lumens with Projector Scribee 20x15 ft including installation, cabling, mounting kit	IT Equipment	3.37	Non ADP / Own	OCB	3rd Quarter
SMD Screen 6 x 12 ft. with cabling installation Unit Lumen	IT Equipment	11.638	Non ADP / Own	OCB	3rd Quarter
CCTV System (complete System)	IT Equipment	2.2735	Non ADP / Own	OCB	3rd Quarter

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
		17,2815	Non ADP / Own	OCB	
Fire Alarm System	Office & Electric Equipment	2,6982	Non ADP / Own	OCB	3rd Quarter
Sound System	Office & Electric Equipment	10,4419	Non ADP / Own	OCB	3rd Quarter
Supply & Installation of UPS 6 KVA & 10 KVA	Office & Electric Equipment	2,9407	Non ADP / Own	OCB	3rd Quarter
		16,0808	Non ADP / Own	OCB	
Pre-qualification of Auto Workshops from interested firms owned workshop for repair & maintenance of DUET Vehicles (LTV & HTV)	Repair & Maintenance Transport	3,5000	Non ADP / Own	OCB	1st Quarter
Procurement of Repair & Maintenance Services Annual Basis for Regular Service & Maintenance of all DUET Acs/HVAC units	Repair & Maintenance (Machinery & Equipment)	1,7500	Non ADP / Own	OCB	1st Quarter
Renewal of Contract Agreement of Existing Contractor for providing Janitorial Services for the year 2024-25	Service Charges	17,3053	Non ADP / Own	OCB	1st Quarter
Renewal of Contract Agreement of Existing Security Services for the year 2024-2025	Service Charges	14,2070	Non ADP / Own	OCB	1st Quarter
		31,5123	Non ADP / Own	OCB	

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
CMS SOFTWARE - 2nd Year License Renewal Cost with complete technical support	Software	8,1400	Non ADP / Own	OCB	4th Quarter
Orientation Day Expenses					
Roman banner MS Pipe Frame with Size 12 ft * 8 Ft Rental Basis	Generic Consumables	0.1272	Non ADP / Own	OCB	
Media wall MS pipe Frame with Pana flex Size 12ft * 8 Ft Rental Basis	Generic Consumables	0.0225	Non ADP / Own	OCB	
		0.1497	Non ADP / Own	OCB	
DECORATION SETUP ON ORIENTATION Group Photo Pavilion Setup for 80 Students in Flag Hoisting Lawn area with 6 VIP Chairs 6 Dispensers for Auditorium along with water bottle students & Parents Disposal glasses for students & Parents Mini Mineral Water Bottles Standing Fan Stage Seating Setup with white cloth and Flower setup for 8 persons SMD 10*20 Sound System 50 Chairs, Kanat, Tent, 6 , 2.5 * 4 Table with Cover For waiting Area Tent, kanat, Table and Chairs with Cover For Auditorium lawn	Entertainment	0.2852	Non ADP / Own	OCB	3rd - 4th Qtr



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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Orientation Day Expenses - Lunch Boxes	Entertainment	0.5980 0.8832	Non ADP / Own Non ADP / Own	OCB OCB	3rd - 4th Qtr
Students Week (Decoration Rs. 426,000, Printing of Panaflex Rs. 25800/- & Sports items 37,107/-)	Students Activity	0.5000	Non ADP / Own	OCB	3rd - 4th Qtr
Gala Dinner (1000 Guests)		3.0385	Non ADP / Own	OCB	3rd - 4th Qtr
<b>LABORATORY EQUIPMENT</b>					
Procurement of Lab Equipment Telecommunication Engineering Dept	Lab Equipment	29.0103	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment Callibration & Services for Telecommunication Engineering Department	Lab Equipment	3.0000	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for Energy & Environmental Engineering Dept 1. SOLID WASTE AND BIO ENERGY 2. WATER AND WASTEWATER ENGINEERING 3. SOLAR ENERGY ENGINEERING 4. MICROBIOLOGY 5. AIR AND NOISE POLLUTION 6. WIND ENERGY ENGINEERING	Lab Equipment	26.2215	Non ADP / Own	OCB	3rd - 4th Qtr

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Procurement of Lab Equipment for Metallurgy & Material Engineering (06 Labs) 1. Mechanical Testing LabGround Floor2. Metallography LabNew Building 2ND Floor3. Materials Synthesis LabGround Floor4. Advanced Materials Characterization LabGround Floor5. Corrosion Protection LabNew Building 2nd Floor 6. Foundry LabGround Floor	Lab Equipment	73.0000	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for DAP	Lab Equipment	6.17136	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for Chemical Engineering Department	Lab Equipment	25.0150	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for BSH	Lab Equipment	-	Non ADP / Own	OCB	3rd - 4th Qtr
Library Books	Library Books	162.4182	Non ADP / Own	OCB	3rd - 4th Qtr
Insurance for DUET New Fixed Assets , Computer Labs, Auditorium, Gulberb Site Complete Infrastructure including Goods/Furniture	Others- Depreciation sinking fund	12.8730	Non ADP / Own	-	3rd - 4th Qtr
		2.00	Non ADP / Own	OCB	3rd - 4th Qtr

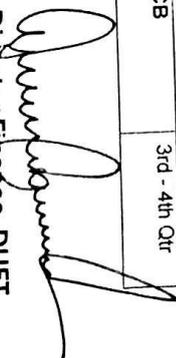
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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Vehicle Insurance 10 hino, 2 mace, 4 bolan, 04 swift, 01 cultus, 02 corolla	Insurance	3.00	Non ADP / Own	OCB	3rd - 4th Qtr
Workshop Expenses for DAP by DEAN CARP	Conference Seminar /Workshop / Symposia	1.0606	Non ADP / Own	OCB	3rd - 4th Qtr

  
**DIRECTOR FINANCE, DUET**  
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Dawood University of  
Engineering & Technology  
Karachi