BIDDING DOCUMENTS

PROCUREMENT OF EXAMINATION MATERIAL

Name of Bidder: _____

NTN NO: _____

GST: _____

SRB _____

Section – I Invitation for Bids (IFB)/ Notice Inviting Tender

No. DUET/NIT/Exam-Material/2026-02

NOTICE INVITING TENDER

(SPPRA EPADS ONLINE)

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

Sealed bids are invited from well-reputed firms with relevant experience in printing and production for the "Procurement of Examination Material." Participating firms must be actively registered with the Income Tax and Sales Tax departments.

The estimated cost of the procurement is Rs. 1.712 Million. Bidders are required to submit a fixed bid security of Rs. 85,600/- in the form of a Pay Order issued in favor of "Dawood University of Engineering & Technology (DUET), Karachi."

Method of Procurement: Single Stage – One Envelop Procedure as per SPP Rule 46(1).

Tender Fee: Rs. 3000/- (Non-Refundable) In Shape of Pay Order in favors of Dawood University of Engineering & Technology (DUET), Karachi

Method of Procurement: Single Stage – Single Envelope

Bidding Documents can be obtained and shall be submitted through EPADS as per mentioned below schedule. EPAD web: https://portalsindh.eprocure.gov.pk/#/ and will also be available on DUET own website: 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 shall be submitted to the Director (W&S), Convener Procurement Committee at the time of submission of bids mentioned below:

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

Last Date & Time for submission of Bid: 05-03-2026 (11:30 am)

Date & Time for Opening of Bid: 05-03-2026 (12:00 pm)

In case of any Holiday or unforeseen situation or incident, the bids shall be issued, submitted & opened on the next working day as per schedule. Place of issuance, submission, inquiries, and opening will be at Procurement Section, Directorate of Finance, Dawood University of Engineering & Technology, Karachi. All the bids shall be submitted on SPPRA EPADS portal.

Under following conditions Bid will be rejected:

i. Conditional Bid and telegraphic bids/tenders
ii. Bids not accompanied by bid security
iii. Bids received after specified date and time
iv. Black listed firms (Non Black list affidavit must be provided on stamp paper)

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, KARACHI

Section II- Instructions to Bidders (ITB)

Signature & Seal of Bidder _____

1. **Scope of Procurement:** The Bids are invited "**Supply of Stationary** as described in the Section III. The successful bidder will be required to supply best quality of the required goods to DUET as per terms and conditions specified in this bidding document.

2. **Eligibility to Bid:** Income Tax & GST Registered Firms only

3. **Qualification of the Bidder/Service Provider:** To qualify for award of the Contract, a Supplier/Service Provider shall meet the requirements specified in the commercial compliance in Section IV. Bid must be provided along with prescribed Bid Form, duly completed, signed and stamped along with Bid Security as specified in this IFB.

4. Contents of Bidding Documents: The set of Bidding Documents comprises the Sections listed below:

Section I	Invitation for Bids (IFB) /NIT
Section II	Instructions for Preparing Bid
Section III	Specification & Schedule of Delivery
Section IV	Evaluation / Qualification Criteria
Section V	Sample Forms
	a. Bid Form
	b. Price Schedule Form
	c. Performance Security Form
	d. Contract Agreement Form
Section VI	General Condition of Contract
Section VII	Special Condition of Contract

5. **Documents Comprising the Bid**: The Bid submitted by the Bidder shall comprise the following documents:

i. Bid Form (as per sample attached)
ii. Qualification and Experience Information as per qualification criteria and other information related to the product/item/goods (Technical Brochure which describes the product/item/goods.
iii. Copies of Taxation Documents
iv. Bid Security
v. Documentary Evidence of Similar Supplies and Experience
vi. Brochures of items to be supplied

6. **Bids**: Prices shall be quoted entirely in Pak Rupees inclusive of all applicable taxes. The Bidder shall fill in the rate and prices for the required items, described in this document. All duties, taxes and other levies payable by the bidder shall be included in the rates, prices, and total bid submitted by the bidder.

7. **Validity of Bid.** The Bid price shall remain valid for the period of ninety (90) calendar days counted from the date of submission of the Bid specified in Clause 11 below. The Procuring Agency may request the Bidders to extend the period of validity for a specified additional period. The Procuring Agency's request and the Bidders responses shall be made in writing or by fax or by email. A Bidder may refuse the request for extension of Bid validity in which case he may

withdraw his Bid without any penalty. A Bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.

8. **Language of the Bid**: All documents relating to the Bid and contract shall be in the English language.

9. **Preparation and Sealing of Bid**: The Bidder shall prepare one original of the documents comprising the Price Bid as described in Clause 5 above, with the Form of Bid, and clearly marked – **Original**. The original and the copy (if applicable) of the Price Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All the pages of the Bid where entries or amendments or corrections have been made shall be initialed by the person or persons signing the Bid. The envelopes containing Bid should be duly sealed, bearing the IFB/NIT number and the subject as **"Procurement of Stationary"** shall be addressed to the Procuring Agency at the address provided above and shall provide a warning not to open before the specified time and date for Bid opening as defined in Invitation to Bid. If the envelope is not sealed and marked as above, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the Bid.

10. **Bid Security:** The amount of Bid Security shall be 3% of the bid price payable in the form of a **Bank Draft / Payment Order** in favor of Dawood University of Engineering & Technology (DUET), Karachi. Bid Security will stand forfeited in case the successful bidder fail to comply the execution of required services/supply. Bid Security of successful bidder will be released after signing of the Contract and submission of performance bond. Bid Security of unsuccessful bidder will be released as per SPP Rules 2010.

11. **Place and Deadline for Submission of Bid:** The Bid shall be delivered to the Procuring Agency **NOT LATER than the date / at the address mentioned / given in IFB/NIT and Bid Data Sheet.** Any Bid received by the Procuring Agency after the deadline will be returned unopened to the Bidder.

12. **Modification and Withdrawal of Bid:** No Bid shall be modified after the deadline for submission of Bid specified above in Clause 11. Withdrawal of a Bid between the deadline for submission of Bid and the expiration of the validity of the Bid as specified in Clause 7.

13. **Opening of Bid**: The Procuring Agency's nominated Committee will open the Bids, including modifications, in the presence of the Bidders 'representatives who choose to attend on the date, time & address **given in IFB/NIT and also given in Bid Data Sheet**. The Bidders' names, the Bid prices, the total amount of each Bid, any discounts, and Bid modifications and withdrawals will be announced by the Procuring Agency nominated Committee at the time of Bid opening.

14. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Bid and recommendation for the contract award shall not be disclosed until the award to the successful Bidder has been announced. Results of the bid evaluation will be made known in due course bidders are advised not to approach Procuring Agency. Any attempt to influence the process of evaluation will lead to rejection of bid.

15. **Evaluation and Comparison of Bid:** Upon technical and commercial compliance with requirements the Procuring Agency will award the Contract to the Bidder who has offered the

lowest evaluated bid. In evaluating the bid, the Procuring Agency will determine for each proposal the evaluated Bid by adjusting the Bid by making any correction for any arithmetic errors as follows:

a. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
b. where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern or as per SPP Rules 2010 (amended in 2013)
c. if a Bidder refuses to accept the correction, his Bid will be rejected.
d. Conditional, incomplete bid or bid without Bid Security shall not be accepted; Bids received after the closing date and time will also be rejected.

16. **Procuring Agency's Right to Accept Any Bid and to reject any or all Bids under the Provision of SPP Rules 2010 (amended in 2013):**
The Procuring Agency reserves the right to accept or reject any Bid, and to cancel the process of competition and reject all Bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Procuring Agency's decision.

17. **Procuring Agency's Right to Increase or Decrease Quantities**: The Procuring Agency, reserves the right to increase or decrease quantities of supplies under the provision of SPP Rules 2010 (amended in 2013)

18. **Notification of Award and Signing of Contract: Under the provision of SPP rules 2010** results of bid evaluation would be known in a reasonable time, Bidders are instructed not to approach the Procuring Agency after opening of Bids until the finalization of award. The Bidder whose Bid has been accepted will be notified of the award by the Procuring Agency prior to the expiration of the validity period of the Bid, by Courier/registered letter. This letter will state the sum that the Procuring Agency will pay the Bidder in consideration of the supply, installation, and commissioning of the Supplies by the Bidder as prescribed by the Contract. The written notification of award will constitute the formation of the Contract.

19. **Performance Security:** Within Seven (07) days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the performance security 05% for amount as per the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring Agency.

20. Signing Of the Agreement

Within 03 days of the issuance of the Award of Contract /Purchase Order /Supply Order the successful bidder will be required to sign a Contract Agreement (duly affixed by E-Stamp duty 0.35% or Govt. Applicable Rates to be paid by supplier) with the Procuring Agency (i.e., The DUET Karachi) for the supply of such quantity in whole or in part of the tendered stores as clarified in the letter of intent / Purchase Order.

Signature & Seal of Bidder _____

Section – IV Bidders Qualification / Evaluation Criteria (Yes / No Basis)

Sr No.	Details	Yes / No
01	Valid NTN, GST & SRB Registration Certificates under the relevant provision of SPP rules 2010 (amended)	
02	• Non blacklisted Affidavit Certificate on stamp paper of Rs. 100/-) **that currently firm** is not black listed any Government / Semi –Government Organization / Department & Pubic Sector Universities • Undertaking on Stamp Paper that all the information submitted/Provided by the Bidder against this tender is true and correct.	
03	Relevant Experience at least 05 years (Attach Proof of Supply Orders/Satisfactory Reports	
04	Annual Turn over (last 05 years) at least twice time equal to the estimated cost or as per SPP rules 2010 (amended)- Attach Bank Statement/Certificate	
05	Each and every page of bidding document signed & stamped by the Bidder	
06	Bid Security Pay Order in form of Pay Order in favour of Dawood University of Engineering & Technology (DUET), Karachi	
07	Non-Refundable Tender Fee Rs. 3000/- in shape of PO /DD in favour of DUET, Karachi	
08	Printing Press Declaration Certificate	
09.	Samples are required	
10	Printing Press in Karachi	
	Remarks (Qualified / Disqualified)	

Signature & Seal of Bidder _____

Section –V Sample Forms

Notes on the Sample Forms:

The **Bid Form and Price Schedule Form**, bidder shall complete and submit with its bid the Bid Form and the Price Schedule pursuant to ITB Clause 11 and in accordance with the requirements included in the bidding documents. The bidder should provide the Bid Security, in the form acceptable to the Procuring Agency, pursuant to ITB Clause 10

The **Contract Form**, will be required to be submitted by the successful bidder, after the contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 17 and GCC Clause 9, acceptable deviations (e.g. payment Schedule pursuant to GCC Clause 6, spare parts pursuant to GCC Clause 8 or quantity variations pursuant to ITB Clause 17) the Price Schedule and Schedule of Delivery deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** should not be completed by the bidders at the time of their bid preparation/submission. Only the successful bidder will be required to provide the Performance Security in accordance with the form indicated herein or in another form acceptable to the Procuring Agency, pursuant to GCC Clause 5 read with SCC Clause 3.

The **Manufacturer's Authorization** form should be completed by the manufacturer, as appropriate, pursuant to ITB Clause 2 (where applicable

Signature & Seal of Bidder _____

Bid Form
(On firm‘s letterhead)

Date: _____

Procuring Agency,

Dear Sir:

Having examine the entire contents of bidding documents we offer to execute the Contract for "_____" in accordance with the Conditions of Contract accompanying this Bid for the Contract

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we will obtain the guarantee of a bank or as per required format of Procuring Agency in a sum equivalent to 05% of the Contract/Bid Price for the due performance, in the form prescribed by the Procuring Agency.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorized Signature: _____
Name and Title of Signatory _____
_____
Name of Bidder: _____
Address: _____
_____
Phone Number: _____
Email: _____
Fax Number, if any: _____

Note: Must be filled by the bidder or else bid will be rejected.

PERFORMANCE SECURITY FORM (where applicable)
To:

Signature & Seal of Bidder _____

Dawood University of Engineering & Technology (DUET)
Karachi.

WHEREAS [name of Supplier] (hereinafter called ―the Supplier‖) has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____ 2017 _____ to supply [description of goods and services] (hereinafter called ―the Contract‖).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you Performance Security in shape of Pay Order/Bank Guarantee for the sum specified therein as security for compliance with the Supplier‘s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Supplier a guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____2017.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

Note: Performance Security will be in shape of PO/DD

Signature & Seal of Bidder _____

CONTRACT AGREEMENT FORM
Contract Agreement

THIS AGREEMENT made the _____ day of _____ 2026 _____ between Dawood University of Engineering & Technology (DUET) (hereinafter called ―**the Procuring Agency**‖) of the one part and ***[name of Supplier]*** of ***[city and country of Supplier]*** (hereinafter called ―**the Supplier**‖) of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., [Tile of Procurement. and has accepted a bid by the Supplier for the supply of those goods and services in the sum of ***[contract price in words and figures]*** (hereinafter called ―**the Contract Price**‖).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
   i. General Conditions of Contract;
   ii. Special Conditions of Contract;
   iii. Appendices;
      Appendix1: Specifications / Requirements
      Appendix2: Supplier‘s Bid (Bid Form & Price Schedule submitted by the bidder)
      Appendix3: Notification of Award
      Appendix4: Acceptance Letter
      Appendix5: Performance Security (where applicable)

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 the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the (for the Procuring Agency)

Witness 1: Witness 2:

Signed, sealed, delivered by the (for the Supplier)

Witness 1: Witness 2:

Signature & Seal of Bidder _____

Section -VI General Conditions of Contract (GCC)

1. Definitions: Boldface type is used to identify the defined terms

a. **The Contract** is the Contract between the Procuring Agency and the Service Provider/Bidder to execute, complete, and maintain the Supplies as specified in the Form of Contract or in other sections of the Contract.

b. The Procuring Agency‖ means the organization purchasing the Goods, as named in Form of Contract

c. **The Supplier** is a person or corporate body whose Quotation/Bid to carry out the Supplies has been accepted by the Procuring Agency and is named in the Form of Contract

d. **The Supplier's Quotation** is the completed document (Invitation to Quotation together with attachments) submitted by the Supplier to the Procuring Agency.

e. **The Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

f. **Days** are calendar days; **months** are calendar months.

g. **A Defect** is any part of the Supplies not completed in accordance with the Contract.

h. **Specification** means the Specification of the Supplies included in the Contract and any modification or addition made or approved by the Procuring Agency.

i. **The Site** is stated in SCC: where supplies are to be made on working day except Sunday at Supplier's expense

2. Scope. The Supplier would provide supplies as stated in the Schedule of Requirements or any other requirements pursuant to GCC-9 hereto, during the period of the contract.

3. Communications. Communications between parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered to addresses specified in Form of Contract

4. Language and Law. The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan and other requirements as listed at SCC.

5. Performance Security:

5.1 Within Seven (07) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the performance security in the amount specified in SCC.

5.2 The proceeds of the performance security shall be payable to the Procuring Agency as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

5.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in form of Pay Order/ or an unconditional bank guarantee issued by a reputable bank located in the Procuring Agency's country or in the form provided in the Bid Data Sheet.

5.4 The performance security will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) days after the completion of the Contract fulfilling all the obligations.

Signature & Seal of Bidder _____

6. Payments.

The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

6.1 The Supplier‘s request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Job delivered and upon fulfillment of other obligations stipulated in the Contract.

6.2 Payments shall be made promptly by the Procuring Agency, but in no case later than 45 days after submission of an invoice or claim by the Supplier in accordance with mode of payments as mentioned in contract agreement.

6.3 Advance payment is not allowed.

7. Taxes. The Supplier is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan. Production of Sales Tax Invoice would be mandatory for receiving payments under contract.

8. Price Adjustment. Prices charged by the Supplier for Job delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC

9. Change Orders

9.1 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

9.2 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 (07) days from the date of the Supplier receipt of the Procuring Agency‘s change order.

10. Amendment. Subject to GCC Clause 9, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties

11. Warranty.

As specified in the Clause 6 of SCC.

12. Inspections & Tests

12.1 The Procuring Agency or its representative 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.

Signature & Seal of Bidder _____

12.2 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.

13. **Supplier's Risks.** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment) are Supplier's risks.

14. **Liquidated Damages**. Subject to GCC Clause 16, if the Supplier fails to deliver goods as specified in the Contract, timely, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed performance for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 24

15. Quality of Services: No variation in quality/substance etc. from specifications/requirements will be allowed. In case of delayed/unsatisfactory performance or non-performance, Bidder Performance security shall be forfeited which may lead to the termination of the contract in part or in full. The Procuring Agency will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments.

16. **Force Majeure:**

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.

17 **Termination.**

17.1 Termination for Default. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(c) if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices, as defined at Rule 19 of PPR2004, in competing for or in executing the Contract.

(d) if the Supplier becomes bankrupt or otherwise insolvent

Signature & Seal of Bidder _____

17.2 Termination for Convenience .The Procuring Agency, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency‘s convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective

18. Resolution of Disputes: The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct negotiations any is agreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

Signature & Seal of Bidder _____

Section -VII Special Conditions of Contract (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1 (i)—The Procuring Agency's site is:

Dawood University of Engineering & Technology (DUET), Karachi. New M.A Jinnah Road, Karachi.

2. Applicable Law & Language (GCC Clause 4)

GCC 4- The other legislative requirements are as follows:

The Employment of Children (ECA) Act 1991

The Sindh Public Procurement Act 2009

The Bonded Labor System (Abolition) Act of 1992

The Factories Act 1934

3. Performance Security (GCC Clause 5)

5% percent of the Contract price

4. Payment (GCC Clause 6)

The method and conditions of payment to be made to the supplier, under this contract shall only be in Pak Rupees, 100% of the Contract Price on complete delivery of store within forty (45) days on submission of claim supported by acceptance certificate from procuring agency declaring Goods has been delivered and that all contracted services have been performed.

Note. **All payments shall be made upon acceptance / Satisfactory Report by DUET respective Section / on satisfactory completion of work.**

5. Price Adjustment (GCC Clause 8)

GCC 8—Prices shall be adjusted if following conditions exists:

5.1 Change in legislation insofar it directly impacts the prices from the level they existed 15 days prior to the Bid opening.

6. Warranty (GCC Clause 11) (Where applicable)

The supplier will provide full support during the one year (12) warranty or as per Manufacturer period including repair and replacement of all the supplies, hardware and associated parts and components replacement without any cost to Procuring Agency in case of any failure, except any damage caused by the fire or disaster event.

7. Liquidated Damages (GCC Clause 14)

Subject to Clause 14 herein, if the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Procuring Agency shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to 2% percent of the Contract Price for each day of delay until actual

Signature & Seal of Bidder _____

delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Procuring Agency may consider termination of the contract.

8. Resolution of Disputes (GCC Clause 18):

The dispute resolution mechanism to be applied pursuant to GCC Clause 18 shall be as follows:

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country under the provisions of SPPRA Rules 2010 (amended 2013) of the Rules 31, 32, 33 & 34.

Signature & Seal of Bidder _____

SCHEDULE OF REQUIREMENTS

S. No	Description of Items	Qty	Unit Rate (Incl. of Govt. Applicable Tax)	Total Amount (Incl. of Govt. Applicable Tax)
1	Final Exam Script (20 pages) (As per Sample). Size 8.25/13.25, 68 Gram One color printed Both Side and all Pages Contain Serial Numbers. (sample to be approved)	40000 Nos.		
2	Mid Term Exam Scripts (10 pages) Answer Copy 10 pages (As per Sample). Size 8.25/13.25, 68 Gram One color printed Both Side and all Pages Contain Serial Numbers. (sample to be approved)	50000 Nos.		
3	Supplement Copy 04 pages (As per Sample), Size 8.25/13.25, 68 Gram One color printed Both Side and all Pages Contain Serial Numbers. (sample to be approved)	10000 Nos.		
4	Large Brown Envelopes 14x18 (Liner Craft) (As per Sample) 130gram Imported Paper FOR ANSWER COPIES (sample to be approved)	2000 Nos.		
5.	Large Brown Envelopes 14x18 (Liner Craft) (As per Sample) 130gram Imported Paper FOR QUESTION PAPERS (sample to be approved)	2000 Nos.		
	Total Amount In Rs. (Incl. of Govt. Applicable Taxes)			

Amount in Words:_____

_____

Signature & Seal of Bidder _____

Important notes for bidders:

- Where a specific model name, number, or brand name is mentioned, the phrase **'or equivalent'** shall be deemed to be added, in accordance with the provisions of the **SPP Rules 2010 (Amended)**
- Successful bidders shall provide free of cost replacement of parts/items/good delivered and shall also provide free of cost maintenance services during the period of Warranty (where applicable).
- Low quality items/printing/old manufactured items shall not be accepted in any case. Good quality items will be accepted only. Supplier shall submit the sample of all as per BOQ. No separate payment will be made for the samples and will kept with DUET for record.
- Without sample bid will not be accepted.
- In case of discrepancy between unit price and total the unit price shall prevail under provision of SPP Rules 2010 (amended till to date)
- The unit and total price / Ex-Warehouse Price should include the incidental services and all Govt. applicable taxes. No separate payment shall be made for any incidental services (if any).
- Delivery Time: With in 10 – 15 Days after receipt of Supply Order
- Supplier must mention the brand name and other related information of quoted items (where applicable only)
- Sample to be approved by the Procuring Agency

Signature & Seal of Bidder _____

BID DATA SHEET

ITB 1	Scope of Procurement: "**PROCUREMENT OF EXAMINATION MATERIAL"**
ITB 2	Eligibility to Bid: Income Tax & GST and SRB (Where applicable in terms of SPP rules 2010) Registered Firms
ITB 3	Bidders Qualification is mentioned on Page 07
ITB 6	Bid Price: Price Shall be quoted in Pak Rupees inclusive of all applicable taxes
ITB 7	Validity of Bid: Bid shall be valid for the period of ninety (90) calendar days counted from the date of submission of the Bid
ITB 8	Language of Bid: Language of Bid shall be in English
ITB 9	Bidder shall submit One Original
ITB 10	Bid Security: Fixed amount as mentioned in the NIT
ITB 11 & 13	Place and Deadline for Submission of Bid & Opening of Bid (Place, date & time) NOTE: Please see Notice Inviting Tenders / Invitation for Bids on Page 02 of Bid/Tender Document
ITB 19	Performance Security: The successful Bidder shall furnish the performance security 5% in shape of Pay Order / Demand Draft within 07 Days of the receipt of notification of award.
ITB 20	Contract Agreement shall be signed within 03 Working days after the receipt of award of contract. Stamp duty 0.35% or Govt. applicable rates of total contract amount.

Signature & Seal of Bidder _____

(INTEGRITY PACT)
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS

Contract No.

_____

Dated: _____

Contract Value: _____

Contract Title:

M/s. _____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 GoS through any corrupt business practice.

Without limiting the generality of the foregoing, **M/s. _____** 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 GoS, except that which has been expressly declared pursuant hereto.

M/s. _____ certifies 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 GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s. _____ accepts full responsibility and strict liability for making any false declaration,

Signature & Seal of Bidder _____

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 GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, **M/s. _____**

agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by **M/s. _____** 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 GoS.

Name of Client: ……..	Name of Contractor/Supplier: ……...……
Signature: ……[Seal]	Signature:….……..[Seal]

Signature & Seal of Bidder _____