Karachi Metropolitan University
Your Future, Your Choice!

NOTICE INVITING TENDER

Sealed Bids are invited through E-Procurement online submission from **Reputed Firms who must be registered and active tax payer with applicable tax authorities (NTN & SRB) and having relevant experience and capabilities as per relevant bidding document.**

S-No	Procurement/ Work Description	Earnest Money/ Bid Security (Fixed)	Tender Fee	Completion Period	Tender Procedure
1.	Hiring of Janitorial Staff/ Services for Karachi Metropolitan University	PKR 900,000/- nine lac	PKR 3,000	12 Months, contract extendable	Single Stage Two Envelope.
2.	Procurement of Office Stationery	PKR 200,000/- two lac	PKR 3,000	12 Months, contract extendable	Single Stage One Envelope.

SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF THE TENDER

S-No	Name of Procurement/ Works	Issuance of Tender Documents	Submission of Tender Documents (on EPADs)	Opening of Tender (on EPADs)
1.	Hiring of Janitorial Staff/ Services for Karachi Metropolitan University	28-07-2026	18-08-2026 at 10:00AM	18-08-2026 at 10:30AM
2.	Procurement of Office Stationery	28-07-2026	18-08-2026 at 11:00AM	18-08-2026 at 11:30AM

VENUE: OFFICE OF THE PROCUREMENT MANAGER, KARACHI METROPOLITAN UNIVERSITY MAIN CAMPUS, NORTH NAZIMABAD BLOCK M.

Tender documents can be obtained during office hours on payment of tender documents fee of Rs.3000(each) (Non-Refundable & Non-Transferable) in shape of pay order in favor of **KARACHI METROPOLITAN UNIVERSITY** from the office of the Procurement department or can be downloaded from Karachi Metropolitan University official website www.thekmu.edu.pk **or Sindh Public Procurement Regulatory Authority (SPPRA) official EPADS** www.eprocure.gov.pk.

A The tender shall be opened by the Procurement Committee in presence of the bidders or their representatives who wish to attend as per rules of E-Procurement

B In case of holiday or any incident, tender will be obtained/submitted/opened on the next working day as per given schedule.

C All bidders must submit latest valid certificates of NTN & SRB along with required documents as per bidding documents dully attached with technical proposal. Complete Technical & financial bids must stamped & signed else bid(s) shall be REJECTED.

D All prescribed taxes applicable under Federal /Provincial / Local Government shall be borne by Bidder/Supplier

E Above mentioned specified tender procedure shall be adopted for the procurement as per SPPRA Rules 2010(Amended 2025)

F Technical Proposal & Financial Proposal shall be uploaded online on **EPADS website as specified in the bidding documents.** Separate copy of sealed bids in hardcopy, original bid Security & Tender Fee (in case of download) must be submitted on/before tender submission time & date (mandatory) at above mentioned address in sealed envelope for each tender separately. Bid Security shall be furnished in favor of KARACHI METROPOLITAN UNIVERSITY. The Bid Security shall be only acceptable in shape of Pay Order/Bank Demand Draft only.

G The firm/bidder must enclose in online bid an affidavit on judicial stamp paper of Rs. 500/- that the firm/bidder has never been blacklisted from any Government/ Semi Government/ Private or Public Sector all over the Pakistan. If at any stage firm / bidder found blacklisted the bid shall be rejected & not be consider further. In case of any litigation, the firm/bidder must mention the litigation details & current status in the undertaking.

H Procurement Agency may reject all or any Bid subject to the relevant provision of SPPRA Rules 2010 (Amended 2025). All terms & Conditions of SPPRA/EPADS shall be applicable.

REGISTRAR OFFICE
Karachi Metropolitan University (KMU) Block M North Nazimabad Town, Karachi City, Sindh
UAN: 111-111-568

FRAMEWORK CONTRACT

FOR

PROCUREMENT OF OFFICE STATIONERY

PROCUREMENT DEPARTMENT KMU, KARACHI

Table of Contents

Foreword

This Framework contract is applicable to Procurement of Office Stationery by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010 (Amended up-to-date).

Preface

1. This Framework Contract is to be used for ***Procurement of Office Stationery*** in accordance with the method described under Rule No. 15(2b) in the SPPRA 2010 (Amended up-to-date)
2. The Framework Contract includes a standard Letter of ***Invitation for Bids***, ***standard Instructions to Bidders***, ***Data Sheet***, ***Eligibility Criteria***, ***Scope of work***, ***Financial Proposal***, ***Condition of Contract***, ***Bid Form***, ***Bid Security Form***, ***Performance Security Form***, ***Integrity Pact***, ***Schedule of Opening & Submission of Bid***, ***Form of Contract (Non-Disclosure Agreement), Agreement and Affidavit/Undertaking.***

FRAMEWORK CONTRACT

PROCUREMENT OF OFFICE STATIONERY

Tender# KMU/FRAMEWORK/2026-27/STATIONARY

The ***Karachi Metropolitan University (KMU)*** (hereinafter called "Procuring Agency") now invites bids for Procurement of Office Stationery More details on the services are provided in the Terms of Reference.

2. A copy of the Framework Contract having detailed terms and conditions and eligibility criteria as per detailed mentioned below. Alternatively, the documents may also be downloaded from the website www.thekmu.edu.pk and ***EPAD SPPRA*** www.pprasindh.gov.pk as the table below.

Method of Procurement	***Single Stage One Envelope Procedure*** Rule 46 (1) of the Sindh Public Procurement Rules, 2010(Amended up-to- date)
Procedure of procurement	Open Competitive Bidding (National Competitive Bidding) Rule 15 (2b) of the Sindh Public Procurement Rules, 2010(Amended up-to-date).
Tender Fee	Pay order of Rs. 3000/- (non-refundable) in the shape of Bank Draft/ Pay Order in favor of "***KARACHI METROPOLITAN UNIVERSITY, KARACHI (KMU)***. The bidders/company downloading the documents from the website must submit document fee as mentioned at the time of submission of the bid/opening in original.
Bid Security	***Fixed Amount PKR 200,000*** amount in the shape of Demand Draft/Pay Order in favor of "***KARACHI METROPOLITAN UNIVERSITY, KARACHI (KMU)***. which must be kept with the financial proposal only. But the bidder must have to submit in original before or bid opening
Bid Validity	90 Days

Procedure of open Competitive Bidding	The procedure for open competitive bidding shall be ***Single Stage-One Envelop Procedure*** Rule No.46 (1), SPPRA Rules,2010 (Amended Up-to-date)
Tender Closing Date & Time	***Tuesday 18 Aug, 2026*** at ***11:00 am***
Tender Opening Date & Time	***Tuesday 18 Aug, 2026*** at ***11:30 am***
Submission of Bids	The submission of bids only acceptable via ***SINDH EPAD*** system ***(Mandatory)*** *If the firm/bidder failed to apply than straight forward he Disqualify from the tender*. The client may require hardcopies of the bids (if require).
Evaluation and Award of Contract	The decision of evaluation shall be intimated to all successful bidders.
Time of Completion	It's a framework contract and prices are locked for a year.
Procuring Agency	Karachi Metropolitan University, Block M North Nazimabad Town, Karachi UAN: 111-111-568 | 03312228568
Proposal Opening Place	***REGISTRAR OFFICE*** Karachi Metropolitan University, Block M North Nazimabad Town, Karachi UAN: 111-111-568 | 03312228568

(In case, if the above-mentioned tender closing/opening day fall on official holiday, the tender will be opened on the following working day (next working date after that actual date) at the same time.)

3.	This Framework Contract includes the following documents: Section 1 - **Definitions** Section 2 - **Invitation for Bidders** Section 3 - **Instructions to Bidders (including Data Sheet)** Section 4 - **Eligibility Criteria - Standard Forms** Section 5- **Scope of Work/technical specifications** Section 6 - **Financial Proposal - Standard Forms** Section 7 - **Standard Forms of Contract**

4. Interested bidder/company must be registered in Pakistan, SRB, have valid NTN and be an income tax return filer with FBR not be blacklisted by any government or bi-lateral/multi-lateral financial institution.

5: Bidder/company wishing to submit proposals must submit duly completed technical and financial proposal in a manner stipulated in ***Section 3 - Instructions to Bidders***, by or before 11:00 a.m. 18 Aug, 2026. It is a must to adhere to the Instructions and Requirements as outlined throughout the Request for Proposal document. Bids received incomplete conditional/telegraphic / not on standard forms/ received after specified date and time and from black listed bidders/companies shall stand rejected. *Manual bids are not acceptable in any circumstances. Bids only can submit through Sindh EPAD system.*

6. KMU reserves the right to select or reject any or all bids on the basis of prescribed criteria, subject to the relevant provisions of Sindh Public Procurement Rules 2010 (Amended up-to- date) and the decision in the matter shall be final and binding for all

SECTION: 01.

Definitions

Bid" means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by **KMU**.

"Bidding Documents" means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner / the documents notified by the Authority for preparation of bids in uniform manner.

"Bidding Process" means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

"Blacklisting" means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings by **KMU**.

"Calendar Days" means days including all holidays;

"Conflict of Interest" means -

(i) Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to KMU to obtain an undue benefit for himself or those affiliated with him;

(ii) Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;

(iii) Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the KMU under the contract;

(iv) Where an official of the KMU engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

"Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

"Consulting Services" means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solution change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and Programme implementation;

"Contract" means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

"Contractor" means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

"Corrupt and Fraudulent Practices" means either one or any combination of the practices given below;

"Coercive Practice" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

"Collusive Practice" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the KMU to establish prices at artificial, non-competitive levels for any wrongful gain;

"Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

"Fraudulent Practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

"Obstructive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

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"Emergency" means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

"Government" means the Government of Sindh;

"Head of the Department" means the administrative head of the department or the organization;

"Lowest Evaluated Bid" means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids / a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost.

"Lowest Submitted Price" means the lowest price quoted in a bid, which is otherwise not substantially responsive;

"Notice Inviting Tender" means the notice issued by a **KMU** through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

"Open Competitive Bidding" means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

"Services" means any object of procurement other than goods or works, and includes consultancy services;

"Supplier" means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

"Value for Money" means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet KMU's requirements.

"Most Advantageous Bid" means the winning proposal that meets all eligibility and qualification criteria, is substantially responsive to the bidding documents, and ranks highest based on a combination of **cost, quality, or technical qualification**

In the instant the bid submitted by the appellant was lowest submitted in terms of price but the same was not Most Advantageous as it did not meet the required mandatory qualification and was rejected accordingly.

SECTION: 02

INVITATION FOR BIDS (IFB)

Karachi Metropolitan University, KMU invites bids from reputed firms for Procurement of Office Stationery. Detail of the specifications of related services to be provided are given in the scope of work/technical specifications in Section [5] hereto.

Bidders will be selected under procedure described in this Framework Contract in accordance with the Sindh Public Procurement Rules 2010 (Amended up-to-date) and instructions to bidders ITB given under SPPRA bidding document for national competitive bidding Pakistan - procurement of goods, which can be found at www.pprasindh.gov.pk/. For the purposes of this document, any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 (Amended up-to-date),

Proposals must be submitted at the below-mentioned address;

(Please note that bidder must submit the proposals through SPPRA epad only)

REGUSTRAR OFFICE

PROCUREMENT DEPARTMENT

Block M North Nazimabad Town, Karachi

Karachi

SECTION: 03

INSTRUCTION TO BIDDERS (ITB)

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website www.sppra.org will be taken as part and parcel of this Framework Contract and the agreement thereof. Accordingly, the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders.

3.1 Correspondence Address

The contact number and the correspondence address for submitting the Bid are as follow:

PROCUREMENT OFFICE

KARACHI METROPOLITAN UNIVERSITY, KARACHI

Block M North Nazimabad Town, Karachi

Karachi

3.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

3.3. Corrupt Practice

1. KMU requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q - iii, iv)]

2. KMU will reject a bid for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010 (Amended up-to-date), in competing for the contract in question.

3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

3.4. Preparation of Bids

3.4.1 Bidding Process

This is the ***Single Stage - One Envelope Procedure***; the bid shall comprise a single package containing ELIGIBILITY CRITERIA (duly filled in all respect) and FINANCIAL PROPOSAL. [SPPRA Rule 46 (1-a&b)]

3.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and KMU will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and KMU must be written in English. [SPPRA Rule 6 (1)]

3.4.4 Technical Proposal

Bidders are required to submit the Technical Proposal along with the specifications asked in the section-scope of work with brief description of the bidder's organization outlining their recent experience, professional staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan and organization, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non-responsive.

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3.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs inclusive taxes associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by KMU. Adding of any condition on the said format will not be taken in to consideration.

3.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

3.4.7 Bid Security

The KMU shall require the bidders to furnish the Bid Security / Earnest Money or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty-eight (28) days beyond the validity period for bids, in order to provide the KMU reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the KMU as non - responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form;

  or

- In the case of a successful Bidder, if the Bidder fails to;
  - Sign the contract in accordance with ITB Section [2.7.4]; or
  - Furnish performance security in accordance with ITB Section [2.7.5].

3.4.8 Bid Validity

Bids shall remain valid for a period of ***ninety (90) days***, after the date of bid opening prescribed by KMU; [SPPRA Rule 38 (1)]

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Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

3.5 Submission of Bids

3.5.1 Sealing and Marking of Bids

This is the **Single Stage - One Envelope Procedure**; the bid shall comprise a single package containing ***ELIGIBILITY CRITERIA*** (duly filled in all respect) and ***FINANCIAL PROPOSAL*** [SPPRA Rule 46 (1-a&b)] along with specifications/BOQ. The bids can only be submitted through SPPRA EPAD system.

3.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by KMU *through SPPRA EPAD System* at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

3.5.3 Extension of Time Period for Submission of Bids

KMU may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and KMU is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the KMU is convinced that such extraordinary circumstances have arisen owing to law-and-order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

3.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and KMU shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained biding documents.

3.5.5 Late Bids

Any bid received by KMU after the deadline for submission of bids prescribed by KMU pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)]. The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt.

3.5.6 Withdrawal of Bids

The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by KMU prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

3.5.7 Cancellation of Bidding Process

1. KMU may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. KMU shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7-1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. KMU shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

3.5.8 Mechanism for Redressal of Grievances

KMU has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the KMU during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)] / Any bidder being aggrieved by any act or decision of the KMU after the issuance of notice inviting tender may lodge a written complaint.

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. reverse any decision of the procurement committee or substitute its own decision for such a decision;
4. Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

KMU shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by KMU. [SPPRA Rule 31(5)] KMU shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint by a bidder shall not warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]. Provided that in case of failure of the complaint Redressal Committee to decide the complaint; KMU shall not award the contract.

A bidder not satisfied with decision of the KMU complaints' redressal committee may lodge an appeal to the Chief Secretary through the Authority, who shall refer the matter to a review panel in accordance with ITB section [2.5.9]; [SPPRA Rule 31(8)]

A bidder may file an appeal to the Chief Secretary provided; [SPPRA Rule 31(9)]

1. that the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
2. That he has not withdrawn the bid security deposited by him during the procurement process. [SPPRA Rule 31(9-b)]

The biddef must submit the appeal to the Chief Secretary with the following documents: [SPPRA Rule 31(10)]

1. A letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]

2. A copy of the complaint earlier submitted to the complaint redressal committee of the Department and all supporting documents in a sealed envelope; [SPPRA Rule 31(10-b)] and Upon receipt of an appeal and registration fee, the Chief Secretary shall select a Review Panel to examine the complaint. Simultaneously, the Authority shall inform the bidder and the Head of the concerned Department of the action taken by the Chief Secretary. [SPPRA Rule 31(11)]

On receipt of reference from the Chief Secretary, the Chairperson of the Review Panel shall convene a meeting of the review panel within five working days. [SPPRA Rule 31(12)]

Unless the Review Panel recommends dismissal of the complaint being frivolous, in which case the bidder shall loose the bid security deposited with the KMU, the Review Panel may: [SPPRA Rule 31(13)]0-0.0

1. Propose rejection of the complaint, stating its reasons; [SPPRA Rule 31(13-a)]
2. State the rules or principles that govern the subject matter of the complaint; [SPPRA Rule 31(13-b)]
3. Point out the infirmities and breach of rules and regulations by the procuring agencies; [SPPRA Rule 31(13-c)]
4. Suggest annulment in whole or in part of a non-compliant act or decision of a KMU, other than any act or decision bringing the procurement contract into force; [SPPRA Rule 31(13-d)]
5. If the KMU is in breach of its obligations under the Act, Rules or Regulations, suggest the payment of compensation by the officer(s) responsible for mis-procurement for cost incurred by the bidder on preparation of bid, including the cost of the complaint registration fee paid by the complainant; [SPPRA Rule 31(13-e)]or
6. Recommends that the procurement proceedings may be terminated, in case the procurement contract has not been signed. [SPPRA Rule 31(13-f)]

It shall be mandatory for both, the complainant and the KMU to appear before the Review Panel as and when called and produce documents, when so required. The Review Panel shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of KMU along with relevant record. In case of failure of Head of KMU to appear before review panel despite service, the Authority shall bring the matter to the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Panel shall hear the parties and give its recommendations to the Authority within thirty days of receipt of reference. In case, more time is required, the Review Panel may seek extension from the Chief Secretary through the Authority enumerating the reasons for delay. The Authority shall submit these recommendations to the Chief Secretary who shall decide the appeal keeping in view the recommendations of the Review Panel; Provided that the Chief Secretary may refer the matter back to the Review Panel, if there is some ambiguity or vagueness in the recommendations and a clarification is to be sought. The Review Panel shall clarify the matter within seven calendar days, following which the Chief Secretary would decide the matter; [SPPRA Rule 31(14)]

The decision of the Chief Secretary shall be final and the KMU shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website within three working days; Provided that no information shall be disclosed if its disclosure would be against the public interest or may jeopardize national security. [SPPRA Rule 31(15)]

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:-

a) **Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.**
b) **Incriminating evidence of the complaints.**

3.5.9 Review Panel

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)]and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Chief Secretary. Each panel shall have a minimum of 3 members, one from each of the groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

3.5.10 Matters not subject to Appeal or Review

The following actions of the KMU shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the KMU; [SPPRA Rule 33 (1)]
- Decision by the KMU under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

3.6 Opening and Evaluation of Bids

3.6.1 Opening of Bids by KMU

The opening of bids shall be as per the procedure set down in this document with Bidding Process.

3.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids; provided, KMU may at its discretion, ask a Bidder for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid. Any request for clarification in the bid made by the KMU, shall invariably be in wiring. The response to stich request shall also be in writing. [SPPRA Rule 43]

3.6.3. Preliminary Examination

KMU will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

KMU may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of KMU.

If a bid is not substantially responsive, it will be rejected by KMU and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

3.6.4 Supplier Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)] KMU will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

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Data Sheet

1	*Name of the Tender* is: **"PROCUREMENT OF OFFICE STATIONERY"** The Name of the PA's official (s): Karachi Metropolitan University, Karachi ***Address:*** Block M North Nazimabad Town, Karachi. ***Telephone***: 111-111-568 | 03312228568 ***Email:*** manager.procurement@thekmu.edu.pk
2	***The method of procurement is:*** Open Competitive Bidding (National Competitive Bidding) Rule 15 (2b) of the Sindh Public Procurement Rules, 2010 (Amended up-to-date).
3	***Financial Proposal is to be submitted together with Technical Proposal***
4	***Proposal submission address is:*** Procurement department, Karachi Metropolitan University, Karachi ***Address:*** Block M North Nazimabad Town, Karachi ***Telephone:*** 111-111-568 | 03312228568 ***Email***: manager.procurement@thekmu.edu.pk ***Bids must be submitted no later than the following date and time:*** As mentioned in the Advertisement
5	***Proposals shall remain valid till 90 days after the opening date.***
6	Bids must be accompanied with ***fixed bid security*** in the shape of Demand Draft/Pay Order in favor of **"Karachi Metropolitan University, Karachi"** which must be kept with financial proposal only. ***Bidder must have to submit the Bid Security in Original before opening of Bid (Technical) Mandatory.***
7	Clarifications may be requested not later than five days before the bid submission/opening date. The address for requesting clarifications is:

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	Procurement department, Karachi Metropolitan University, Karachi ***Address:*** Block M North Nazimabad Town, Karachi ***Telephone:*** 111-111-568 | 03312228568 ***Email***: manager.procurement@thekmu.edu.pk
8	The bid as well as all related correspondence exchanged by the bidder and the Procuring Agency shall be written in English However it is desirable that the bidder associated Personnel have a working knowledge of the national and regional languages of Sindh, Karachi Islamic Republic of Pakistan.
9	***The format of the Eligibility Criteria to be submitted is:*** ***Section: 4 (4.1) Eligibility Criteria***
10	Firm must also submit the original and one copy of the Technical Proposal and the original of the Financial Proposal ***(When require by Procuring Agency)***.
11	Successful bidder is required to submit 05% of the contract price as Performance Security in the form of pay order/demand draft or bank guarantee in favor of **"Karachi Metropolitan University Karachi"**.

SECTION: 04

4.1 Eligibility Criteria

S. No.	Requisite	*Evidence required to be attached	Compliance / Proof	
1	***Minimum 05 Years in business in the relevant field***	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN. **(Attach as Annexure "A")**	**Yes (Also mention the Page # of the proposal where it placed/attached)**	**No**
2	***Turn Over in last 3 Years should be at least 6 million***	Audit Report / Tax Return **(Attach as Annexure "B")**	**Yes (Also mention the Page # of the proposal where it placed/attached)**	**No**
3	***Registration with Income Tax, Sales Tax and must be valid.***	NIN, GST Certificates **(Attach as Annexure "C")**	**Yes (Also mention the Page # of the proposal where it placed/attached)**	**No**
4	At least ***five (5)*** Purchase Orders of similar nature (Govt. Department/Semi/Autonomous/Hospitals /Multinational firm in cliental list	Attach Purchase Order **(Attach as Annexure "G")**	**Yes (Also mention the Page # of the proposal where it placed/attached)**	**No**
Qualified / Disqualified				

ELIGIBILTY CRITERIA NOTE

1. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on KMU & SPPRA websites regularly.

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2. ***Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, bidder will be disqualified.***

MANDATORYCONDITIONS.

1. Attachment of Affidavit (specimen attached as Annexure "G") on stamp paper from the owner of the company.
2. Bidder declare as Qualified in eligibility criteria will consider in next step. Financial Evaluation.
3. After due qualification as mention above above, ***the lowest bidder will be required to present the sample of each tendered items to department and will only be declared finally qualified for the tender if all the presented items meet the quality standard (if require by the client)***. Further these items will be kept in the record of tender section and if during subsequent supply, if any deviation in standard of quality from the sample item is observed, the bidder will be issued warning and on issuance of second such warning, the bidder will be disqualified from the tender and will not be participate any future tender floated by the Karachi Metropolitan University for One year after the disqualified.
4. The bidders are required to submit bids only in prescribed financial Performa given in this Document.
5. Company's profile must be submitted with all the supporting documents.
6. ***KMU reserves the rights to cancel the bid, accept or reject any bid as per SPPRA Rules.***
7. **The bidder needs to apply/quote in each item mention in the BOQ.**

DISQUALIFICATION

The bidder will be considered disqualified during the technical/financial evaluation process or after award contract if:

1. On black list of SPPRA.
2. Alternate bid is offered.
3. Non - Attachment of Annexure "A" (With Financial Proposal) & Annexure "B" of framework contract (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
4. The qualified bidder sublets the contract in any form/stage to any other agency.
5. ***The tender is deposited without Tender Fee & Bid Security.***
6. If the bid does not precisely mention the name, brand, make/country of origin of goods.
7. If during verification process of the cliental list the response by any of the agency is un satisfactory on account of previous performance.

4.2 Discussions Prior to Evaluation

If required, prior to technical evaluation the bidder may seek any clarification in writing on the eligibility criteria

7.3. Award of Contract

7.3.1 Award Criteria

KMU will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. And bidder given simple needs to approve by the client as well.

7.3.2 KMU's Right to Accept Any Bid and to reject any or all Bids

KMU annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

7.3.3 Notification of Award

Prior to the expiration of the period of bid validity, KMU will notify the successful Bidder in writing by letter or by email, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Within thirty (30) days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the Procuring agency.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], KMU will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7]. Successful bidder Bid Security release after the expiry of the contract.

7.3.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to KMU particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favor of such person.

The Contract shall be signed by the parties at Central Office KMU, Karachi, **within 30 Days** of award of contract.

7.3.5 Performance Security

Within 10 DAYS of receipt of the notification of award from KMU, the successful Bidder shall furnish to KMU the Performance Security of **5 %** of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period.

The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to KMU, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event KMU may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at *Annexure "C"* shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by KMU and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.

Failure of the successful Bidder to comply with requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bid.

7.3.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this Tender Document (TD).

7.3.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [5.2] of this TD.

7.3.8 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with KMU. [Specimen is attached in Annexure "D"] [SPPRA Rule 89]

7.3.9 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with KMU. [Specimen is attached in Annexure "F"]

SECTION: 05

SCOPE OF WORK / SPECIFICATION/BOQ

KMU invites proposal from bidders/firms for the **Supply of Office Stationery** for its university on need basis. The below given items are tentative and may vary from.

S.No.	Item Descrition	Brand	Quantaty	Unit	Rate
1	Ball Point Blue	Dollar/Piano/equivalent	1,000	Nos	
2	Ball Point Black	Dollar/Piano/equivalent	500	Nos	
3	Ball Point Signature Blue	Dollar/Piano/equivalent	120	Nos	
4	Correction Pen	Dux/Pelikan/Deli/equivalent	120	Nos	
5	Pencil	Dollar/Goldfish/equivalent	500	Nos	
6	Highlighter	Dux/Pelikan/Deli/equivalent	288	Nos	
7	Eraser	Dux/Pelikan/Deli/equivalent	144	Nos	
8	Sharpner Plastic	Dux/Pelikan/Deli/equivalent	144	Nos	
9	Box File	Alfalah/Shakir/China/equivalent	1,000	Nos	
10	Register 400 Pages	Prime/Katib/Hamdam/equivalent	144	Nos	
11	Thumb Pin	Dollar/Sensa/Deli/equivalent	60	Nos	
12	Stamp Pad Blue Large	Dollar/Lancer/Shiny/equivalent	24	Nos	
13	Stapler Machine Medium	KW-trio/Opal/Deli/equivalent	24	Nos	
14	Stapler Pins Medium	Dollar/Fuji/Deli/equivalent	500	Nos	
15	Calculator	Casio/Karce/Citizen/equivalent	24	Nos	
16	Paper A4 70 gsm	Double A/BLC/IK/equivalent	1,000	Rim	
17	Printing - Attendence Register (Student)	As per sample	48	Nos	
18	Ball Point Red	Dollar/Piano/equivalent	24	Pkt	
19	Carbon Paper	Dollar/KC/Dolphin/equivalent	24	Box	
20	Printing - Letter head KMDC	As per sample	5,000	Nos	
21	Printing - Envelop Large (Brown)	As per sample	1,000	Nos	
22	Printing - Envelop A4 Size (Brown)	As per sample	1,000	Nos	
23	Printing - Envelop A4 Size (White)	As per sample	1,000	Nos	
24	Printing - Envelop 9x4 (white)	As per sample	1,000	Nos	
25	Printing - Envelop (Small)	As per sample	1,000	Nos	
26	Printing - Fille Cover (Eyelet)	As per sample	1,000	Nos	
27	Printing - File Cover (Clip)	As per sample	2,000	Nos	
28	Printing - File Cover (MBBS)	As per sample	400	Nos	
29	Printing - File Cover (BDS)	As per sample	300	Nos	
30	Printing - File Cover (DPT)	As per sample	300	Nos	
31	Foot Scale Steel	Harden/Tolsen/Sensa/equivalent	200	Nos	
32	Gem Clip 36MM	3 Flower/Apex/Dollar/equivalent	200	Pkt	

SECTION: 05

SCOPE OF WORK / SPECIFICATION/BOQ

KMU invites proposal from bidders/firms for the **Supply of Office Stationery** for its university on need basis. The below given items are tentative and may vary from.

S.No.	Item Descrition	Brand	Quantaty	Unit	Rate
1	Ball Point Blue	Dollar/Piano/equivalent	1,000	Nos	
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4	Correction Pen	Dux/Pelikan/Deli/equivalent	120	Nos	
5	Pencil	Dollar/Goldfish/equivalent	500	Nos	
6	Highlighter	Dux/Pelikan/Deli/equivalent	288	Nos	
7	Eraser	Dux/Pelikan/Deli/equivalent	144	Nos	
8	Sharpner Plastic	Dux/Pelikan/Deli/equivalent	144	Nos	
9	Box File	Alfalah/Shakir/China/equivalent	1,000	Nos	
10	Register 400 Pages	Prime/Katib/Hamdam/equivalent	144	Nos	
11	Thumb Pin	Dollar/Sensa/Deli/equivalent	60	Nos	
12	Stamp Pad Blue Large	Dollar/Lancer/Shiny/equivalent	24	Nos	
13	Stapler Machine Medium	KW-trio/Opal/Deli/equivalent	24	Nos	
14	Stapler Pins Medium	Dollar/Fuji/Deli/equivalent	500	Nos	
15	Calculator	Casio/Karce/Citizen/equivalent	24	Nos	
16	Paper A4 70 gsm	Double A/BLC/IK/equivalent	1,000	Rim	
17	Printing - Attendence Register (Student)	As per sample	48	Nos	
18	Ball Point Red	Dollar/Piano/equivalent	24	Pkt	
19	Carbon Paper	Dollar/KC/Dolphin/equivalent	24	Box	
20	Printing - Letter head KMDC	As per sample	5,000	Nos	
21	Printing - Envelop Large (Brown)	As per sample	1,000	Nos	
22	Printing - Envelop A4 Size (Brown)	As per sample	1,000	Nos	
23	Printing - Envelop A4 Size (White)	As per sample	1,000	Nos	
24	Printing - Envelop 9x4 (white)	As per sample	1,000	Nos	
25	Printing - Envelop (Small)	As per sample	1,000	Nos	
26	Printing - Fille Cover (Eyelet)	As per sample	1,000	Nos	
27	Printing - File Cover (Clip)	As per sample	2,000	Nos	
28	Printing - File Cover (MBBS)	As per sample	400	Nos	
29	Printing - File Cover (BDS)	As per sample	300	Nos	
30	Printing - File Cover (DPT)	As per sample	300	Nos	
31	Foot Scale Steel	Harden/Tolsen/Sensa/equivalent	200	Nos	
32	Gem Clip 36MM	3 Flower/Apex/Dollar/equivalent	200	Pkt	

33	Gem Clip 26MM	3 Flower/Apex/Dollar/equivalent	200	Pkt
34	Glue Stick 21grms	UHU/Dollar/Goldfish/equivalent	144	Nos
35	Hole Punch Double	KW-trio/Deli/Fuji/equivalent	48	Nos
36	Marker Permanent Blue	Dollar/Piano/Picasso/equivalent	144	Nos
37	Marker Permanent Black	Dollar/Piano/Picasso/equivalent	24	Nos
38	Marker Permanent Red	Dollar/Piano/Picasso/equivalent	24	Nos
39	Marker Board 4 colour	Dollar/Piano/Mercury/equivalent	120	Pkt
40	Printing - Note Sheet 50 pages pad	As per sample	100	Pkt
41	Paper Photo State F4A 70 gsm	Double A/BLC/IK/equivalent	500	Rim
42	Papersherader Machine	Deli/GBC/Sunwood/equivalent	6	Nos
43	Paper Pin	Dollar/Deli/Grash/equivalent	72	Pkt
44	Binding Tape	ZIL/Khuram/Lord/equivalent	24	Nos
45	Paper Weight Marble	Local/China/Best quality	24	Nos
46	Pin Cussion	Local/China/Best quality	36	Nos
47	Rerister 200 pages	Prime/Katib/Hamdam/equivalent	144	Nos
48	Rienforcement Ring	Fazal/Azeem/Anchor/equivalent	144	Pkt
49	Rough Pad Small	Burooj/Solo/Decent/equivalent	48	Nos
50	Stapler Machine Large	KW-trio/Max/Fuji/equivalent	12	Nos
51	Stapler Pin Large	KW-trio/Max/Fuji/equivalent	48	Pkt
52	Stapler Remover	KW-trio/Opal/Fuji/equivalent	36	Nos
53	Stamp Pad Black	Dollar/Lancer/Shiny/equivalent	12	Nos
54	Scotch Tape 1inch	3M/Scotch/Abro/equivalent	24	Nos
55	Tape Scotch 1/2 Inch	3M/Scotch/Abro/equivalent	24	Nos
56	Tape Plastic Brown 2 Inch	Scotch/Lord/Goldie/equivalent	24	Nos
57	Tape Electric Nitto	Osaka/Nitto/Dura/equivalent	48	Nos
58	Tape Plastic Brown 3 Inch	Scotch/Lord/Goldie/equivalent	12	Nos
59	Tag For Filing	Local/China/Best quality	144	Nos
60	Table Set	Senator/Goldfish/Deli/equivalent	24	Set
61	Table Organizer	TSC/Leaf/Sign/equivalent	24	Nos
62	Cartridge Laser Printer	China/HP Compatible	48	Nos
63	Scissor Medium	Local/China/Best quality	24	Nos
64	Lock	Local/China/Best quality	24	Nos
65	File separator	Eagle/M&G/Deli/equivalent	100	Pkt
66	Duster	Local/China/Best quality	1,000	Nos
67	Dust Bin Small with Cover	Local/China/Best quality	48	Nos
68	Printing - Examination copy Theory	As per sample	10,000	Nos
69	Printing - Examination copy Practical	As per sample	10,000	Nos
70	Letter head KMU	As per sample	2,500	Nos
71	Door closer	master/maxell/similar	24	Nos
72	Towel Medium Size	Local/China/Best quality	24	Nos
73	Cyclostyle Paper	Local/China/Best quality	1,000	Rim
74	Water Glass	Ocean/Omroc/Nova/equivalent	48	Nos

75	Extantion Board	Clopal/Hero/Gulzar/equivalent	24	Nos
76	Room Spray	Fresco/Perfect/Delite/equivalent	48	Nos
77	Dust bin for Coridoor (extra Large)	Local/China/Best quality	12	Nos
78	Tri Cycle lock	Trio-Circle/COO/Yale/equivalenet	48	Nos
79	Parking cone medim and large	Local/China/Best quality	24	Nos
80	Tissue Box	Rose Petal/Fay/Tux/equivalent	72	Nos
81	1 Inch Rubber Pipe for gardining 1000 fit	Local/China/Best quality	3	Roll
82	Compatible Toners	Compatible Toners/Good Quality	List attached -Toners	
	Grand Total with all applicable taxes as per financial policy 2026-27			

In words:

Note: Its bidder responsibility to collect the sample from Store department for the Serial No. 17,20 to 30, 40, 68, 69,70.

Bidders may quote for one or more item(s). Each item shall be evaluated separately, and the award shall be made on an item-wise basis to the technically responsive bidder whose sample (where applicable) is accepted and who offers the lowest evaluated price, in accordance with the Sindh Public Procurement Rules (SPPRA).

NOTE

i. The tender will be dealt as per ***single stage one envelope method*** i.e. the financial and technical bids will be opened at one time and after announcing of financial bids, the contract will be awarded to a bidder who qualifies the ***eligibility criteria & offered lowest evaluated financial bid***.

ii. This is a **Single Stage one envelope procedure**; therefore 1st lowest bid will be evaluated first. If the 1st lowest bidder is disqualified by evaluation criteria, then next lowest bid will be evaluated. Similarly, if 2nd bidder is disqualified, then 3rd lowest bidder will be evaluated and so on. On qualification of a bidder during this process no further evaluation will be done.

SECTION: 06

FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2026-2027)

Name of Bidder: ______________________________

Sr. No.	Items	*Quantity Per Year	Rate Per Unit (Rs)	Rate Per Unit (Rs.) with Taxes	**Total Amount with all applicable taxes

- ***This quantity is tentative and may vary.**
- ***This total amount will be taken as price offered by the vendor inclusive of all applicable taxes.***
- ***The bidder must quote the Brand/Model Number against each above item is mandatory.***
- ***The quantities specified in the SCOPE OF WORK / SPECIFICATION/BOQ are tentative and estimated, and are provided solely for the purpose of bid evaluation. The Procuring Agency reserves the right, in accordance with the applicable provisions of the Sindh Public Procurement Rules (SPP Rules), to increase or decrease the quantities of any or all items at the time of contract award or during the execution of the contract, subject to the availability of funds and operational requirements. Such variation shall not entitle the successful bidder to claim any compensation, damages, loss of profit, or alteration in the quoted unit rates or any other contractual terms and conditions.***

Note

1. The rates should be quoted in Pak Rupees inclusive all taxes and levies.
2. **The company will be considered disqualified from the very outset, if not GST registered.**
3. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, commissioning, transportation and labor charges.
4. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.

5. No advance payment for the supply of equipment will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer/department.
6. ***Delivery Period:*** A prior notice of **03 days** will be given for the supply of **office stationery** and it will be expected **within 03 days**; the said supplies will be made available at the site.
7. If the item is not provided on due date (date given on supply order) a ***fine of Rs.500/-per day*** will be deducted from the bill by the Finance Department.
8. Emergency Stationary without delay for any department will be provided by vendor on same day.
9. **Calculation of bid security:** Fixed Amount of Bid Security will be submitted with the tender document as bid security in shape of Pay Order /Demand Draft in favor of Karachi Metropolitan University Karachi.
10. In case it is reviled at any stage after delivery of the item that the asked specification of the tender has not been met, the amount of the total delivery of that specific item will be fined to the vendor with appropriate action as deemed necessary by the procurement committee.
11. ***Bidders may quote for one or more item(s). Each item shall be evaluated separately, and the award shall be made on an item-wise basis to the technically responsive bidder whose sample (where applicable) is accepted and who offers the lowest evaluated price, in accordance with the Sindh Public Procurement Rules (SPPRA).***
12. All conditions in the contract agreement attached as Annexure F are part of this document.
13. ***The tender will be considered cancelled if the contract agreement/performance security after due signature is not submitted with Finance Department, KMU after 5 days of completion of bid evaluation report hoisting period (3working days) on SPPRA website.***
14. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the document.
15. In case the financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidders.

Note. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on KMU& SPPRA website regularly.

6. Contract

6.1 Conditions of Contract

6.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

Applicable Law" means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010. (Amended up-to-date)

"Procuring Agency" or "PA" means KMU Contractor.

"Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

"Contract Price" means the price to be paid for the performance of the Services. "Effective Date" means the date on which this Contract comes into force.

"GC" mean these General Conditions of Contract.

"Government" means the Government of Sindh.

"Currency" means Pak Rupees.

"Member" means any of the entities that make up the joint venture/consortium/association, and "Members" means all these entities.

"Party" means the PA or the Contractor, as the case may be, and "Parties" means both of them.

"Personnel" means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

"SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.

"Services" means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

"In writing" means communicated in written form with proof of receipt.

6.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

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6.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an horizon representative of the Party to whom the communication is addressed, or when sent to such party at the address specified in the SC.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

6.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the KMU or the Supplier may be taken or executed by the officials.

6.1.5 Taxes and Duties

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price

6.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

6.1.7. Expiration of Contract

Unless terminated earlier pursuant to Clause GC 5.1.7 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

6.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

6.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

6.1.10 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

6.1.11 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

6.1.12 Termination

6.1.12.1 Termination by KMU

The KMU may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the KMU shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the KMU may have subsequently approved in writing;
b. If the Supplier becomes insolvent or bankrupt;
c. If the Supplier, in the judgment of the KMU has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;
d. If, as the result of Force Majeure, the Supplier(s) are unable toper form a material portion of the Services for a period of not less than sixty (60) days; and
e. If the KMU, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

6.1.12.2 Termination by the Supplier

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the KMU, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

a. If the KMU fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.

AS

b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

6.1.12.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the KMU shall make the following payments to the Supplier:

a. Payment for Services satisfactorily performed prior to the effective date of termination;
b. except in the case of termination pursuant to paragraphs (a) through (c) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

6.1.13 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6.1.14 Settlement of Disputes

6.1.14.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

6.1.14.2 Arbitration

If the KMU and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

6.1.15 Data Ownership

The data in the implemented Computer System shall at all times remain the exclusive property of KMU. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to KMU upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

6.1.16 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the KMU, and shall at all times support and safeguard the KMU legitimate interests in any dealings with Sub-Suppliers or third Parties.

6.1.16.1 Conflict of Interest

The Supplier shall hold the KMU's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

6.1.16.2 Confidentiality

Except with the prior written consent of the KMU, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

6.2 Special Conditions of Contract

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.

6.2.1 Performance Security

The amount of performance security shall be Five (05 %) percent of the Contract Price

6.2.2 Payment

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between KMU and the Supplier.

a. All advance payment (if any) will be made against valid bank guarantee(s).
b. b, KMU will effect payment within 30 days on satisfactory delivery of services, upon submitting the invoice under above conditions.

6.2.3 Price

Schedule of prices shall be as fixed in the Contract.

Annexures

Annexure "A"

7. BID FORM

FORM OF BID

Tender Reference No...........................   Dated:__________________, 2026

To,

PROCUREMENT DEPARTMENT

KARACHI METROPOLITAN UNIVERSITY

Block M North Nazimabad Town, Karachi

Karachi

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency__________________[total bid amount in words and figures].

We understand that all the Annexures attached 'hereto form part of this Bid.

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries

if our Bid is accepted, we will obtain the Bank Guarantee/Pay order in a sum equivalent to five percent (05%) of the Contract Price for the due performance of the Contract, in the form prescribed by KMU.

We agree to abide by this Bid for a period of ninety (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.

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.

AS

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

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

Name & Address of Bidder in Block Capital

____

____

Dated this ____________day of_______________2026

__________________ _____________________

[Signature] **[In the Capacity of]**

Duly authorized to sign Bid for and on behalf of_________________________

Witness;

Signature; ________________________

Name: _________________________

Address: --

Occupation: --

Annexure "B"

8. BID SECURITY FORM

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for the **supply office stationery items**

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto Karachi Metropolitan University Karachi (hereinafter called "the Purchaser") in the sum of Rupees ___________ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ___ day of__ 2026.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the: acceptance of its 'Bid by the Karachi Metropolitan University Karachi during the period of bid validity:
    a. fails or refuses to execute the Contract, if required; or
    b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty-eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

[Signature and Seal of the Bank]

Annexure "C"

9. PERFORMANCE SECURITY FORM

To,

PROCUREMENT DEPARTMENT

KARACHI METROPOLITAN UNIVERSITY

Block M North Nazimabad Town, Karachi

Karachi

WHEREAS [name of Supplier] (hereinafter called "Supplier" or "Contractor") has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated______2026 to ________ [details of task to be inserted here] (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, 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 / Contractor 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 _____2026.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

Annexure "D"

10. INTEGRITY PACT

Declaration of Fees, Commissions and Brokerage etc. Payable by the Suppliers of Services Pursuant to Rule 89 Sindh Public Procurement Rules Act, 2010

______________________ [the Supplier] 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 Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Supplier] 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 contact) Tight, interest, 'privilege or other obligation or benefit in whatsoever form from GoP, except that'which hasbeen expressly declared pursuant hereto.

[The Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The Supplier] 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 right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Supplier] 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 GoP.

For and On Behalf Of

Signature: ________________

Name: ____________________

NIC No: ___________________

Annexure "E"

11. SCHEDULE OF OPENING AND SUBMISSION OF BID

For details refer to Newspaper Advertisement published on the subject matter.

AS

ANNEXURE- F

12. CONTRACT AGREEMENT

This Agreement is made on this _____________ day of _________________, Between Karachi Metropolitan University Karachi having its main campus/head office at Block M North Nazimabad Town, Karachi, Karachi

(Hereinafter called the Purchaser)

And

M/S. __________________having its registered office at_____________________

(Hereinafter called the Vendor).

WHEREAS

"KMU" intends to acquire the services of "Supplier" for **Supply of Stationery (goods)** for its Head Office/Main Campus and Supplier agrees to provide the services to the department, as per tender opening date, along with detail of descriptions and Price Schedule mentioned in Financial Proposal which is attached herewith and marked as Annexure-A:

Terms & Conditions:

1. All terms and conditions of the tender document will remain part of this agreement.
2. A prior notice of 03 days will be given for the supply of office stationery and it will be expected within 03 days, the said supplies will be made available at the site.
3. The Supplier shall supply the said goods as per specifications of the tender within 03 working days from the date of issue of Purchase Order by the Department.
4. A fine of Rs. 500/- per day will be charged, if even after 05 days of issuance of Purchase order, the supplies are not provided till the requisite is completed.
5. In the event of the default on the part of the Supplier, in the performance of any condition of the contract/tender or delay in supply of the items even after a lapse of 10 days of the issuance of the purchase order, it shall be lawful for the Department to forfeit the performance security and cancel the whole part of the supply order or cancel the contract. Decision of the KMU will be final and will be legal binding on the Supplier.

6. The Department reserves the right to test/check the goods to ensure that it is provided as per specification in the tender document. For any discrepancies, at the time of supply or later, the Department reserve the right to forfeit full performance security and cancel the tender and initiate binding upon the Supplier.
7. The Supplier also undertakes to bear all kind of taxes i.e, Stamp duty/ Services Charges/Professional Tax / Sales Tax Invoice, Income Tax, Zila / Octroi Tax (if any) and all other incidental charges etc, up to the place of destination.
8. Delivery will be made by the Supplier at main campus/head office.
9. The KMU will have the option to enforce the performance bond on happening of any one or all the following events.
    a. If the vendor fails to deliver the Goods as per agreed Schedule.
    b. If the vendor fails to get the Goods inspected by the Store Department/User Department.
    c. If the Goods supplied by the vendor fails to perform as per KMU requirement. In addition, the KMU will have the option to cancel the order and offer the same to the next lowest bidder.
10. The term of this agreement shall be for the period of **ONE year**, commencing from the date of signing of his agreement. Extendable up to three years on mutual consents of the parties.

Performance Guarantee:

05% of the total tender amount will be retained by the KMU as "Performance Security" and will be returned to the supplier after 90 days of supply of complete tender items, including satisfactory confirmation by the concerned officer, where the items have been supplied.

Conflict of Interest:

The Supplier shall hold the KMU's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

CONFIDENLITY

i. Confidential Information. For the purposes of this Agreement, the term "Confidential Information" shall mean any information comes in possession of M/S ________ on and its personnel during normal course of business / Services shall be the property of the KMU at all times and / or any of the KMU's communications, whether in oral, written, graphic, magnetic, electronic, or other form, that is either conspicuously marked "confidential" or proprietary," or is known to be confidential or proprietary, or is of a confidential or proprietary nature, and that is made in the course of discussions, studies, or other work undertaken shall be kept confidential by M/S ______________.

AS

ii. M/S. ____________ Acknowledges that the KMU is under strict confidentiality obligations with regard to all the information and affairs of its customers. Therefore, COMPANY Name shall not disclose any data, information or other affairs of KMU's customers which may come to the knowledge of M/s. __________ in providing the above services. ____________ undertakes to obtain from its employees involved in the Services to provide written undertakings to maintain the confidentiality obligations of M/S under this Agreement.

iii. In the event of breach of this clause, M/S. _________ shall be liable to pay damages to the KMU and indemnifies the KMU against any injury arising out of any breach of this clause by the KMU.

iv. This clause shall survive termination of the Agreement.

15. INDEMNIFICATION.

1 Company Name (the "Indemnifier") agrees that it shall indemnify, defend, and hold harmless the KMU and its parent, subsidiaries, affiliates, successors, and assigns and their respective directors, officers, employees and agents (collectively, the "Indemnities") from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages and expenses (including, without limitation, reasonable attorneys', accountants' and experts' fees) arising out of or resulting from, in whole or in part: (i) any act, error or omission, whether intentional or unintentional, by the Indemnifier or its officers, directors, employees, or sub- administrators, related to or arising out of the business covered by this Agreement, or (ii) an actual or alleged breach by the Indemnifier of any of its representations, warranties or covenants contained in this Agreement (including, without limitation, any failure of Indemnifier to comply with applicable local, state, provincial or federal regulations concerning Indemnifier's performance under this Agreement).

This Article shall survive termination of this Agreement.

Termination of Agreement by the KMU:

- If the Supplier, in the judgment of the KMU has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- If the KMU, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If the issued two (2) warning letter/emails by KMU for its unsatisfactory current performance by the KMU to the bidder.

In witnesses hereunder ~~both the~~ parties have set their hands on the day and year above first mentioned.

Signature ______________ Witness:

Name ____________________

Signature ____________________

Designation ____________________

Name____________________

Company Name ____________________

Designation____________________

Address ____________________

Address ____________________

____

____

Stamp

'Costumer Signature ____________________

Name ____________________

Designation ____________________

Procuring Agency Name **KARACHI METROPOLITAN UNIVERSITY KARACHI**

Address Block M North Nazimabad Town, Karachi

Stamp

ANNEXURE "G"

13. AFFIDAVIT/UNDERTAKING

To be typed on Rs.50/- Stamp Paper

AFFIDAVIT / DECLARATION

(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH

BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)

I, ______________________ S/o ____________________, Proprietor/Authorized Representative/Partner/Director of M/s ____________________, having NTN # _______________ holding CNIC # ___________________ , do hereby state on solemn affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: ___________

Dated. ___________

DEPONENT

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this _________ day of _________ 2022, who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT

List of Toners

S.No.	Toner Description (Compatible)	* Tentative Qty	Unit Prices
1	HP Toner 107A (for HP MFP 135)	25	
2	HP Toner 110A (for HP 108)	20	
3	HP Toner 12A (for HP 1020/1018)	10	
4	HP Toner 150A (for HP M111)	10	
13	HP Toner 26A (for HP M402)	5	
14	HP Toner 35A (for HP 1102)	10	
15	HP Toner 44A (for HP M28W)	5	
16	HP Toner 55A (for HP P3015)	10	
17	HP Toner 79A (for HP M12)	10	
18	HP Toner 83A (for HP M125)	10	
19	HP Toner 85A (for HP 1102)	45	
20	HP Toner 93A (for HP M706n)	5	

* Quantity is estimated; the client may increase/decrease the quantity as per requirement.

Ref No: KMU/REG.SCTT/ 115 /2025 Date: 20/ 03 / 2025

NOTIFICATION

In compliance with Rule No- 31 under title "REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES" of Sindh Public Procurement Rules, 2010, amended up-to-date, a committee for complaint redressal to address the complaints of bidders that may occur during the procurement proceedings has been constituted on following members.

Committee Members:

1-	Prof. Dr. Wasim Qazi Vice Chancellor, KMU031	Chairman
2-	Mr. Tayyab Ali Ghouri Accounts Officer, A.G Sindh	Member
3-	Mr. Salman Abbasi Executive Director, ICAP	External-Member

Functions and Responsibilities:

This committee shall function as per SPPRA Rules-2010 amended-up-to date and ensure the compliance with all procedural requirements as follows.

1. Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with these rules and regulations;
2. Annul in whole or in part, any unauthorized act or decision of the procurement committee; and
3. Reverse any decision of the Procurement Committee or substitute its own decision for such a decision; or etc.
4. Provided that the complaint redressal committee shall not make any decision to award the contract.

Dr. Mahmood Ahmad Khan
Registrar
Karachi Metropolitan University

CC:

- P.S to Vice Chancellor, KMU
- All above concerned

OFFICE OF THE REGISTRAR
THE KARACHI METROPOLITAN UNIVERSITY

Ref No: KMU/REG.SCTT/ 533 /2026 **Date: 30 / 06 / 2026**

NOTIFICATION

In compliance with Rule-7 of the Sindh Public Procurement Rules, 2010, amended up-to-date a **Procurement Committee (Goods/Equipment)** has been constituted to oversee procurement processes and ensure compliance with applicable rules and regulations. The committee's composition and responsibilities are outlined below:

Committee Members:

1.	**Dr. Mahmood Ahmad Khan** Registrar, KMU	**Convener**
2.	**Mr. Nadeem Shakoor Javeri** Director Finance, KMU	**Member-Secretary**
3.	**Mr. Salman Memon** In-charge Work & Services, JSMU	**External Member**

Functions and Responsibilities:

Functions and Responsibilities of Procurement Committee(s) shall be responsible for;

1. Preparing bidding documents;
2. Carrying out technical as well as financial evaluation of the bids;
3. Preparing evaluation report as provided in Rule 45;
4. Making recommendations for the award of contract to the competent authority; and
5. Perform any other function ancillary and incidental to the above

This committee shall function as per the Sindh Public Procurement Rules 2010 and ensure compliance with all procedural requirements.

Dr. Mahmood Ahmad Khan
Registrar
Karachi Metropolitan University

Cc:

- P.S. to Vice Chancellor, KMU
- All concerned, KMU

ST-2, BLOCK-M, NORTH NAZIMABAD, KARACHI-74700, PAKISTAN
(021) 111-111-568
021-36670001, 021-36620071, 021-36620072
info@thekmu.edu.pk
www.thekmu.edu.pk

KARACHI METROPOLITAN UNIVERSITY-KARACHI					
ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2026-27					
Sr.No	**Description of Items/Brief Detail**	**Department**	**Target (Q1,Q2,Q3,Q4)**	**Estimated Total Cost (Millions PKR)**	**Proposed procurement method**
1	Procurement of Office Stationary Items (Framework) Contract	Store Department	Q 1 (July-Sept)	7.7 Million	Single Stage Single Envelope Procedure
2	Procurement of Hiring of Janitorial Staff/Services (Framework) contract	Registrar Office	Q 1 (July-Sept)	18.5 Million	Single Stage Two Envelope Procedure