

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



**BIDDING DOCUMENT**

**Procurement of Designing & Printing Materials and Graduation  
Medals (Silver, Gold, Bronze) for the 14th Convocation of Dawood  
University of Engineering & Technology (DUET), Karachi**

**Name of Company/Bidder:** \_\_\_\_\_

**Contact Details with Complete Address:** \_\_\_\_\_

NTN No: \_\_\_\_\_

GST No: \_\_\_\_\_

SRB No \_\_\_\_\_

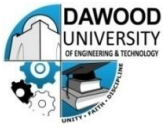
Other Registrations No (If any)

\_\_\_\_\_

CONTRACTOR SIGNATURE WITH STAMP

## **BIDDING DATA SHEET**

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scope of Procurement:                     | <b><u>SCOPE OF PROCUREMENT:</u></b><br>Procurement of Designing & Printing Materials and Graduation Medals for the 14th Convocation Ceremony                                                                                                                                                                                                                                                                                                                                                                         |
| Eligibility to Bid                        | Income Tax – GST, NTN and SRB Registered Firms only Under provision of SPP rules 2010 (amended upto date)                                                                                                                                                                                                                                                                                                                                                                                                            |
| Bid Price                                 | Bid Price:<br>Price Shall be quoted in Pak Rupees inclusive of all Govt. applicable taxes                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Validity of Bid                           | Validity of Bid:<br>Bid shall be valid for <b>90 Days</b> from the date of opening of bid.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Language of Bid                           | Language of Bid:<br>Language of Bid shall be in English                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Submission of Bid                         | Bidder shall submit:<br>One Original                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Bid Security                              | Bid Security:<br><b>Rs. 131,600/-</b> in shape of Pay Order/DD/BANK Guarantee or in appropriate form in favor of Dawood University of Engineering & Technology (DUET), Karachi                                                                                                                                                                                                                                                                                                                                       |
| Issuance of Bidding Document              | Bidding Documents can be obtained and shall be submitted online through EPADS as per mentioned below schedule. EPAD web: <a href="https://portalsindh.eprocure.gov.pk/#/">https://portalsindh.eprocure.gov.pk/#/</a> and will also be available on DUET own website: <a href="http://www.duet.edu.pk">www.duet.edu.pk</a> . Supplier are advised to get the registration on EPAD portal at <a href="https://sindh.eprocure.gov.pk/#/supplier/registration">https://sindh.eprocure.gov.pk/#/supplier/registration</a> |
| Place and Deadline for Submission of Bid: | Mentioned in the NIT above<br>Original Bid Shall be Uploaded on SPPRA EPADS Portal and also a Hard Copy must be submitted to Governor Procurement Committee                                                                                                                                                                                                                                                                                                                                                          |
| Opening of Bid (Place, Date & Time)       | Mentioned in the NIT above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Performance Security                      | Performance Security: The successful Bidder shall furnish the performance security 05% in shape of Pay Order within 03-05 Days of the receipt of notification of award or the bid security of successful bidder will be kept on account of performance security.                                                                                                                                                                                                                                                     |
| Signing of Contract Agreement             | Contract Agreement shall be signed within 03-05 days after the receipt of award of contract to be affixed with stamp duty 0.35% or as per govt. applicable rates (charges to be paid by bidder)                                                                                                                                                                                                                                                                                                                      |



## DAWOOD UNIVERSITY OF ENGINEERING & TECHNOLOGY

NEW M.A. JINNAH ROAD, KARACHI-74800 (PAKISTAN)

Phone: 021-99231195-98, 99230307

### **NOTICE INVITING TENDER ON EPADS**

### **14<sup>TH</sup> CONVOCAATION PRINTING MATERIAL**

DUET/NIT/CON.MATERIAL-2026/10

Under the relevant provisions of the **Sindh Public Procurement Rules (SPP Rules) 2010 (amended to date)**, Dawood University of Engineering & Technology (DUET), Karachi, invites **online bids through the SPPRA e-Pak Acquisition & Disposal System (EPADS) portal** from **experienced and reputable firms** for “Procurement of various printing services and supply of Gold, Silver & Bronze Medals” for Upcoming 14<sup>th</sup> Convocation-2026 event (Estimated Cost is. 2.632 Million)

**Bid Security:** As per the relevant provisions of SPP Rules (amended to date), a fixed amount of Rs. 131,600/- and a non-refundable tender fee of Rs. 3,000/- shall be submitted in the shape of a pay order in favor of Dawood University of Engineering & Technology (DUET), Karachi  
**Method of Procurement:** Single Stage – Single Envelope (As per SPP rules 2010)

**Eligibility:** Income Tax, GST, SRB Registered Firms – Active Tax Payer

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

Date of Issuance of Bidding Document on EPADS: 09-10-2026 to 23-10-2026

Last Date & Time for submission of Bid on EPADS: 23-10-2026 (03:00 pm)

Date & Time for Opening of Bid on EPADS: 23-10-2026 (03:30 pm)

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

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

- Conditional and telegraphic bids/tenders
- Bids without Bid Security and non-refundable Tender Fee in the prescribed format
- Bids from currently blacklisted firms (Contractor shall submit an undertaking on stamp paper confirming the firm is not blacklisted)
- Failure to submit required documents
- If bidder's performance is found unsatisfactory
- If samples are not submitted as per the BOQs

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

**Procurement officer,  
DUET**

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## **INSTRUCTIONS FOR BIDDERS:**

### **1. BIDS:**

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

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

**Non-Black List Affidavit / Undertaking that currently firm is not a black listed firm**

(Bidder should propose all BOQ items to be strictly compliant with technical specification/Schedule of Requirements; no optional item/material will be accepted.

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- 1.10.6 **Each Page of Tender Document along with supporting document must be signed & stamped by the Bidder/Supplier.**
- 1.10.7 Form of Tender must be filled properly by the Bidder (Annexure A)

## **2. BID SECURITY**

**The bidder should submit their bid along with a Bid Security amounting Rs. 105000/- in shape of Pay Order/Demand Draft (i.e. 5% of the estimated cost as per new amendments by SPPRA) in the name of Dawood University Of Engineering & Technology (DUET), Karachi and valid for 28 days beyond the validity of the bid or as per SPP rules 2010.**

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

## **3. PERFORMANCE SECURITY**

- 3.1 Performance guarantee equal to 05% of the price of the work order shall be furnished within 07 days of issuance of letter of Intent or Purchase Order/Supply Order as per **Annexure-B OR in the form of Pay Order/Bank Guarantee**
- 3.2 Validity of Performance Security: Performance Security will be released after 60 Days Beyond the date of completion of contract only after issuance of Certificate of Satisfactory to be issued from Concerned Procurement Committee / Procuring Agency's Designated Officer subject to fulfil all the required formalities as per rule.

**4. ALTERNATIVE PROPOSALS**

If any bidder submits alternative proposal (s), complete information on alternative items/material should be submitted on separate (Inclusive all Govt. applicable Taxes) Bidding Documents along with separate (Inclusive all Govt. applicable Taxes) Bid security i.e., 5% of total bid amount.

**5. VALIDITY OF PRICES**

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

**6. SIGNING OF THE AGREEMENT**

Within 03 days of the issuance of the letter of intent / Purchase Order the successful bidder will be required to sign a Contract Agreement (duly affixed by stamp duty) 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.

**7. BREACH OF CONTRACT**

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

**9. DEFAULT-LIABILITY OF CONTRACTOR**

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

## **10. REJECTION**

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

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

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

- 11.1 If the Contractor fails to deliver the items or required services with the time laid down in the Contract Agreement/Supply Order or any extension thereof, there shall be a deduction from the Contract Price, as liquidated damages, a sum of 1% per day of total value or a part of the contract price of each unit of the undelivered stores for each calendar month of delay. Total liquidated damages payable to the Procuring Agency shall not in any case exceed by 10% of the Contract Price of the unit or units so delayed and such deduction shall be in full satisfaction of the Contractor's liability for the said failure. The amount will be recovered from the Local Agent's Commission/Performance Bond. 5 to 10% Liquidated damages will also be imposed if unsatisfactory performance observed during whole event of convocation and also if the supply of required materials delivered are not upto date as per required specification provided in the schedule of requirement or if found any other issue of quality and services.
- 11.2 Should the progress of the contract at any time be lagging behind the program agreed between the Procuring Agency and the Contractor, the Procuring Agency shall notify the Contractor in writing and the Contractor shall thereupon take such steps as he deems fit to expedite the progress of the Contract.

12. **QUALITY OF SERVICES:**

No variation will be allowed in quality/substance as per specifications/ schedule of requirements. 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.

13. **ACCEPTANCE TERMS**

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

14. **DISQUALIFICATIONS:**

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

- 14.1 Technical details/brochures and literature pertaining to the offered items/services are not attached.
- 14.2 Tenders are submitted without the required earnest money (i.e., 5% of total quoted bid amount by bidder) & nonrefundable tender fee (mentioned in NIT) in favor of DUET, Karachi
- 14.3 Bid Security & Tender Fee (non refundable) if received after specified date and time.
- 14.4 Specification and other requirements are not properly adhered to, or manufacturer's brochures show specifications different from those given in the proposal.
- 14.6 **Income Tax - GST, NTN and SRB Registered certificates are not attached.**
- 14.7 **Quality Samples as per Specification must be provided in case of non submission bid will be rejected**

15. **DELIVERY SCHEDULE**

- 15.1 With in **10-15 Days** after receipt of Award of Contract/Supply Order

However, procuring agency for his convenience may change the schedule within the Bid Validity Period under the provision of SPP rules 2010 (amended upto date)

16. **DISQUALIFICATION OF SUPPLIERS.**

Procuring Agency shall disqualify a supplier if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as supplier is false or incorrect and materially inaccurate or incomplete. Or at any stage has indulge in corrupt and fraudulent practices as per SPP Rules 2010 (amended upto date)

**17. CANCELLATION OF BIDDING PROCESS:**

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

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

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

**18. CONFIDENTIALITY:**

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

**19. PAYMENT**

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

**20. INSPECTIONS & TESTS**

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

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

21. **CHANGE ORDERS**

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

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

**ELIGIBILITY/QUALIFICATION CRITERIA**  
**(FOR SINGLE STAGE SINGLE ENVELOPE)**

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| S.No. | Mandatory Bid Evaluation Criteria                                                                                                                                                                                                                           | Evidentiary Requirement                                                                                                                             | Remarks (Complaint/non-compliant) |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 01    | Minimum five (05) years of continuous, verified experience in providing professional printing services and manufacturing convocation medals (gold, silver, bronze).                                                                                         | Comprehensive firm profile along with valid proof of continuous operations attached at Annexure 'A'.                                                |                                   |
| 02    | Verifiable list of structural institutional clients accompanied by complete physical addresses, active official corporate email IDs, and functional telephone numbers.                                                                                      | Documented client reference roster attached at Annexure 'B'.                                                                                        |                                   |
| 03    | Financial Capability & Audited Turnover<br><br>Annual financial turnover during the last five (05) years must be at least twice (2x) the total estimated cost of this procurement or as mandated under SPP Rules 2010.                                      | Original Bank Statement along with Account Maintenance Certificate duly signed and stamped by the concerned Bank Manager, attached at Annexure 'C'. |                                   |
| 04    | The participating bidder must completely clear all legal integrity tracks and must not be currently blacklisted by any Government, Semi-Government, Autonomous Body, or Academic Institution under the relevant provision of SPP rules 2010 (amended)       | Original, legally binding solemn undertaking executed on non-judicial Stamp Paper of appropriate value, attached at Annexure 'D'.                   |                                   |
| 05    | Active Taxpayer Standing (FBR)                                                                                                                                                                                                                              | Verifiable printout proving Active Taxpayer status attached at Annexure 'E'.                                                                        |                                   |
| 06    | Valid FBR Income Tax (NTN) & Sales Tax (GST) registration certificates for goods procurement, or active registration with the Sindh Revenue Board (SRB) for works/services.                                                                                 | Certified copies of all Registration Certificates attached at Annexure 'F'.                                                                         |                                   |
| 07    | Institutional Supply Capabilities & Track Record: Execution of at least fifteen (15) separate formal Work Orders / Supply Orders for related services of printing and medals within Educational Institutions, Government Departments, or Autonomous Bodies. | Copies of fifteen (15) verified institutional Work / Supply Orders attached to the profile.                                                         |                                   |
| 08    | Quality Assurance & Performance Assessment<br>Proven history of flawless execution with zero defaults or unresolved operational disputes.                                                                                                                   | Performance reports must be issued by competent authority of client organizations                                                                   |                                   |

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| S.No. | Mandatory Bid Evaluation Criteria                                                                                          | Evidentiary Requirement                        | Remarks (Complaint/non-compliant) |
|-------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------|
|       | Minimum of Ten (10) formal, separate Satisfactory Performance Certificates explicitly linked to the submitted work orders. | explicitly stating 'Satisfactory' performance. |                                   |
| 09    | Press Declaration Registration Certificate (Attested)                                                                      | Attach Valid & Attested Copy of Certificate    |                                   |
| 10    | Local Presence of Printing Press at Karachi                                                                                | Attach Valid and documented Proof              |                                   |
| 11    | Samples Must be available at the Time of Submission of Bids to the convenor Procurement Committee                          | Provide All Quality Samples as per given specs |                                   |
| 12    | Staff Details                                                                                                              | Attach Valid Proof                             |                                   |
|       | Qualified / Disqualified (Yes / No )                                                                                       |                                                |                                   |

Note: Non-Complaints Bids will be rejected if the bidder does not comply with the above requirements.

## **CONTRACT AGREEMENT**

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

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

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

### **NOW THIS CONTRACT WITNESS AS FOLLOWS:**

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

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

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

**Signed/ Sealed by Procuring Agency**

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

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

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

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

CONTRACTOR SIGNATURE WITH STAMP

**FORM OF TENDER/BID**

***Name of Contractor/Manufacturer/Supplier***

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

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

Telegraphic Address in Karachi \_\_\_\_\_

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

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

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

To, [Procurement Officer DUET, Karachi]

Dear Sir,

In response to your invitation to Tender No. \_\_\_\_\_ dated \_\_\_\_\_

I/We hereby submit my/our tender in duplicate for the supply of Items/services/Product as per details given in the schedule hereto duly signed by us or such portion thereof as you may specify in acceptance of tender at the prices given in the said schedule and agree to hold this offer open till 90 Days from the date of opening of bids as per SPP rules 2010.

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

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

The Tender particulars have been furnished and signed.

Yours Faithfully

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

CONTRACTOR SIGNATURE WITH STAMP

**CONTRACT PERFORMANCE BOND/SECURITY**

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

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

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

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

Signature \_\_\_\_\_

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

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

**NOW THE CONDITION OF THIS BOND IS**

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

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

Dated \_\_\_\_\_

**(INTEGRITY PACT)**

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

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

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

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

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

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

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

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

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

.....  
[Procuring Agency]

[Contractor]

CONTRACTOR SIGNATURE WITH STAMP

## **SCHEDULE OF REQUIREMENTS**

| <b>S #.</b> | <b>Items Names</b>                                                                                                                                                                                                                                                                                                                               | <b>Quantity</b>                               | <b>Unit Rate<br/>(Incl. of<br/>Govt.<br/>Applicable<br/>Tax)</b> | <b>Total Amount<br/>(Incl. of Govt.<br/>Applicable<br/>Tax)</b> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>1.</b>   | <b>Invitation Card</b><br>(Designing & Printing) Size 5x7, 310grm art card with matt lamination 4color printing. Envelopes: 150-gram matt paper 4 color printing (Sample to be provided)                                                                                                                                                         | <b>1800<br/>Nos.</b>                          |                                                                  |                                                                 |
| <b>02.</b>  | <b>Degree Folder</b><br>Embossing of DUET Logo and Convocation captions, Leather Made with appropriate stitching, inside velvet material and inside 08 holding strips on corners, double fold and landscape side opening , provision of inside strips for holding certificates and group photo on each side (Sample to be provided for approval) | <b>450 Nos.</b>                               |                                                                  |                                                                 |
| <b>03</b>   | <b>VIP Shields Large Size 8x8</b><br>Wooden frame metal plate with embossing & laser printing.                                                                                                                                                                                                                                                   | <b>02 Nos.</b>                                |                                                                  |                                                                 |
| <b>04</b>   | <b>VIP Shields Medium Size 5x5</b><br>Wooden frame metal plate with embossing & laser printing.                                                                                                                                                                                                                                                  | <b>02 Nos.</b>                                |                                                                  |                                                                 |
| <b>05.</b>  | <b>Merit Certificates</b><br>A4 Size Land scape digital printing (Sample to be approved, Printing matter to be provided)                                                                                                                                                                                                                         | <b>400 Nos.</b>                               |                                                                  |                                                                 |
| <b>06.</b>  | <b>Silver Medal for 1<sup>st</sup> Position</b><br>5 Gram Coin, Blue Box (sample to be approved)                                                                                                                                                                                                                                                 | <b>13 Nos.</b>                                |                                                                  |                                                                 |
| <b>07.</b>  | <b>Bronze Medal for 2<sup>nd</sup> &amp; 3<sup>rd</sup> Position</b><br>Front side of medal DUET Logo, Black Box (sample to be approved)                                                                                                                                                                                                         | <b>26 Nos.</b>                                |                                                                  |                                                                 |
| <b>08.</b>  | <b>Gold Medal 4 Gram Coin 21karat for University Top</b><br>DUET Logo, Green Box (sample to be approved)                                                                                                                                                                                                                                         | <b>01 Nos.</b>                                |                                                                  |                                                                 |
| <b>09.</b>  | <b>Gold Medal 2 Gram Coin 21karat for Faculty Top</b><br>DUET Logo, Green Box (sample to be approved)                                                                                                                                                                                                                                            | <b>06 Nos.</b>                                |                                                                  |                                                                 |
|             |                                                                                                                                                                                                                                                                                                                                                  | <b>Total amount (Incl. of applicable Tax)</b> |                                                                  |                                                                 |

**Supplier must be capable to deliver the printing stuff /items with 10-15 Days of the receipt of Supply Order. Low-quality stuff & material will not be accepted.**

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