



QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

No: QUEST/NH/PROC/275

Dated:07.10.2026

NOTICE INVITING TENDER

Quaid-e-Awam University of Engineering, Science & Technology (QUEST) Nawabshah, invited e-bid through E-Pak Acquisition and disposable system (E-PADS). The details of tenders are as under:

Name of Work	Tender Fee	Date of issuance	Submission date and time	Opening date and time
Services for 16 th Academic Convocation (Venue Setup & Catering)	5,000	13.10.2026	28.10.2026 up to 11:00 am	28.10.2026 at 11:30 am
Procurement Procedure:	Single Stage One Envelope			
Award Criteria	least cost basis			
Contact details:	Procurement Manager, at PGS Building, Quaid-e-Awam University (QUEST), Nawabshah S.B.A Sindh. Phone # 0244-930389, email address: pm@quest.edu.pk			
Bids Submission:	(Date & time): 28.10.2026 up to 11:00 AM, the bids submit on E-PADS. The hard copy of the technical and financial bid must reach the procuring agency before the deadline for submission of E-PADS, QUEST. Manual bids shall not be received. The Bids received after the due date and time will not be accepted.			
Bid Opening:	On 28.10.2026 at 11:30 AM in the Conference Hall, Vice Chancellor Secretariat, Quaid-e-Awam University of Engineering Science and Technology, Nawabshah.			
Bid Security:	5% Bid Security/Earnest Money amounting to Rs.275,000/- in the form of Pay Order only, in favor of Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.			
Bid Validity Period:	90 days			
Eligibility:	1) All the interested Contractors / Firms having valid registration with Federal Board of Revenue (FBR) for Income Tax, and Registration with GST, SRB. 2) Minimum 3 years of experience of similar nature in government/private organizations or Universities. 3) Last 3 years bank statements minimum 5.5 million transaction (per year) for services. 4) The bidder has attached Income Tax Returns Forms for last three financial years. 5) Latest Income Tax Certificate (NTN) and active taxpayer status. 6) Detailed portfolio of company profile. 7) Required Bid security and tender fee. 8) Other mandatory criteria mentioned in the bidding document.			
Terms and conditions:	1) The contract documents and other terms & Conditions can be seen and blank tenders be obtained from the office of the undersigned on any working day and also downloaded from QUEST (www.quest.edu.pk) and SPPRA (E-PADS), websites from the day of issuance mentioned in this NIT. The bids will be opened on the date and time as mentioned above in the presence of bidders or their authorized representative who wish to attend. 2) The cost of bid should be inclusive of all government taxes. 3) The procurement agency reserves the right to accept or reject any or all financial bids as per SPPRA rules. 4) In case of any disturbance or busy schedule of any committee member, the tenders will be opened on next working day. 5) Under following conditions bid will be rejected: 1) Conditional bids. 2) Bids not accompanied by the bid security of required amount and form. 3) Bid received after specified date and time. 4) Black listed firms. 5) In case the applicant not fulfills SPPRA or aforesaid conditions, the applications for issuance of bidding document will not be entertained.			

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Procurement Manager
QUEST Nawabshah



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Procurement Manager
QUEST Nawabshah

PID(H) 100/2026

Daily APPEAL Karachi

روزاني مظلومن جو آواز

ABC
CERTIFIED

ایڈیٹر: شیر محمد کپاڑو

کراچی

رجسٹرڈ نمبر: D-993

جلد 19 جنر 10 اکتوبر 2026 ع. بمطابق 27 ربیع الثانی 1448 ھ قیمت 10 شمارو 96



QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand Road, Nawabshah, 67450
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OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE



**TENDER DOCUMENT
FOR
SERVICES FOR 16th ACADEMIC CONVOCATION
(VENUE SETUP & CATERING)
AT
QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE & TECHNOLOGY,
NAWABSHAH.**

Method of Procurement: Single Stage-One Envelope

OFFICE ADDRESS:

PROCUREMENT MANAGER

Quaid-e-Awam University of Engineering,
Science & Technology (QUEST), Sakrand Road Nawabshah Sindh.
Phone # 0244-9370381 ext. 3159



S. #	PARTICULARS		
1.	Tender Notice / Notice Inviting Tender (N.I.T.)		
2.	Instructions to Bidders (I.T.B)		
3.	Bid Data Sheet		
4.	Evaluation / Selection Criteria:		
	4.1. Mandatory criteria (Section -A)		
	4.2. Technical Evaluation Criteria (Section B)		
5.	Annexures		
	A. Terms and Conditions		
	B. Bidder Profile		
	C. Integrity Pact		
	D. Financial Bid Form		
	E. Form of Contract		
	F. Bidder's Registration Form for SPPRA EPADS		
6.	Undertaking for the Firm		



QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

Phone: +92-244-9370381 ext. 3159

Email: pm@quest.edu.pk

Web: www.quest.edu.pk



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Procurement Manager
QUEST Nawabshah



2. INSTRUCTION TO BIDDERS

1. INSTRUCTIONS TO BIDDERS

- i. Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah expects that aspirant should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- ii. The Standard Bidding Documents (SBDs) may be downloaded from the QUEST official website and the SPPRA-EPADS Portal. The bidder shall submit the Tender Fee of Rs. 5,000/- through Pay Order in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah**, the Procurement Office on or before the Tender Opening Date. Submission of the Tender Fee shall be mandatory for participation in the tender.
- iii. The last date for submission of the Tender Documents on SPPRA (**E-PADS**) portal on October 28, 2026 by 11:00 am. Procurement Office, PGS Building, QUEST, Nawabshah. The Tender will be opened on same day at 11:30 am in the presence of representatives who may care to attend.
- iv. **5% Bid Security/Earnest Money** amounting to Rs. **275,000/-** shall be submitted in the form of Pay Order only, in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah**.
- v. Successful bidder shall provide 10% Performance Security of total value of Purchase Order/Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Completion of Contract.
- vi. Arithmetical errors will be rectified as, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- vii. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- viii. Service provider company shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to QUEST, Nawabshah.

Procurement Office,
Quaid-e-Awam University of
Engineering, Science &
Technology Nawabshah,
Shaheed Benazirabad, Sindh,
Pakistan



3. BIDDING DATA SHEET

(a) **Name of Procuring Agency:** Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah

(b) **Brief Description of Services:** The service provider catering services, decoration, sound system and venue setup for the 16th Convocation of Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah.

(c) **Procuring Agency's address:** Quaid-E-Awam University of Engineering, Science & Technology, Sakrand Road Nawabshah, 67480, Sindh – Pakistan.

(d) **Amount of Bid Security:** 5% Bid Security/Earnest Money amounting to Rs. **275,000/-** shall be submitted in the form of Pay Order only, in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.**

(e) **Estimate Cost:** **5.5 millions**

(f) **Period of Bid Validity (days):** Ninety Days (90)

(g) **Performance Security Deposit:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of Pay Order before submission of invoice. The Performance Security may be extended at least three months beyond the Completion Contract.

(h) **Deadline for Submission of Bids along with time:** The Tender Documents in sealed envelope shall be submitted by **October 28, 2026, up to 11:00 A.M** at the Procurement Office, PGS Building (C-Sector), QUEST, Nawabshah. The bidders shall also upload/submit their bids through the **SPPRA-EPADS Portal** within the prescribed deadline. The tender will be opened on the same day at **11:30 a.m.** in the presence of the representatives of the participating bidders who may wish to attend.

(i) **bidding Procedure:** You are kindly requested to fill in the attached Tender Form (Technical & Financial Proposals) and attach firm/agency profile etc. along with the tender document. This will be greatly helpful in evaluating the firm/agency standing. All financial proposals / quoted rates must be inclusive of applicable Sindh Sales Tax (SST). Please clarify it from Finance Department, QUEST Nawabshah regarding tax deduction in case of any query prior to bidding.

(j) **Award Criteria**

At first step, eligible bidder(s)/tenderer(s) (Tender Eligibility) of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.

At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on **lowest cost** quoted as per rules and fulfilling all codal formalities, irrespective of their score in the previous step.

**4. BIDDER QUALIFICATION CRITERIA (Mandatory)**

S.No	Mandatory Eligibility Criteria *	Yes/No
1	Minimum 3 years of experience of similar nature in government/private organizations or Universities	
2	Last 3 years bank statements minimum 5.5 Million transaction (per year) for services.	
3	The bidder has attached Income Tax Returns Forms for last three financial years.	
4	Latest /Active Income tax certificate (NTN), (SRB) status	
5	Manufacturers / Firms/Supplier / Companies / Distributors must provide active "Sales tax & Income Tax Registration Certificate both FBR and/or SRB" at the time of submission of bidding document.	
6	Satisfactory Performance Report/Certificates of recent contracts of services from last or current Institution/ organization.	
7	Affidavit of "No Dissatisfactory Performance: for any litigation or blacklisting"" at any Institute/ Organization for last 2 years	
8	5% Bid Security/Earnest Money amounting to Rs.275,000/-	
9	Tender Fee Paid	

Attached all documentary proofs. Failure to provide documents will lead the rejection of the bid.

**Evaluation Criteria:**

- a. Total point for Technical Proposal: 100
- b. Minimum qualifying percentage is 60%. Applicant who secured less than 60% will be categorically disqualified for further process.

Technical Qualifications Criterion:

Sr.	PARAMETERS	Marks
1	YEAR OF ESTABLISHMENT (Substantial documentary evidence must be provided)	14
1.1	Two Mark per year after registration with FBR	14
2	PRIOR EXPERIENCE IN THE RELEVANT FIELD: Must fill Annexure-B and attach documentary evidence in the shape of Purchase Order, Contract Agreement and Satisfactory Performance Certificate, showing the relevant details	36
2.1	Purchase Order / Contract Award valuing PKR. 5.00 million or above. (12 marks for each PO / Contract Award – Maximum 36 Marks). Attach Documentary evidence in shape of Purchase Order / Contract Award Highlighting the amount and period of project	36
3	AVERAGE ANNUAL TURNOVER FOR LAST FIVE YEARS	20
3.1	PKR 10 million or Above	20
3.2	PKR 08 million or Above	15
3.3	PKR 06 million or Above	10
3.4	PKR 03 million or Above	05
4	Audit Reports	10
4.1	For Last five Year	10
4.2	For Last four Year	07
4.3	For Last three Year	05
5	Income Tax Return	10
5.1	For Last five Year	10
5.2	For Last four Year	07
5.3	For Last three Year	05
6	Bidder's experience of organizing the EVENTS OF CONVOCATION during the last 05 years in Public and Private Sector Universities / Degree Awarding Institutes / Government / Semi Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate)	10
6.1	2,500 or more Guests	10
6.2	2,000 or more Guests	07
6.3	Less than 1,000 Guests	05
	TOTAL MAXIMUM MARKS / POINTS	100

Stamp & Signature

**Important Note:**

1. For Rehearsal One day before Convocation by the 20th of November (For student's morning 11am & after 12'o clock for the faculty) venue should be readied one day of convocation (marquee Setup, Stage, Student Chairs required).
2. For Convocation, venue should be readied and handed over to Convener Convocation Prof. Dr. Kishan Chand one day before Convocation.
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Round table setup for 08-10 persons each table. (VIP lunch area).
5. Kanats will be erected according to the need and requirement.
6. Marque/ Wall Panels / Kanat / Pole Cover should be beige color.
 - a. Please provide sample of Marque (Net not acceptable)
 - b. Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah will penalize up to 10% of the item value on substandard delivery of following items/services:

S. No	Description
1.	Marquee i. No Patches ii. No Holes iii. Should be same as sample provided by the bidder iv. Not de colored
2.	Crockery & Cutlery (Ceramic & Stainless Steel) i. Neat & Clean ii. Free from cracks
3.	Furniture Quality plus Carpet i. Neat & Clean ii. Not Repaired or Broken
4.	Adequate lighting in all specified areas (if needed)
5.	All facilities should be up and running by 8:30am on the convocation day
6.	Floral arrangements should feature adequate seasonal & fresh flowers.
7.	Backdrop Banner at Stage and 08 small 8'x4' banners
8.	Flower arrangement on Head table
9.	Entrance gate branding

Stamp & Signature



ANNEXURES



ANNEXURE-A

TERMS & CONDITIONS:

The following terms of the works are agreed by the service providers:

- (i) **Receiving/Acceptance of Work Order:** The service provider will sign the copy of the Work Order as acknowledgement.
- (ii) **Date of Event / Execution:** The date of Event or Execution will commence from the Date of Work Order.
- (iii) **Place of Event:** As specified in the Work Order unless otherwise informed accordingly.
- (iv) **Schedule of Work & Timeline:** Schedule of work and timeline will be framed with mutual consultation of the concerned Secretary Convocation and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Timeline provide by the: Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah.
- (v) **Disclosure of Confidentiality:** All rights reserve with the QUEST, NAWABSHAH and no information (video recording/photographs etc.) either in hard form/electronic media/copying should be disseminated without the permission of the authority. The cater must hand over all the recordings/photographs etc. before the final payment.
- (vi) All other arrangements i.e. electric issues, audio systems settings etc. would be on the part of the cater.
- (vii) The service provider shall guarantee to provide the services of high standard and up to mark. All arrangements should be well organized without any hindrances. No disorder would be accepted during event.
- (viii) **Quality Factors:** The quality of Convocation must be of prime quality. Material e.g. tent, marquee, crockery, edible items & ancillary article must be of high quality.
- (ix) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (x) **Rejection of Goods/Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (xi) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xii) **Advance Payment:** No Advance Payment
- (xiii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & QUEST, NAWABSHAH.

Stamp & Signature



- (xiv) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the QUEST and CEO of the company/firm/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Nawabshah binding to the parties.
- (xv) **Bid Security: 5% Bid Security/Earnest Money** amounting to Rs. **275,000/-** shall be submitted in the form of Pay Order only, in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah**
- (xvi) **Performance Security:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of pay order at the time of contract agreement. The Performance Security shall extend at least three months beyond the Date of Completion of work / Contract.
- (xvii) **Price / Rate:** The price/rate shall be quoted on the Financial Tender Form, inclusive of all transportation charges, and submitted through the SPPRA-EPADS Portal.
- (xviii) **Sindh Sales Tax:** Sindh Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **Rights:** QUEST reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. QUEST, also reserve the right to issue Work Order for all the items to overall lowest responsive bidder on lump sum basis.
- (xxii) **Related Work:** Related work may be alter, remove, added or deleted to scope if considered essential to complete related task assigned.
- (xxiii) **Opening of Bids:** The bids shall be opened on 28.10.2026 at 11:30 AM under the Single Stage – One Envelope procedure through the SPPRA-EPADS Portal.
- (xxiv) Minimum Qualifying Percentage: is 60%.
- (xxv) **Envelope:** The complete bid shall be submitted through the **SPPRA-EPADS Portal** under the **Single Stage – One Envelope** procedure. The **Bid Security** shall be submitted separately in original hard copy at the Procurement Office, QUEST, Nawabshah.
- (xxvi) **Government tax(es), levi (es) and charges(s):** All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxvii) **Stamp Duty:** Stamp duty 0.35% for Works against total value of Work Order will be levied accordingly.



(xxviii) **Sales Tax Registration Certificate:** Service Provider must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

**ANNEXURE-B****PROFILE OF BIDDER**

1. Name of Organization:

a. Address:

b. Mailing Address:

c. Telephone No:

d. Fax No:

e. E-mail Address:

f. Organization Legal Status: (Mark (✓) at appropriate status and mention paid up capital amount)

i. Sole Proprietorship _____

ii. Partnership _____

iii. Joint Stock Company: _____

2. National Tax Registration No:

3. Sale Tax Registration No. (if applicable):

4. Sindh Government professional Tax Registration No:

5.

Bank: _____

Name: _____

A/c No: _____

Branch: _____

Address: _____

6. Name (s) of person (s) Authorized to sign Correspondence /Documents /Bills etc:

Name	CNIC	Post Held	Limit of Authority

7. Have your firm ever been black listed by any Government /Semi Government / Private Sector Organization (S). If yes please attach details.

8. Detail of Litigation /Arbitration cases (if any): _____



QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH

Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

Phone: +92-244-9370381 ext. 3159

Email: pm@quest.edu.pk

Web: www.quest.edu.pk

NAME: _____

SIGNATURE: _____

SEAL OF COMPANY ENTITY: _____

DATED: _____

**ANNEXURE-C****INTEGRITY PACT****DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC. PAYABLE BY
THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACT WORTH PKR.
10.00 MILLION****OR MORE****Contract Number:****Dated: _****Contract Value: PKR. _****Contract Title: TENDER FOR SERVICES FOR 16th ACADEMIC CONVOCATION (VENUE SETUP &
CATERING)**

This is an integrate part of contract agreement signed by and between Quaid-e-Awam University of Engineering, Science and Technology, (QUEST), NAWABSHAH and M/s.

_____, Dated _____

M/s. _____ as the contractor hereby declares that it has not obtain or induce the procurement of any contract, right, interest privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or con by it (GOS) through any corrupt business practice.

Without limiting the generality of the foregoing, the contractor represents and warrants that it has fully declared that brokered, commission fees etc, paid or payable to any one and not give nor 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 as associate, broker, consultant, direct or promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe finder's fee of kick back, whether described as consultation fee or otherwise with the object of obtaining or including the procurement of contract, right inters, privilege or other obligation or benefit in whatsoever from Procuring Agency (P.A), except that which has been expressly declared pursuant here to.

The contractor 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 Procuring Agency (P.A) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The 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 right and remedies available to Procuring Agency (P.A) under any law, contract or other instruments, be voidable at the option of Procuring Agency (P.A).

Notwithstanding any right and remedies exercised by Procuring Agency (P.A) in this regard, the contractor agrees to indemnify Procuring Agency (P.A) for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to Procuring Agency (P.A) in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or Kick back given the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest, privilege other obligation or benefit in whatsoever from Procuring Agency (P.A).

Procuring Agency

Supplier/contractor/consultant

ANNEXURE-D

FORM FOR FINANCIAL PROPOSAL

Rates and amount to be quoted in Pakistani Rupees and Delivery duty paid.

S. No.	Code/ Item No.	Description Of Stores	Make & Model	Country Of Origin	Port of Shipment	Quantity Of Stores.	Unit	Rate Per Unit	Total Price.
				(where Applicable)					
	1	2	3	4	5	5	6	7	8
	Total Bid Amount								
	5% Bid Security/Earnest Money amounting to Rs. 275,000/-s								
	Attached Bid Security Amount in the shape of Pay Order								
	Attached Pay Order Bank _____, Pay Order # _____								

It is certified that:

- i) The Stores offered above conform in all respects with the particulars/specifications given in the Tender Documents' and
- ii) All the terms and conditions of the Tender Documents are acceptable to us.

(signature of the authorized person

SEAL

(name of the authorized person)

(name of the Bidder)

**ANNEXURE -E****CONTRACT FORM****(AFFIDAVIT) On Stamp Paper Rs.100****SHOULD BE SUBMITTED AFTER RECEIPT OF AWARD LETTER**

THIS AGREEMENT made the _____ day of _____ 20 _____ between [**name of Procuring Agency**] (hereinafter called “the Procuring Agency”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier” of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) the Bid Form and the Price Schedule submitted by the Bidder;
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the General Conditions of Contract;
 - e) the Special Conditions of Contract; and
 - f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by

the (for the Procuring agency)

Signed, sealed, delivered by

the (for the Supplier)

**ANNEXURE -F****Bidder's Registration Form For EPADS**

1	Supplier Type			
2	Product Services			
3	Supplier Status			
4	Black Listed by Any Procuring Agency	Attach Relevant Copies		
5	Years in Business			
6	NTN Number	Send Scan copy via email at pm@quest.edu.pk		
7	GST Number	Send Scan copy via email at pm@quest.edu.pk		
8	PEC Registration #(if applicable)	Send Scan copy via email at pm@quest.edu.pk		
9	Postal Add. of Head Off:			
10	City			
11	Contact Person's Name			
12	Contact Person's CNIC			
13	Designation4			
14	Mobile #		Email	
15	PTCL #		Firm's URL	
16	Firm's PTCL#		Firm's Email	
17	Number of Branches			
18	Total Number of Employees			
19	Listed in Stock Exchange			
20	Total Annual Sales (Million)			
21	Debit Equity Ratio			
22	Turn Over Ratio			
23	Gross Profit Margin			
24	Net Profit Margin			
25	Number of Affiliations			
25(a)	Member Name			
25(b)	Member Since			

Contractor

Sign with stamp

**Undertaking on Affidavit of Rs. 100:**

NIT Reference No _____

Tender Description _____

With reference to above captioned NIT and tender, our firm is interested to participate and submit bid along with required attachments. We Undertake the following:

1. Name of the Firm : _____
2. NTN Registration Number is _____
3. GST / SRB Number (Whichever is applicable) _____
4. Our firm has neither been blacklisted nor is under litigation by any Procuring Agency.
5. The attached photocopies of the required documents are true and genuine; the original copies will be provided if required by the Procurement Committee. However, if the Procuring Agency found at any stage of procurement that the submitted data / documents are incorrect / false / incomplete / in discrepancy, the procurement agency has the right to disqualify our bid and take necessary action as per SPPRA rules.
6. Our firm undertake to supply quality products (original and without defects), else the necessary action shall be taken.
7. More Importantly:
 - a. The submitted bid is Un-Conditional.
 - b. The bid shall be Valid for 90 days, however, the validity period can be extended as per SPPRA Rule 38.
 - c. The bidder has read the following, given in the purchases bid document
 - i. Notice Inviting Tender
 - ii. Bid Data Sheet
 - iii. Terms & Conditions.
 - iv. General & Special Conditions.
 - v. Bill of Quantities
 - vi. Technical Specifications.
 - vii. Evaluation Criteria / Selection Criteria.

Name of the Representative: _____

Signature of the Firm: _____

Seal of the Firm: _____



**TENDER DOCUMENT
FOR
SERVICES FOR 16th ACADEMIC CONVOCATION
(VENUE SETUP & CATERING)
AT
QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE & TECHNOLOGY,
NAWABSHAH.**

Method of Procurement: Single Stage-One Envelope

OFFICE ADDRESS:

PROCUREMENT MANAGER

Quaid-e-Awam University of Engineering,
Science & Technology (QUEST), Sakrand Road Nawabshah Sindh.
Phone # 0244-9370381 ext. 3159



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QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

Phone: +92-244-9370381 ext. 3159

Email: pm@quest.edu.pk

Web: www.quest.edu.pk



QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH
Sakrand road, Nawabshah, 67450

PROCUREMENT OFFICE

No. QUEST/NH/PROC/275

Dated: 07.10.2026

NOTICE INVITING TENDER

Quaid-e-Awam University of Engineering, Science & Technology (QUEST) Nawabshah, invited e-bid through E-Pak Acquisition and disposable system (E-PADS). The details of tenders are as under:

Name of Work	Tender Fee	Date of issuance	Submission date and time	Opening date and time
Services for 16 th Academic Convocation (Venue Setup & Catering)	5,000	13.10.2026	28.10.2026 up to 11:00 am	28.10.2026 at 11:30 am
Procurement Procedure:	Single Stage One Envelope			
Award Criteria	least cost basis			
Contact details:	Procurement Manager, at PGS Building, Quaid-e-Awam University (QUEST), Nawabshah S.B.A Sindh. Phone # 0244-930389, email address: pm@quest.edu.pk			
Bids Submission:	(Date & time): 28.10.2026 up to 11:00 AM, the bids submit on E-PADS. The hard copy of the technical and financial bid must reach the procuring agency before the deadline for submission of E-PADS, QUEST. Manual bids shall not be received. The Bids received after the due date and time will not be accepted.			
Bid Opening:	On 28.10.2026 at 11:30 AM in the Conference Hall, Vice Chancellor Secretariat, Quaid-e-Awam University of Engineering Science and Technology, Nawabshah.			
Bid Security:	5% Bid Security/Earnest Money amounting to Rs.275,000/- in the form of Pay Order only, in favor of Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.			
Bid Validity Period:	90 days			
Eligibility:	1) All the interested Contractors / Firms having valid registration with Federal Board of Revenue (FBR) for Income Tax, and Registration with GST, SRB. 2) Minimum 3 years of experience of similar nature in government/private organizations or Universities. 3) Last 3 years bank statements minimum 5.5 million transaction (per year) for services. 4) The bidder has attached Income Tax Returns Forms for last three financial years. 5) Latest Income Tax Certificate (NTN) and active taxpayer status. 6) Detailed portfolio of company profile. 7) Required Bid security and tender fee. 8) Other mandatory criteria mentioned in the bidding document.			
Terms and conditions:	1) The contract documents and other terms & Conditions can be seen and blank tenders be obtained from the office of the undersigned on any working day and also downloaded from QUEST (www.quest.edu.pk) and SPPRA (E-PADS). websites from the day of issuance mentioned in this NIT. The bids will be opened on the date and time as mentioned above in the presence of bidders or their authorized representative who wish to attend. 2) The cost of bid should be inclusive of all government taxes. 3) The procurement agency reserves the right to accept or reject any or all financial bids as per SPPRA rules. 4) In case of any disturbance or busy schedule of any committee member, the tenders will be opened on next working day. 5) Under following conditions bid will be rejected: 1) Conditional bids. 2) Bids not accompanied by the bid security of required amount and form. 3) Bid received after specified date and time. 4) Black listed firms. 5) In case the applicant not fulfills SPPRA or aforesaid conditions, the applications for issuance of bidding document will not be entertained.			

Note: The details including selection criteria are available in the Bid document.


Procurement Manager
QUEST Nawabshah



2. INSTRUCTION TO BIDDERS

5. INSTRUCTIONS TO BIDDERS

- i. Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah expects that aspirant should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- ii. The Standard Bidding Documents (SBDs) may be downloaded from the QUEST official website and the SPPRA-EPADS Portal. The bidder shall submit the Tender Fee of Rs. 5,000/- through Pay Order in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.** at the Procurement Office on or before the Tender Opening Date. Submission of the Tender Fee shall be mandatory for participation in the tender.
- iii. The last date for submission of the Tender Documents on SPPRA (**E-PADS**) portal on October 28, 2026 by 11:00 am. Procurement Office, PGS Building, QUEST, Nawabshah. The Tender will be opened on same day at 11:30 am in the presence of representatives who may care to attend.
- iv. **5% Bid Security/Earnest Money** amounting to Rs. **275,000/-** shall be submitted in the form of Pay Order only, in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.**
- v. Successful bidder shall provide 10% Performance Security of total value of Purchase Order/Work Order in the form of Pay Order or Bank Guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Completion of Contract.
- vi. Arithmetical errors will be rectified as, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- vii. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- viii. Service provider company shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to QUEST, Nawabshah.



3. BIDDING DATA SHEET

(a) (a) **Name of Procuring Agency:** Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah

(b) **Brief Description of Services:** The service provider catering services, decoration, sound system and venue setup for the 16th Convocation of Quaid-E-Awam University of Engineering, Science & Technology, Nawabshah.

(c) **Procuring Agency's address:** Quaid-E-Awam University of Engineering, Science & Technology, Sakrand Road Nawabshah, 67480, Sindh – Pakistan.

(d) **Amount of Bid Security:** 5% Bid Security/Earnest Money amounting to Rs. **275,000/-** shall be submitted in the form of Pay Order only, in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.**

(e) **Estimate Cost:** **5.5 millions**

(f) **Period of Bid Validity (days):** Ninety Days (90)

(g) **Performance Security Deposit:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of Pay Order before submission of invoice. The Performance Security may be extended at least three months beyond the Completion Contract.

(h) **Deadline for Submission of Bids along with time:** The Tender Documents in sealed envelope shall be submitted by **October 28, 2026, up to 11:00 A.M** at the Procurement Office, PGS Building (C-Sector), QUEST, Nawabshah. The bidders shall also upload/submit their bids through the **SPPRA-EPADS Portal** within the prescribed deadline. The tender will be opened on the same day at **11:30 A.M.** in the presence of the representatives of the participating bidders who may wish to attend.

(i) **Bidding Procedure:** You are kindly requested to fill in the attached Tender Form (Technical & Financial Proposals) and attach firm/agency profile etc. along with the tender document. This will be greatly helpful in evaluating the firm/agency standing. All financial proposals / quoted rates must be inclusive of applicable Sindh Sales Tax (SST). Please clarify it from Finance Department, QUEST Nawabshah regarding tax deduction in case of any query prior to bidding.

(j) **Award Criteria**

At first step, eligible bidder(s)/tenderer(s) (Tender Eligibility) of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.

At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on **lowest cost** quoted as per rules and fulfilling all codal formalities, irrespective of their score in the previous step

**4. Tender Form/BOQ****SERVICES FOR 16th ACADEMIC CONVOCATION**

S.#	Description	Rate (Rs.)	Amount (Rs.)
1	Hall Arrangements: for No of 1300 (Approximately) Persons at multipurpose hall with all decoration i.e. Sofa, Chairs, Head Table, Mineral Water.		
2	VIP lunch No. of 100 (Approximately) persons Menu: Mutton Qorma, Finger Fish, Mix Vegetable Rice, White Chicken Haandi, Chicken Bar.B.Q, Naan, Gajar Halwa, Gulaab Jaman, Mineral Water, Cold Drink, Salad Bar & Marquee with wall paneling to Cover complete Lunch area + round table setup No. of 100 VIP's setup and Table with Chairs for remaining persons.		
3	Professors, Teachers, Officer and member of various Convocation, organization committees No. of 310(Approximately). Menu: Chicken Qorma, White Chicken Haandi, Malai Boti, Reshmi Kabab,, Gajar Halwa, Mix Vegetable Rice, Naan, Mineral Water, Cold Drink, Salad Bar & Marquee with wall paneling to Cover complete Lunch area + round table setup and Chairs		
4	Tea + Biscuit + Mineral Water for 200 (Approximately) persons at auditorium before the start of Convocation and seating arrangement of Sofa Set.		
5	Student/Parents Lunch No. of 900(Approximately). Menu: Chicken Qorma, White Chicken Haandi, Malai Boti, Reshmi Kabab, Gajar Halwa, Mix Vegetable Rice, Naan, Mineral Water, Cold Drink, Salad Bar & Marquee with wall paneling to Cover complete Lunch area + round table setup and Chairs		
6	Security Lunch Area for 200 Person. Menu: Chicken Biryani, Cold Drink, Mineral Water and Marquee with wall paneling to Cover complete Lunch area + round table setup and Chairs.		
7	Sound System + Generator during coverage of Program / Convocation Proceedings, No. of 02 SMD Screens Size 10/20 for multipurpose hall, Audio visual work (Cordless mic Gooseneck mic Led with opposite of stage), Electrical Work (Ambiance Light for branding, stage lights for ambiance, face light for ambiance)		
	Total		

Note: Participant maybe increase or decrease.

Grand Total Amount (in words) _____

Please note the following:

- All-taxes deductions as per government rules.

Stamp & Signature



1. For Rehearsal One day before Convocation by the 20th of November (For student's morning 11am & after 12'o clock for the faculty) venue should be readied one day of convocation (marquee Setup, Stage, Student Chairs required).
2. For Convocation, venue should be readied and handed over to Convener Convocation Prof. Dr. Kishan Chand Mukwana one day before Convocation.
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Round table setup for 08-10 persons each table. (VIP lunch area).
5. Kanats will be erected according to the need and requirement.
6. Marque/ Wall Panels / Kanat / Pole Cover should be beige color.
 - a. Please provide sample of Marque (Net not acceptable)
 - b. Quaid-E-Awam University Of Engineering, Science & Technology, Nawabshah will penalize up to 10% of the item value on substandard delivery of following items/services:

S. No	Description
1.	Marquee v. No Patches vi. No Holes vii. Should be same as sample provided by the bidder viii. Not de colored
2.	Crockery & Cutlery (Ceramic & Stainless Steel) iii. Neat & Clean iv. Free from cracks
3.	Furniture Quality plus Carpet iii. Neat & Clean iv. Not Repaired or Broken
4.	Adequate lighting in all specified areas (if needed)
5.	All facilities should be up and running by 8:30am on the convocation day
6.	Floral arrangements should feature adequate seasonal & fresh flowers.
7.	Backdrop Banner at Stage and 08 small 8'x4' banners

Stamp & Signature



TERMS & CONDITIONS:

The following terms of the works are agreed by the service providers:

- (i) **Receiving/Acceptance of Work Order:** The service provider will sign the copy of the Work Order as acknowledgement.
- (ii) **Date of Event / Execution:** The date of Event or Execution will commence from the Date of Work Order.
- (iii) **Place of Event:** As specified in the Work Order unless otherwise informed accordingly.
- (iv) **Schedule of Work & Timeline:** Schedule of work and timeline will be framed with mutual consultation of the concerned Secretary Convocation and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Timeline provide by the: Quaid-e-Awam University Of Engineering, Science & Technology, Nawabshah.
- (v) **Disclosure of Confidentiality:** All rights reserve with the QUEST, NAWABSHAH and no information (video recording/photographs etc.) either in hard form/electronic media/copying should be disseminated without the permission of the authority. The cater must hand over all the recordings/photographs etc. before the final payment.
- (vi) All other arrangements i.e. electric issues, settings etc. would be on the part of the cater.
- (vii) The service provider shall guarantee to provide the services of high standard and up to mark. All arrangements should be well organized without any hindrances. No disorder would be accepted during event.
- (viii) **Quality Factors:** The quality of Convocation must be of prime quality. Material e.g. tent, marquee, crockery, edible items & ancillary article must be of high quality.
- (ix) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (x) **Rejection of Goods/Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (xi) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xii) **Advance Payment:** No Advance Payment subject to Bank Guarantee.
- (xiii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & QUEST, NAWABSHAH.

Stamp & Signature

- (xiv) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect



of this letter of intent or this subject matter thereof shall be referred to the Registrar of the QUEST and CEO of the company/firm/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Nawabshah binding to the parties.

- (xv) **Bid Security: 5%** Bid Security/Earnest Money amounting to Rs. **275,000/-** shall be submitted in the form of Pay Order only, in favor of **Quaid-e-Awam University of Engineering, Sciences and Technology (QUEST), Nawabshah.**
- (xvi) **Performance Security:** Successful bidder should provide 10% Performance Security of total value of Work Order in the form of pay order at the time of contract agreement. The Performance Security shall extend at least three months beyond the Date of Completion of work / Contract.
- (xvii) **Price / Rate:** The price/rate shall be quoted on the Financial Tender Form, inclusive of all transportation charges, and submitted through the SPPRA-EPADS Portal.
- (xviii) **Sindh Sales Tax:** Sindh Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **Rights:** QUEST reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. QUEST, also reserve the right to issue Work Order for all the items to overall lowest responsive bidder on lump sum basis.
- (xxii) **Related Work:** Related work may be alter, remove, added or deleted to scope if considered essential to complete related task assigned.
- (xxiii) **Opening of Bids:** The bids shall be opened on 28.10.2026 at 11:30 AM under the Single Stage – One Envelope procedure through the SPPRA-EPADS Portal.
- (xxiv)
- (xxv) Minimum Qualifying Percentage: is 60%.
- (xxvi) **Envelop:** The complete bid shall be submitted through the SPPRA-EPADS Portal under the Single Stage – One Envelope procedure. The Bid Security shall be submitted separately in original hard copy at the Procurement Office, QUEST, Nawabshah.
- (xxvii) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxviii) **Stamp Duty:** Stamp duty 0.35% for Works against total value of Work Order will be levied accordingly.
- (xxix) **Sales Tax Registration Certificate:** Service Provider must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.



Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.



INTEGRITY PACT

**DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC. PAYABLE BY
THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACT WORTH PKR.
10.00 MILLION**

OR MORE

Contract Number:

Dated: _

Contract Value: PKR. _

**Contract Title: TENDER FOR SERVICES FOR 16th ACADEMIC CONVOCATION (VENUE SETUP
& CATERING)**

This is an integrate part of contract agreement signed by and between Quaid-e-Awam University of Engineering, Science and Technology, (QUEST), NAWABSHAH and M/s.

_____.Dated _____

M/s. _____ as the contractor hereby declares that it has not obtain or induce the procurement of any contract, right, interest privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or con by it (GOS) through any corrupt business practice.

Without limiting the generality of the foregoing, the contractor represents and warrants that it has fully declared that brokered, commission fees etc, paid or payable to any one and not give nor 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 as associate, broker, consultant, direct or promoter, share holder, sponsor or subsidiary, any commission, gratification, bribe finder's fee of kick back, whether described as consultation fee or otherwise with the object of obtaining or including the procurement of contract, right inters, privilege or other obligation or benefit in whatsoever from Procuring Agency (P.A), except that which has been expressly declared pursuant here to.

The contractor 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 Procuring Agency (P.A) and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The 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 right and remedies available to Procuring Agency (P.A) under any law, contract or other instruments, be voidable at the option of Procuring Agency (P.A).

Notwithstanding any right and remedies exercised by Procuring Agency (P.A) in this regard, the contractor agrees to indemnify Procuring Agency (P.A) for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to Procuring Agency (P.A) in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or Kick back given the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest, privilege other obligation or benefit in whatsoever from Procuring Agency (P.A).

Procuring Agency

Supplier/contractor/consultant