UNIVERSITY OF SINDH, JAMSHORO

PURCHASE & STORES SECTION

ESTABLISHED 1947 — ALLAMA I.I. KAZI CAMPUS, JAMSHORO

BIDDING DOCUMENT

FOR PROCUREMENT OF GOLD MEDALS, SILVER MEDALS, DEGREE FOLDERS, AND CONVOCATION GOWNS (FINANCIAL YEAR 2026–2027)

Tender Reference: Ref No: PSO/UoS/974/06/11/2026
Procurement Method: SINGLE STAGE – ONE ENVELOPE PROCEDURE (SPP Rules 2010)

CONTRACTOR / COMPANY DETAILS

Field Description	Bidder Information
Company / Contractor Name	Person
National Tax Number (NTN)	_____
Sales Tax Reg. No (GST)	_____
Sindh Revenue Board (SRB) Reg.	_____
Registered Office Address	Place
Telephone & Mobile Nos.	Tel: _____ Mob: _____
Official Email Address	_____
Tender Fee (Rs. 5,000/-)	Pay Order / DD No: _____ Dated: Date Bank: _____

TENDER SCHEDULE & TIMELINE

Milestone / Activity	Date & Time Details
Tender Form Issuing Date & Time	16th November 2026 (08:30 AM)
Tender Submission Deadline	1st December 2026 (11:00 AM)
Tender Opening Date & Time	1st December 2026 (11:30 AM)
Bidding Process / Method	SINGLE STAGE – ONE ENVELOPE PROCEDURE

OFFICE OF THE PURCHASE & STORE SECTION

Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro
Phone: +92-22-9213224 | Email: pso@usindh.edu.pk | Web: www.usindh.edu.pk

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UNIVERSITY OF SINDH
ALLAMA I.I. KAZI CAMPUS JAMSHORO
Tel. No. 022-9213-224 | Email: pso@usindh.edu.pk

Purchase Store Officer

CONSOLIDATED NOTICE INVITING TENDER (NIT)
(NATIONAL COMPETITIVE BIDDING THROUGH SINDH e-PADS PORTAL)

The University of Sindh, Jamshoro invites sealed bids via Sindh e-Procurement Portal (e-PADS) from reputed and eligible manufacturers, suppliers, authorized distributors, and catering service providers registered with Income Tax (FBR), Sales Tax (GST), and Sindh Revenue Board (SRB) for the supply of goods and provision of services for Convocation 2024–2025 as detailed below:

Tender Ref #	Tender Description	Issue from	To	Submission	Opening	Method	Bid Security	Performance Security	Turn Over (at least)
SU/CONV/01	**Procurement of Degree Folders, Gold Medals, Silver Medals, and Convocation Gowns with Caps**	16th November 2026 8:30 am to 3:00 Pm	1st December 2026 Up to 9:00 am	1st December 2026 11:00 am	1st December 2026 11:30 am	Single Stage One Envelope	2% of Bid Price Fixed Bid Security **Rs. 120,000/-** (Rupees One Lac Twenty Thousand Only)	5% of Contract Price	PKR 6.0 million
SU/CONV/02	**Catering Services with Decoration Setup for Convocation 2024–2025** (Lunch for Students, Parents, Faculty Members & Guests)	16th November 2026 8:30 am to 3:00 Pm	1st December 2026 Up to 9:00 am	1st December 2026 11:30 am	1st December 2026 12:00 pm	Single Stage One Envelope	2% of Bid Price Fixed Bid Security **Rs. 120,800/-** (Rupees One Lac Twenty Thousand Eight Hundred Only)	5% of Contract Price	PKR 6.4 million

MANDATORY ELIGIBILITY CRITERIA & QUALIFICATION REQUIREMENTS:

Bidders must fulfill ALL of the following category-specific mandatory criteria on a Pass/Fail basis and attach verified supporting documents with their e-bid:

1. Tender Document Fee

For Both Tenders (SU/CONV/01 & SU/CONV/02): Bidding documents can be downloaded from the SPPRA e-PADS Portal and University Website upon payment of a non-refundable fee of PKR 5,000/- for each tender.

2. Relevant Experience (Category-Specific)

For Goods (SU/CONV/01): Purchase/Work Orders, Contracts, or Completion Certificates showing relevant experience in supplying degree folders, gold/silver medals, or convocation gowns to public sector universities or government organizations.

For Services (SU/CONV/02): Work Orders, Contracts, or Completion Certificates showing relevant experience in providing large-scale catering, lunch services, and tentage/decoration setups for public sector universities, government organizations, or corporate entities.

3. Financial Turnover & Audited Reports (Category-Specific)

For Goods (SU/CONV/01): Minimum Annual Turnover of **Rs. 6.00 million** per year for the last 03 years (each financial year) (FY 2023–24, FY 2024–25, FY 2025–26), supported by Audited Financial Reports from a registered Chartered Accountant Firm.

For Services (SU/CONV/02): Minimum Annual Turnover of **Rs. 6.4 million** per year for the last 03 years (each financial) (FY 2023–24, FY 2024–25, FY 2025–26), supported by Audited Financial Reports from a registered Chartered Accountant Firm.

4. Bank Statement & Financial Standing (Category-Specific)

For Goods (SU/CONV/01): Verified Bank Statements for the last 03 financial years showing financial capability and smooth turnover equivalent to minimum **Rs. 6.00 million** per year.

For Services (SU/CONV/02): Verified Bank Statements for the last 03 financial years showing financial capability and smooth turnover equivalent to minimum **Rs. 6.4 million** per year.

5. Statutory Tax Registrations (General)

Valid NTN with FBR, Sales Tax Registration (GST/STRN) with FBR, and Sindh Sales Tax (SST) Registration with Sindh Revenue Board (SRB).

6. Active Taxpayer Status (General)

Proof of "ACTIVE" status on the Active Taxpayers List (ATL) of FBR (Income Tax & GST) and SRB (SST).

7. Bid Security (SPP Rule 37(1))

For Goods (SU/CONV/01): In compliance with Rule 37(1) of SPP Rules 2010 (Amended up to date), a fixed monetary Bid Security of **Rs. 120,000/- (Rupees One Lac Twenty Thousand Only)** is required for each respective tender.

For Services (SU/CONV/02): In compliance with Rule 37(1) of SPP Rules 2010 (Amended up to date), a fixed monetary Bid Security of **Rs. 120,800/- (Rupees One Lac Twenty Thousand Eight Hundred Only)** is r equired for each respective tender.

8. Non-Blacklisting Affidavit (SPP Rule 35)

Original Affidavit on Rs. 100/- Non-Judicial Stamp Paper confirming that the firm/vendor is NOT blacklisted, debarred, or under litigation with any government, semi-government, or autonomous body for each tender

9. Technical Samples & Evaluation Standards (Category-Specific)

For Goods (SU/CONV/01): Submission of physical material samples (Gold Medal, Silver Medal, Degree Folder, and Gown fabric) matching required specifications for physical inspection/evaluation upon demand.

For Services (SU/CONV/02): Submission of detailed menu plans, food hygiene/quality certifications, crockery/cutlery standards, and tentage/decoration layout profiles for technical evaluation upon demand.

TERMS & CONDITIONS:

1. **e-Bidding Mandate:** Bidding shall be conducted strictly electronically through the Sindh e-Procurement Portal (e-PADS) (https://sindheproc.gov.pk). Bidders must be registered on e-PADS to participate.
2. **Issuance of Documents:** Complete Bidding Documents containing detailed specifications and eligibility criteria can be downloaded free of cost from the e-PADS portal, SPPRA website, and University of Sindh website.
3. **Bid Submission:** All electronic bids must be submitted via e-PADS on or before **1st December 2026 up to 11:00 AM**. Manual or hardcopy submissions without e-PADS registration will be rejected outright.
4. **Bid Opening:** Bids will be opened publicly through the e-PADS online system on **1st December 2026** (Goods at **11:30 AM)** in the office of the Purchase & Store Section, University of Sindh, Jamshoro in the presence of bidders or their authorized representatives.
5. **Evaluation Methodology:** Single Stage – One Envelope Procedure pursuant to SPP Rule 46(1). Bids will undergo strict Pass/Fail screening against mandatory eligibility criteria prior to financial evaluation. Contract will be awarded to the Lowest Evaluated Responsive Bidder.
6. **Regulatory Compliance:** All procurement procedures will be governed strictly under the Sindh Public Procurement Rules, 2010 (Amended up to date).
7. **Rights Reserved:** The Procuring Agency reserves the right to reject any or all bids or annul the bidding process subject to relevant SPPRA provisions.

Purchase Store Officer
University of Sindh, Jamshoro
Phone: +92-22-9213181 | Email: pso@usindh.edu.pk

BIDDING DOCUMENT FOR PROCUREMENT OF GOLD MEDALS, SILVER MEDALS, DEGREE FOLDERS, AND CONVOCATION GOWNS (FY 2026-2027), University of Sindh Jamshoro

SECTION I: INVITATION & INTRODUCTION

1. Invitation to Bid

The University of Sindh, Jamshoro invites sealed bids under the **Single Stage - One Envelope** procedure from reputed, experienced, and tax-registered manufacturers, suppliers, and authorized vendors for the supply of Gold Medals, Silver Medals, Degree Folders, and Convocation Gowns for the upcoming Annual Convocation (FY 2026-2027). Procurement shall be conducted strictly in accordance with the Sindh Public Procurement Rules, 2010 (amended up to date).

2. Overview of University of Sindh, Jamshoro

Established in 1947, the University of Sindh is the second oldest public sector university in Pakistan. Located at Allama I.I. Kazi Campus, Jamshoro, the University is a premier seat of higher learning, catering to thousands of students across diverse academic disciplines. The annual convocation represents the highest academic ceremony of the institution, requiring exceptional standards of presentation, material quality, and temporal adherence.

3. Purpose & Quality Assurance

The items specified in this bidding document are intended for prestigious distribution to high-achieving graduates, faculty members, deans, and visiting dignitaries. Quality assurance, exact compliance with material GSM, metal plating purity, precision embroidery, and anti-tarnish finishes are non-negotiable prerequisites. Substandard goods shall be rejected outright at the vendor's expense.

4. Structure of Bidding Documents

This document comprises the following sections:

Section I: Invitation & Introduction
Section II: Instructions to Bidders (ITB) & Mandatory Compliance
Section III: Technical Specifications & Schedule of Requirements (BoQ)
Section IV: Evaluation Criteria & Mandatory Eligibility
Section V: General & Special Conditions of Contract
Section VI: Standard Bidding Forms & Undertakings

5. Contact & Procurement Office Details

For all technical, procedural, or submission-related inquiries, bidders may contact:

Procurement Officer: Purchase & Store Officer
Office Location: Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro
Telephone: +92-22-9213224
Email: pso@usindh.edu.pk
Official Portal: https://usindh.edu.pk / SPPRA E-PAD Portal

SECTION II: INSTRUCTIONS TO BIDDERS (ITB) & MANDATORY COMPLIANCE

1. General Preparation of Bids

Bidders must thoroughly examine all instructions, forms, terms, and specifications in this document.
Every page of the submitted bidding document must be signed and stamped by the authorized representative of the firm.
Bids must be filled in indelible ink or typed. Overwriting, erasures, or blank financial/technical columns are strictly prohibited and shall lead to immediate disqualification.
All prices quoted must be in Pakistani Rupees (PKR) and inclusive of all applicable federal and provincial taxes (GST, SST, Income Tax, duties, and transportation charges to Jamshoro).

2. Submission & Opening Procedures

Bids may be submitted physically at the Purchase & Store Section or electronically via the **SPPRA E-PAD Portal** as per the published advertisement timeline.
Procurement Method: **Single Stage - One Envelope Procedure** (SPP Rule 46(1)). Financial and technical proposals are enclosed together in a single sealed envelope.
Public opening of bids will take place on the designated date and time in the presence of bidders or their authorized representatives who choose to attend.

3. Bid Security Requirement (SPP Rule 37)

Bidders must submit a mandatory Bid Security equivalent to **2% of the total quoted bid value**.
The Bid Security must be provided in the form of a Pay Order, Demand Draft, Call Deposit Receipt (CDR), or Bank Guarantee issued by a Scheduled Bank in Pakistan, in favor of **Director Finance, University of Sindh, Jamshoro**.
Bids submitted without valid 2% Bid Security or with insufficient amount shall be declared non-responsive and rejected on the spot.

4. Performance Security (SPP Rule 39)

The successful bidder shall be required to submit a **Performance Security equivalent to 5%** of the total contract value prior to the signing of the contract or issuance of the Work Order.
Performance Security shall remain valid for at least **90 days beyond the date of completion of delivery** and satisfactory inspection of all goods.

5. Statutory Compliance

Bidders must fulfill the following mandatory tax compliance criteria:

Active Taxpayer status on the Federal Board of Revenue (FBR) National Tax Number (NTN) database.
Active status for Sales Tax Registration Number (STRN/GST).
Active Taxpayer status with the Sindh Revenue Board (SRB) for Sindh Sales Tax (SST), where applicable.

6. Rejection & Cancellation (SPP Rule 25 Amended)

The Procuring Agency reserves the right to reject all or any bids or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provisions of SPP Rules 2010 (amended).

7. Grievance Redressal (SPP Rule 31) & Blacklisting (SPP Rule 35)

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint to the Redressal Committee constituted under SPP Rule 31.
Bidders providing fraudulent, forged, or corrupt information shall be subjected to blacklisting proceedings under SPP Rule 35.

Bidder's Mandatory Compliance Undertaking

I/We, the undersigned, hereby confirm that we have thoroughly read, understood, and agreed to abide by all the terms, conditions, and rules stated in this Bidding Document and SPP Rules 2010 (amended). We certify that our firm is fully compliant with statutory tax requirements and is not currently blacklisted by any public sector organization.

Field	Detail
Authorized Name	Person
CNIC Number	_____
Designation	_____
Company Name	_____
Stamp & Signature	_____
Date	Date

SECTION III: ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS CHECKLIST

Bidders must ensure that their technical e-bid uploaded on the Sindh e-Procurement Portal (e-PADS) contains all the required verified documents listed below. Evaluation will be carried out strictly on a **PASS / FAIL** basis under SPP Rules 2010 (Amended up to date).

A. MANDATORY DOCUMENTS CHECKLIST (Pass / Fail Criteria)

S.#	Required Document / Requirement	Qualification Condition	Compliance Status (Yes/No)	Attached Annexure / Page No.
01	**Tender Fee Voucher / Proof of Payment**	**Goods (SU/CONV):** Original receipt / voucher of non-refundable **PKR 5,000/-** tender fee for each tender.	[Pass / Fail]	
02	**Relevant Experience**	**Goods (SU/CONV):** Work Orders / Completion Certificates of supplying convocation items (medals, folders, gowns) to public universities/government bodies.	[Pass / Fail]	
03	**Financial Turnover (Audited Reports)**	**Goods (SU/CONV):** Audited Financial Reports issued by a registered Chartered Accountant Firm for last 03 years (each financial year) (FY 2023–24, 2024–25 & 2025–26): Minimum **Rs. 6.0 million/ each year**	[Pass / Fail]	
04	**Bank Statement & Financial Standing**	**Goods (SU/CONV):** Verified Bank Statements for last 03 years (each financial year) (FY 2023–24, 2024–25 & 2025–26) demonstrating capability equivalent to: Minimum **Rs. 6.0 million/ each year**	[Pass / Fail]	
05	**Statutory Tax Registrations**	**Goods (SU/CONV):** Valid NTN & GST/STRN with FBR, and Sindh Sales Tax (SST) Registration with Sindh Revenue Board (SRB).	[Pass / Fail]	
06	**Active Taxpayer Status (ATL)**	**Goods (SU/CONV):** Proof of "ACTIVE" status on Active Taxpayers List of FBR (Income Tax & GST) and SRB (SST).	[Pass / Fail]	
07	**Bid Security (Rule 37)**	**Goods (SU/CONV):** Fixed monetary Bid Security of **Rs. 120,000/-** in the form of Pay Order / Demand Draft / Bank Guarantee in favor of Director Finance, University of Sindh, Jamshoro.	[Pass / Fail]	
08	**Non-Blacklisting Affidavit (Rule 35) (General)**	**Goods (SU/CONV/):** Original Affidavit on Rs. 100/- Stamp Paper confirming the firm is NOT blacklisted, debarred, or in active litigation with any government/autonomous organization.	[Pass / Fail]	
09	**Physical Samples / Service Profile**	**Goods (SU/CONV/):** Physical samples of items (Gold Medal, Silver Medal, Degree Folder, and Gown fabric) upon request.	[Pass / Fail]	

B. IMPORTANT BIDDER INSTRUCTIONS FOR DOCUMENT SUBMISSION

1. **e-PADS Uploading Mandate:** All supporting documents listed above must be scanned clearly and uploaded directly on the Sindh e-Procurement Portal (e-PADS) prior to the bid closing date and time.
2. **Disqualification Provision:** Missing any single mandatory document or uploading unverified/expired tax certificates will result in immediate **REJECTION / DISQUALIFICATION** of the e-bid.
3. **Verification Rights:** The Procurement Committee reserves the right to verify any submitted document, audit report, or bank statement directly from the issuing authority/bank.

SECTION IV: TECHNICAL SPECIFICATIONS & SCHEDULE OF REQUIREMENTS (BoQ)

Bidders are required to quote unit prices and total amounts inclusive of all taxes, delivery, and handling costs at University of Sindh, Jamshoro.

Sr.	Category & Detailed Technical Specifications	Total Qty		Unit Rate (PKR) (Incl. Taxes)	Total Amount (PKR)
1	**Degree Folders** Size: 13.50" x 10.25". Material: 530 GSM white imported rigid card board. Printing: 4-color high-definition crest printing, gold & silver foil hot-stamping embossing, double line watermark screen border on inner lining. Heavy corner ribbon ribbons. (As per available sample Purchase & Stores Section, or equivalent.)	800	Nos		
2	**Gold Medals** Size: 2.0" Diameter. Material: High-precision die-cast ferrous alloy with 20-Karat gold plating, premium anti-tarnish protective coating. Ribbon: Crimson double-knit satin ribbon (1" width x 3' length). Box: Premium crimson velvet box with gold embossed UoS logo on top lid. (As per available sample Purchase & Stores Section, or equivalent.)	100	Nos		
3	**Silver Medals** Size: 2.0" Diameter. Material: High-precision die-cast ferrous alloy with pure fine silver plating, protective clear lacquer coating. Ribbon: Crimson double-knit satin ribbon. Box: Premium crimson velvet box with silver embossed UoS logo on top lid. (As per available sample Purchase & Stores Section, or equivalent.)	400	Nos		
4	**Convocation Gowns with Caps (VVIPs)**Cloth: Ultra-premium black velvet cloth. Size: 48" full length with royal gold piping and satin lining. Embroidery: Fine gold Zari handcrafted/embroidered official UoS monogram. Accessories: Matching black velvet cap with golden zari metallic tassel. (As per available sample Purchase & Stores Section, or equivalent.)	10	Nos		
	GRAND TOTAL BID AMOUNT (Items 1 to 4 Inclusive of All Taxes)				

Financial Summary & Bid Security Calculation

Description	Amount in PKR
Total Quoted Bid Value (Items 1 to 6 inclusive of all taxes)	**PKR** _____
Required 2% Bid Security Amount	**PKR** _____
Pay Order / CDR / Bank Guarantee No.	_____
Issuing Bank & Branch	_____

Declaration & Signature Block

We certify that the items offered meet or exceed the technical specifications outlined above. Samples of items will be submitted upon request prior to final financial evaluation/award.

Signature & Stamp	Official Details
Authorized Signature: _____	**Company Stamp:**
Name: Person	**NTN Registration No:** _____
Designation: _____	**GST / STRN No:** _____
Date: Date	**SRB Registration No:** _____

SECTION V: BIDDING DATA SHEET

The following specific data for the goods/supplies to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Item / Clause	Provision / Specific Parameters
a. Procuring Agency & Description	**Procuring Agency:**Purchase & Stores Section, University of Sindh, Jamshoro. **Brief Description of Works/Supplies:** Provide & Supply of Gold Medals, Silver Medals, Degree Folders, and Gowns for Convocation 2024-2025 (FY 2026-2027).
b. Agency Address	Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
c. Bid Security (SPP Rule 37)	Bid Security of **2% of total amount/cost** must be submitted along with Tender Documents in the shape of **Pay Order / Demand Draft / CDR** only, issued in favor of *Director Finance, University of Sindh, Jamshoro.*
d. Bid Validity Period	**Ninety (90) Days** from the date of technical bid opening.
e. Performance Security (SPP Rule 39)	The successful bidder shall provide **5% Performance Security** of the total value of the Work Order in the form of a Pay Order, CDR, or Bank Guarantee prior to the submission of the invoice. *Note: The Performance Security shall extend at least three (03) months beyond the Date of Delivery/Completion of work/Contract.*
f. Submission Deadline	As per the official Notice Inviting Tender (NIT) / SPPRA E-PAD portal schedule. **Submission Mode:** Sealed envelope delivered to the Office of the Purchase & Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
g. Bid Opening Details	**Venue & Time:** Bids will be opened as per the schedule announced in the NIT / SPPRA E-PAD portal at the Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
h. Completion Period	**One (01) week** from the issuance of the written order of commencement.
i. Liquidated Damages	**2% liquidated damages** of the total contract amount will be imposed per month for any period during which the contractor fails to complete the work within the stipulated execution period.

j. Deposit Receipt Details Form

This section must be completed and signed by the bidder upon submission of the tender document and bid security.

Field Description	Bidder Entry / Reference Details
Deposit Receipt No. & Date	**Receipt No:** Person **Date:** Date
Amount (in words & figures)	Person
Pay Order / Demand Draft (PO/DD) #	Person
PO/DD Amount	**Rs.** Person
Drawn on Bank & Branch	Place
Instrument Date	Date

Authorized Signature: _____
Name of Signatory: _____
Designation: _____
Company / Bidder Stamp: _____
Date: Date

SECTION VI: BIDDER QUALIFICATION & MANDATORY ELIGIBILITY CRITERIA

1. MANDATORY ELIGIBILITY CRITERIA CHECKLIST (PASS / FAIL BASIS)
Bidders must fulfill ALL of the following mandatory criteria and attach supporting documents. Failure to meet any single condition will result in outright REJECTION / DISQUALIFICATION of the bid under SPP Rules 2010 (amended).

Relevant Experience:
Copies of Purchase/Work Orders, Contracts, or Completion Certificates showing at relevant experience in supplying medals, degree folders, gowns, or convocation items to public sector universities or government organizations.

Financial Turn-Over & Audited Financial Statements:
Audited Financial Reports issued by a registered Chartered Accountant Firm for last 03 years (each financial year) (FY 2023–24, 2024–25 & 2025–26): or verified Bank Statements.Minimum **Rs. 6.0 million/ each year**

Financial Turn-Over & Bank Statement & Financial Standing
Verified Bank Statements for last 03 years (each financial year) (FY 2023–24, 2024–25 & 2025–26) demonstrating capability equivalent to: Minimum **Rs. 6.0 million/ each year**

Statutory Tax Registrations (FBR & SRB): Valid Income Tax (NTN) and Sales Tax (GST/STRN) Registration Certificates with FBR, AND Sindh Sales Tax (SST) Registration Certificate with Sindh Revenue Board (SRB).

Active Taxpayer Status (ATL):
Proof of "ACTIVE" status on the Active Taxpayers List of FBR (Income Tax & GST) as well as SRB (SST).

Mandatory Bid Security (SPP Rule 37):
Original 2% Bid Security of the total quoted bid cost in the shape of Pay Order / Demand Draft / CDR / Bank Guarantee in favor of Director Finance, University of Sindh, Jamshoro.

Non-Blacklisting Affidavit (SPP Rule 35):
Original Affidavit on Rs. 100/- Non-Judicial Stamp Paper confirming that the firm is NOT blacklisted, debarred, or in litigation with any government/semi-government/autonomous body.

Provision of Physical Samples:
Submission of physical material samples (Gold Medal, Silver Medal, Degree Folder, and Gown fabric) matching technical specifications for evaluation by the Procurement Committee upon request.

2. BID EVALUATION METHODOLOGY & AWARD CRITERIA
a. Evaluation Method: The procurement process is conducted under Single Stage – One Envelope Procedure in accordance with SPP Rule 46(1).
b. Eligibility Check: All bids received will first be evaluated against the Mandatory Eligibility Criteria listed above on a strict "PASS / FAIL" basis.
c. Financial Evaluation: Bids declared technically and administratively responsive (Passing all mandatory items) will be financially evaluated.
d. Contract Award: The contract / Purchase Order will be awarded to the Lowest Evaluated Responsive Bidder (Lowest Unit Rate / Total Evaluated Cost) who strictly meets all required specifications and terms of the Bidding Document.

BIDDER'S COMPLIANCE UNDERTAKING

I/We hereby declare that our firm complies with all mandatory eligibility criteria listed above and we have attached all verified supporting documents/audit reports accordingly.

Authorized Signature: _____
Official Stamp / Seal: _____
Name: _____
Designation: _____
Firm Name: _____

SECTION VII: GENERAL & SPECIAL CONDITIONS OF CONTRACT (GCC & SCC)

TENDER TITLE: PROCUREMENT OF GOLD MEDALS, SILVER MEDALS, DEGREE FOLDERS, AND CONVOCATION GOWNS FOR CONVOCATION 2024-2025 (FY 2026-2027)

1. DEFINITIONS & GOVERNING LAW (SPP RULES 2010)

Procuring Agency: Refers strictly to the University of Sindh, Jamshoro.
Supplier / Vendor / Contractor: Means the successful bidder awarded the Purchase / Work Order for the supply of convocation items.
Governing Law: This contract shall be governed by and construed in accordance with the Sindh Public Procurement Rules, 2010 (amended up to date).

2. ACCEPTANCE & ACKNOWLEDGEMENT OF PURCHASE / WORK ORDER

The successful bidder shall sign, stamp, and return the duplicate copy of the Purchase / Work Order within three (03) days of issuance as formal acceptance of the terms, conditions, and scope of work specified therein.

3. PERFORMANCE SECURITY (SPP RULE 39)

Amount & Form: The successful bidder shall deposit a Performance Security equivalent to **5% of the total contract value** in the form of a Pay Order, Call Deposit Receipt (CDR), or Bank Guarantee from a Scheduled Bank in favor of *"Director Finance, University of Sindh, Jamshoro"*.
Validity Period: The Performance Security shall remain valid for at least **ninety (90) days** beyond the satisfactory delivery, completion, and final acceptance/inspection of all convocation items.

4. DELIVERY TERMS, TIMELINE & DELIVERY CHALLAN

Delivery Timeline: All ordered goods (Medals, Folders, Gowns) must be delivered within the period specified in the Purchase Order / Bidding Data (**strictly within 01 to 02 weeks**) from the date of issuance.
Delivery Location: Purchase & Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro (or designated venue).
Delivery Challan Requirements: Every consignment must be accompanied by triplicate copies of the Delivery Challan clearly indicating:
Purchase Order Number and Date
Detailed Item Specifications
Quantities Delivered
Manufacturer / Fabricator Name

Non-compliance with challan requirements shall result in the immediate rejection of the delivery.

Verification Period: The University shall verify goods within **seven (07) days** of delivery; unclaimed or unverified deliveries after this period shall not be entertained for late dispute claims.

5. PHYSICAL INSPECTION, SAMPLE COMPLIANCE & QUALITY CONTROL

Final Inspection: All supplied items shall be subject to thorough physical inspection and quality verification by the University's Procurement / Inspection Committee at the time of delivery. This includes verification of cardboard GSM/thickness, foil hot-stamping and printing quality (for Degree Folders), dimensions, finishing, and gold/silver plating quality with anti-tarnish/lacquer coating (for Medals & Velvet Boxes), as well as velvet fabric quality, zari embroidery, and stitching (for VVIP Gowns & Caps) strictly in accordance with the approved samples and technical specifications.

Rejection of Substandard Goods: Any item failing to conform strictly to the prescribed technical specifications, approved samples, or found to have manufacturing defects, tarnishing, poor embroidery/printing, or transit damage shall be rejected outright at the supplier's sole risk and cost.

Defect Replacement: The supplier shall be bound to replace all rejected goods with approved-quality items within three (03) days of notification, without any additional cost to the University.

6. LIQUIDATED DAMAGES / DELAY PENALTY (SPP RULE 39)

In case of delay in delivery beyond the stipulated period, Liquidated Damages at the rate of **2% (two percent) per month** (calculated daily at 0.067% per day) of the total contract value shall be deducted from the vendor's bill, up to a maximum limit of **10%** of the total contract value.

7. VARIATION IN QUANTITIES (SPP RULE 16)

The Competent Authority reserves the right to increase or decrease quantities by **up to 15%** in accordance with SPP Rules 2010 without any change in unit rates or other agreed terms and conditions.

8. SUB-LETTING & ASSIGNMENT

The contractor/supplier shall not sub-let, assign, or transfer any part of the contract to any third party under any circumstances. Any violation shall lead to immediate cancellation of the contract and complete forfeiture of the Performance Security.

9. ADVANCE PAYMENT RESTRICTIONS

No advance payment shall be made. Advance payment may only be considered under exceptional cases strictly against an unconditional Bank Guarantee from a Scheduled Bank of an equivalent amount, in accordance with SPP Rules.

10. PAYMENT TERMS & SUBMISSION OF INVOICES

Bills/Invoices along with original Delivery Challan, Inspection Report, and Tax Clearance Receipts must be submitted directly to the Purchase & Store Officer, University of Sindh, Jamshoro.
Payment shall be processed through crossed cheque by the Finance Wing after verification and deduction of all applicable statutory taxes.

11. TAX OBLIGATIONS, STAMP DUTIES & STATUTORY CHARGES

Tax / Charge Category	Compliance Standard & Rate Details
Active Taxpayer Status	Bidders must remain ACTIVE on FBR (Income Tax & GST) and SRB (SST) Active Taxpayers Lists throughout the execution period.
Tax Deductions	Income Tax, GST, SST, and other statutory levies will be deducted at source as per prevailing government rates / SROs.
Stamp Duty	Stamp Duty at the rate of **0.25%** (or prevailing provincial rate) of total contract cost shall be paid via Treasury Challan before execution.

12. ETHICAL PROCUREMENT, CHILD LABOR & ENVIRONMENTAL COMPLIANCE

Prohibition of Child Labor: The supplier certifies that no child labor was employed during manufacturing, tailoring, or processing of goods. All workers involved must possess valid CNICs.
Environmental & Safety Standards: Goods, plating processes, and dyes used must be eco-friendly, non-toxic, and compliant with environmental safety regulations.

13. CANCELLATION & TERMINATION OF CONTRACT (SPP RULE 25)

The University reserves the right to cancel the contract / purchase order if the vendor fails to perform, delays execution beyond the maximum liquidated damages threshold, or provides fraudulent documents, subject to the provisions of SPP Rules.

14. ARBITRATION & DISPUTE RESOLUTION (SPP RULE 31 & 32)

In case of any dispute or disagreement arising out of the contract execution, the matter shall first be referred for mutual resolution to the Registrar, University of Sindh, and the Chief Executive/Owner of the firm.
If unresolved, the dispute shall be referred to the Complaint Redressal Committee (CRC) headed by the Worthy Vice Chancellor, whose decision shall be final.
Any legal action shall fall strictly under the court jurisdiction of **Jamshoro / Hyderabad, Sindh**.

15. BID VALIDITY

Bids and offered prices shall remain valid for a period of **Ninety (90) Days** from the date of bid opening.

BIDDER'S FORMAL ACCEPTANCE & STAMP

I/We hereby unreservedly accept all the above General and Special Conditions of Contract (GCC & SCC) and agree to execute the supply strictly in accordance with SPP Rules 2010 (amended).

Representative Details	Authorization & Stamp
Authorized Signature	Person
Official Stamp / Seal	
Name	Person
Designation	
Firm Name	
Execution Date	Date

INTEGRITY PACT / DECLARATION OF FEES

DECLARATION OF CHARGES, FEES, COMMISSION, TAXES, LEVIES, ETC., PAYABLE BY THE MANUFACTURER / SUPPLIER / DISTRIBUTOR / FIRM

M/s. _____
hereby declares that:

(a) It has no intention, direct or indirect, to obtain the procurement work of any contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).

(b) Without limiting the generality of the foregoing, the manufacturer / company / distributor / firm represents and warrants that it has fully declared all charges, fees, commission, taxes, levies, etc., paid or payable to anyone and has not given or agreed to give, and shall not give or agree to give, to anyone within the University of Sindh directly or indirectly through any means, any commission, gratification, bribe, gift, or kickback (whether described as consultation fee or otherwise), with the object of obtaining or inducing the procurement or service contract or order or other obligations whatsoever from the University of Sindh, except that which has been expressly declared pursuant hereto.

(c) The manufacturer / company / distributor / firm accepts full responsibility and strict liability for making any false declaration, failing to make full disclosure, misrepresenting facts, or taking any action likely to defeat or degrade the purpose of this declaration, representation, and warranty. It agrees that any contract or order obtained as aforesaid shall, without prejudice to any other rights and remedies available to the University of Sindh under any law, contract, or other instrument, be rendered voidable at the sole discretion of the University of Sindh.

(d) Notwithstanding any rights and remedies exercised by the University of Sindh in this regard, the manufacturer / company / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practices, and further agrees to pay compensation to the University of Sindh in an amount equivalent to any commission, gratification, bribe, gift, or kickback given by the manufacturer / company / distributor / firm for the purpose of obtaining or inducing the procurement, work, service, or other obligation or benefit in any form from the University of Sindh.

Note: This Integrity Pact is a mandatory statutory requirement for public procurement contracts in accordance with SPPRA rules.

Authorized Signature & Official Stamp: _____
Name: _____
Designation: _____
Firm Name: _____
Date: _____

BIDDER INFORMATION & FORMAL ACCEPTANCE FORM

It is hereby certified that all the terms and conditions of this Bidding Document have been read, thoroughly understood, agreed upon, and formally accepted.

M/s: _____

Contact Person: _____

Official Address: _____

Tel #: _____ Fax: _____

Mobile #: _____ Email: _____

_____

SIGNATURE & OFFICIAL STAMP