



**BIDDING DOCUMENT FOR PROCUREMENT OF
GARDENING SERVICES FOR THE PERIOD OF ONE YEAR**

Name of Company/Firm

Complete Address:

Contact No:

Email Address(If Any):

NTN NO:

SRB NO:

Contractor Sign & Stamp

DUET/NIT/Gardening-Services/2025-06

NOTICE INVITING TENDERS
e-Pak Acquisition & Disposal System (EPADS)- SPPRA

Under the relevant provisions of the SPP Rules 2010 (amended till to date), Dawood University of Engineering & Technology (DUET) invites the bids online through the e-Pak Acquisition & Disposal System (EPADS) from experienced firms in the relevant fields for Procurement of Gardening Services annual basis. The Annual estimated cost is Rs. 2.520 Million.

Eligibility: Income Tax, GST/NTN and SRB registered firms (as per SPPRA Rules 2010)

Bid Security: 3% of quoted bid amount and **non-refundable tender fee Rs. 3000/-** in the shape of pay order in the name of Dawood University of Engineering & Technology (DUET) Karachi.

Method of Procurement: Single Stage – Single Envelope Procedure (Technical & financial Proposal both)

Bidding Documents can be obtained and shall be submitted online through EPADS 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 . Supplier are advised to get the registration on EPAD portal at <https://sindh.eprocure.gov.pk/#/supplier/registration> . Original Bid Security & Tender Fee (Non-Refundable) in shape of Pay Order in favour of Dawood University of Engineering & Technology (DUET) shall be submitted at Director (W&S), Convener Procurement Committee at the time of submission mentioned below.

Date of Issuance of Bidding Document on EPADS: 27-05-2025 to 16-06-2025 (up to 1:00 pm)

Last Date & Time for submission of Bid on EPADS: 16-06-2025 (02:00 pm)

Date & Time for Opening of Bid on EPADS: 16-06-2025 (03:00 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
- Original Bid security & non-refundable tender fee received after specified date and time of submission of bids.
- Bidding Document is received without Signature & Stamp.
- Bid submitted without required documents as per qualification criteria provided in the bidding document.
- Currently blacklisted firms (Contractor shall submit the undertaking on stamp paper that currently the firm is not a blacklisted firm)

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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DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)
New M.A. Jinnah Road, Karachi-748000(PAKISTAN)
PHONE: 021-99231195-98, 99230307, 99232381

BIDDING DATA SHEET

Scope of Procurement:	<u>SCOPE OF PROCUREMENT:</u> Procurement of Gardening Services for the period of One Year (Estimated Cost is Rs. 2.520 Million)
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: Price Shall be quoted in Pak Rupees inclusive of all Govt. applicable taxes
Validity of Bid	Validity of Bid: Bid shall be valid for 90 Days from the date of opening of bid.
Language of Bid	Language of Bid: Language of Bid shall be in English
Submission of Bid	Bidder shall submit: All bids must be submitted online on the SPPRA EPADS portal
Bid Security	Bid Security: 3% of quoted bid Price in shape of Pay Order in favor of Dawood University of Engineering & Technology (DUET), Karachi
Issuance of Bidding Document	As mentioned in the NIT on page 02
Place and Deadline for Submission of Bid:	Online Through EPADS as mentioned in the NIT on page 02
Opening of Bid (Place, Date & Time)	Online Through EPADS as mentioned in the NIT on page 02
Performance Security	Performance Security: The successful Bidder shall furnish the performance security 5% in shape of Pay Order within 07 Days of 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 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)

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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 the following documents along with their offer failing which their offer will be rejected:**
 - 1.10.1 Income Tax GST/NTN, SRB Valid Certificate
 - 1.10.2 Annual Turnover Required twice time more than the estimated cost as per SPPRA rules (attach bank Certificate / Bank Statement duly signed & stamped)
 - 1.10.3 List of Technical Staff / Team
 - 1.10.4 Provide documentary evidence of satisfactory completion of similar services.
 - 1.10.5 Include certificates or reports from clients confirming successful execution of projects. List of clients in Pakistan for a similar work / supply.

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- 1.10.6 Non-Black List Affidavit / Undertaking (on Stamp Paper of Rs. 100/- that currently Firm is not a blacklisted firm in any Govt. / Semi Govt Department/Organization/Educational Institutions/University.**
- 1.10.7 Bidder should propose all BOQ items to be strictly compliant with technical specification/Schedule of Requirements; no optional item/material will be accepted.
- 1.10.8 Each Page of Tender Document along with supporting document must be signed & stamped by the Bidder/Supplier.**
- 1.10.9 Form of Tender / BOQ / schedule of requirement must be filled properly by the Bidder (Annexure A)
- 1.10.10 Last 05-years Annual Turn Over at least twice time more than estimated cost or as per SPPRA guidelines para 2.16 A(iv)

2. BID SECURITY

The bidder should submit their bid along with a Pay Order i.e. 3% of the total Cost of Bid as Earnest Money in the name of Dawood University Of Engineering & Technology (DUET), Karachi and valid for 28 days beyond the validity of the bid i.e. 90 Days from the date of opening of bids.

- 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 If 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 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

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3.1 Performance guarantee equal to 05% of the price of the work order shall be furnished within 05 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 under the relevant provision of SPP rules 2010

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., 3% 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 05 days of the issuance of the letter of intent / Purchase Order the successful bidder will be required to sign a Contract Agreement or earlier (duly affixed by stamp duty) with the Procuring Agency (i.e., The DUET Karachi) for the supply of such quantity/ required services 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.

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- 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 upto 10% of total value or a part of the contract price of each unit of the undelivered stores or upon unsatisfactory performance observed.

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- Upto 10% Liquidated damages will impose if unsatisfactory performance observed during whole event of convocation and also if the supply of required materials delivered are not upto the standard/mark as per required specification provided in the schedule of requirement or if found any other issue of quality and other 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., 3% of total quoted bid amount by bidder) & nonrefundable tender fee (mentioned in NIT) in favor of DUET, Karachi
- 14.3 Offers are 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 Valid Income Tax - GST, NTN and SRB Registered certificates are not attached (Subject to Online Verification)**

15. DELIVERY SCHEDULE

- 15.1 Whole arrangement should be ready in all aspect on or Before schedule date to be communicated with in bid validity period. However tentative date would be in Mid of June 2025 at Main Campus of Dawood University (Tentative) or the Venue will be at Karachi on prescribed location.**

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:

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- 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 to date).

19. PAYMENT

- 19.1 Payment will be released within 45 days against submission of original invoice, Delivery of required items/Products/Material/Services along with the 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 Venue or as directed by the DUET Authority.
- 21.2 If any such change causes in increase or decrease in the cost of, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

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Sr. No.	BIDDERS MANDATORY QUALIFICATION (YES / NO BASIS)	Remarks by Procurement Committee
1	Tender Fee (non-refundable) in shape of Pay Order (Original)	
2	Bid Security in shape of pay order (Original)	
3	Valid Income Tax Registration Certificates, NTN (Active Tax Payer)	
4	Relevant Experience at least 05 years.	
5	Registration with SRB (Active Tax Payer)	
6	Last 05-years Annual Turn Over at least twice time more than estimated cost or as per SPPRA guidelines para 2.16 A(iv) (Attach the verified Bank Statement / Bank Certificate showing annual turnover must be endorsed by the concerned Bank Manager/Head)	
7	Details of Technical Staff / Team on Letter Head	
8	Clientele Details on Letter Head	
9	Under the relevant provision of SPP rules 2010 (amended to date) Undertaking on Legal Stamp Paper that Presently / Currently firm is not a blacklisted Firm	
	Remarks Qualified/Disqualified	

Note for bidders:

Bidder will upload all the required documents duly signed & stamped on EPADS portal along with complete bidding documents. The bid shall be rejected if found non-compliant.

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CONTRACT AGREEMENT

THIS CONTRACT is made at _____ on _____ day of _____ 2025 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 herein-after 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

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DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)

New M.A. Jinnah Road, Karachi-748000(PAKISTAN)

PHONE: 021-99231195-98, 99230307, 99232381

Supplier/ authorized Agent

Signed/ Sealed by Procuring Agency

1. _____

2. _____

1. _____

2. _____

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FORM OF TENDER/BID

Name of Contractor/Manufacturer/Supplier

NTN NO: _____

STRN NO _____

Telegraphic Address _____

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 Sign & Stamp

CONTRACT PERFORMANCE BOND/SECURITY (n/a)

(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 _____

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(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]

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SCHEDULE OF REQUIREMENTS

S. No.	Description / Details	Unit	Qty	Unit Rate Per Month	Total Amount Per Month	Total Amount Per Year Including Govt. Applicable Taxes
3.	Providing Gardener Services with Labour and Necessary Tools (Scissors, Brush Cutter, Large Cutter), Machinery etc. Including Transportation for DUET Lawns Maintenance, for the Period of One Year	Each / Gardener	05			
	Total Amount Incl. of Govt. Applicable Tax					

Note for Bidders:

Contractor shall bear transportation expenses for Services and Tools.

Contractor will supply all necessary tools (e.g. Scissors, Brush Cutter, Larg Cutter)

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“SPECIAL INSTRUCTIONS TO THE BIDDER”

1. BACKGROUND:-

Dawood University of Engineering & Technology (DUET), invites bids from the experienced and a reputable Firm registered with Income Tax, Sales Tax for Supply of Goods and SRB for Gardening Services under the relevant provision of SPP rules 2010 for procurement of gardening services.

2. SCOPE OF SERVICES

"DUET intends to hire an experienced and reputable firm for a period of one (01) year to provide comprehensive gardening services. The successful bidder(s) will be responsible for:

- Providing experienced technical staff/gardeners
- Supplying required equipment and materials as per BOQ
- Maintaining cleanliness and greenery in designated areas
- Ensuring proper plant care, pruning, and landscaping
- Managing waste disposal and recycling
- Conducting regular inspections to maintain DUET's satisfaction

The firm will deploy staff and supply materials as specified in the attached Terms of Reference (TORs), which may include:

- Horticultural services (planting, pruning, watering, fertilizing)
- Lawn maintenance (mowing, edging, trimming)
- Garden bed maintenance (weeding, mulching, planting)
- Pest and disease control

The firm should have the necessary expertise, equipment, and resources to deliver high-quality gardening services."

Annex-I.

- 2.1 The Authority will verify, and counter check the documents and information provided by the firm and the representative of the Authority.
- 2.2 The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- 2.3 All the contractors/bidders are advised to visit the site before quoting the rates otherwise any claim of extra rates will not be entertained. The rates must be inclusive of all taxes.
- 2.4 An affidavit to the effect that Currently the firm is not Blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
- 2.5 Incomplete bids will be considered as non-responsive bids and will be rejected.
- 2.6 DUET reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to the Contract Award as per SPPRA rules 2010, without thereby incurring any liability to the Bidders
- 2.7 The Bidders are hereby informed that the DUET shall deduct Income Tax & Sales Tax and SRB (where applicable) at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- 2.8 The bids should be quoted in Pak Rupees inclusive of all applicable taxes. The bids will be treated as final and must be valid for 90 days.

3. Procedure of Competitive Bidding

Under provision of SPP rules 2010 of rule 46(1) Single Stage – Single Envelope procedures, will be adopted:

- I. The bid shall comprise a single package containing the financial proposal and the technical proposal (both shall be uploaded on SPPRA EPADS Portal). All document uploaded on EPADS must be signed with stamp by the bidder.

4. Service Period

The services are required for a period of one year, extendable 01 year further only upon satisfactory performance and after the approval of the Competent Authority/Vice Chancellor, DUET. In case of unsatisfactory performance, the service of firm will be terminated at any time with one-month prior notice as per Contract Agreement between Vendor & Procuring Agency.

Contractor Sign & Stamp

(Annex-I)

TERMS OF REFERENCES

Background

To maintain extensive green areas that require regular maintenance and enhancement to ensure a clean, green, and presentable environment. To achieve this, professional gardening services are being procured through competitive bidding.

2. Objectives

The primary objective is to engage a qualified contractor to provide comprehensive gardening services including lawn care, plant maintenance, landscaping, and cleanliness of designated green spaces within the institution.

3. Scope of Services

The contractor will be responsible for the following tasks:

3.1 Lawn Maintenance

- Mowing and trimming of grass regularly
- Removal of weeds
- Fertilization and aeration as required

3.2 Plant and Tree Maintenance

- Pruning, trimming, and shaping of shrubs and trees
- Planting of seasonal flowers and plants
- Pest and disease control
- Watering as per seasonal requirements

3.3 Landscaping and Beautification

- Maintenance of decorative plants and flowerbeds
- Upkeep of walkways, pathways, and borders

3.4 Cleanliness and Waste Management

- Collection and disposal of garden waste (leaves, clippings, etc.)
- Regular sweeping and cleaning of garden areas

4. Duration of Assignment

The contract shall be awarded for an initial period of **one (1) year**, with the possibility of extension of further One Year based on satisfactory performance and mutual agreement on same rates only after the approval of Competent Authority/ Worthy Vice Chancellor.

5. Contractor's Responsibilities

- Deploy sufficient skilled manpower and necessary equipment
- Maintain a work schedule in consultation with the Works & Services Dept.
- Ensure compliance with health, safety, and environmental standards
- Submit monthly progress reports and invoices

6. Institution's Responsibilities

- Provide access to the premises and garden areas
- Works & Services Dept. or as deemed appropriate by the Authority will supervise the work & to Monitor and evaluate the contractor's performance.

7. Deliverables

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- Monthly garden maintenance reports
- Seasonal plantation plans
- Log of pest control and fertilizer usage
- Attendance records of deployed staff along with NIC and Bio Data to be provided for Security Persons

8. Key Personnel Requirements

- **Site Supervisor:** Must have relevant horticulture qualifications and experience
- **Gardeners/Laborers:** Skilled in gardening practices with at least 2 years of experience

9. Evaluation Criteria

Bids will be evaluated based on Bidders Eligibility Criteria

WORKING HOURS

- Staff will arrive well before 07:00 am and will ensure cleanliness of all the area thirty (30) minutes prior to usual office timings or as per the directives of Works & Services / Concerned HoD.
- Timings can be changed as per DUET needs.
- In case of emergency / urgency, DUET may ask the staff/gardener for early arrival/ late departure for which no extra payment shall be made.
- The supervisor will report to the caretaker for the arrival and departure.
- A daily duty roster will be maintained by the Supervisor for the hourly deployment of to monitor and assess their performance which will be submitted to DUET accordingly.
- All the staff / gardeners will be enrolled in Biometric System of DUET (if required by DUET Authority)

a. GENERAL INSTRUCTIONS

- In case of poor service, DUET may impose penalty on the firm up to the extent of 25% of its monthly payment.
- In case the job is not performed as per terms of contract and / or requisite material / Manpower is not deputed / employed by the firm and / or any hindrance is created in smooth performance of the job DUET may engage, at its sole discretion, any other contractor for the job performance and any extra amount in this regard will be recovered from the dues / security deposit of the firm.
- During the job in case of any type of breakage, damage or theft done by any Staff, DUET will recover the loss from the security deposit / dues of the firm.
- In case of any strike / emergency, the firm will ensure presence of minimum number of staff for regular maintenance.
- Video Graphy, Photography will not be allowed to any staff of the Firm.
- The successful firm will provide complete bio-data of each member of their Staff and deposit an attested copy of each one's CNIC. Police Verification will be required.
- The successful firm will ensure strict compliance of Government rules on the

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rights and privileges of skilled / unskilled employees including their minimum wages / pay as fixed by the Government and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.

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(INTEGRITY PACT)

Annexure-IV

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.

PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS

Contract No.

Dated: _____

Contract Value: _____

Contract Title:

M/s. _____ hereby declares that it has not obtained or induced the procurement of any

contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, **M/s.** _____ represents and

warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

M/s. _____ certifies that it has made and will make full disclosure of all agreements and

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arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

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

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

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

purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Client:
.....

Name of Contractor/Supplier:

Signature:
.....[Seal] Designation:

Signature:
[Seal] Designation

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PHONE: 021-99231195-98, 99232645 FAX: 021-9923071

No.DUET/Reg/Procurement-C/2024-336
5th April 2024

NOTIFICATION

It is notified that Vice Chancellor, Dawood University of Engineering and Technology, Karachi has been pleased to constitute the following 'Procurement Committee (PC)' of Dawood University of Engineering and Technology, Karachi for procurement of goods, works & services needs for a period of one year, with immediate effect.

S.#	Name	Designation & Department	Role
1	Dr. Raja Shahmir Nizam Shaikh	Director (Works & Services), DUET	Convener
2.	Engr. Ishfaq Khanzada	Communication Network Engineer Department of Main Communication Network, University of Karachi	Member
3.	Engr. Neelam Memon	Director Planning and Development, DUET	Member
✓ 4.	Mr. Muhammad Asif Mughal	Office Superintendent, Procurement Section, DUET	Secretary

2. Head of Concerned Department or Nominee shall be adopted as a Co-opted Member/Technical Expert, as and when necessary, as per recommendations of Procurement Committee. Presence of External Member is Mandatory as per rule.

3. The Convener shall receive and keep all bidding documents and after opening of bids the security money shall be kept with Finance department.

Functions of Procurement Committee (As per SPPRA Rule 8):

- Prepare and/ or Reviewing bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule 45
- Making recommendations for the award of contract Award to the Competent Authority
- Perform any other function ancillary and incidental to above.

4. This issues with the approval of the Vice Chancellor.


Prof. Dr. Syed Asif Ali Shah
Registrar

C.c to:

- Procurement Committee members
- P.S to Vice Chancellor, DUET, Karachi.
- Director Finance, DUET, Karachi.
- Office record file.



DAWOOD UNIVERSITY OF ENGINEERING & TECNOLOGY
M.A.JINNAH ROAD, KARACHI-74800 (PAKISTAN)

No. DUET/REG/2022
Dated: 22-07-2022

COMPLAINT REDRESSAL COMMITTEE (CRC)

In Pursuance of Rule-31 of the Sindh Public Procurement Rules 2010 (amended in 2013), the Competent Authority is pleased to re-constitute a Complaint Redressal Committee (CRC) comprising of the following officers as under to resolve the complaints of aggrieved bidders:

- | | |
|---|----------|
| 1. Prof. Dr. Syed Asif Ali Shah
Registrar
Dawood University of Engineering & Technology (DUET) | Chairman |
| 2. Respresentative of Accountant General
Government of Sindh | Member |
| 3. Independent Professional Expert
(To be nominated from relevant field) | Member |

ToRs

- To perform according to Rule 31 of SPPRA rules 2010 (amended 2013)
- To perform any other functions ancillary and incidental to above.

This is issued with the approval of the Competent Authority

Registrar

DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)
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PHONE: 021-99231195-98, 99230307, 99232381 FAX: 021-99230710

Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Repair & Maintenance Building (Civil Works)	Repair & Maintenance Building (Civil Works)	74.50	Non ADP / Own	Open Competitive Bidding Process (OCB)	1st - 4th
Electrification Plumbing & Other Infrastructure	Electrification Plumbing & Other Infrastructure	5.50	Non ADP / Own	OCB	1st - 4th
Stationary (including controller examination dept stationary)	Stationary	4.5484	Non ADP / Own	OCB	1st Quarter
Printing of Annual Reports 2023-24	Printing & Publication	8.4215	Non ADP / Own	OCB	1st Quarter
Printing & Designing of DUET Graduate Profile Directory (as per DUET specs): Printing + Designing of Graduate Profile Directory Pages 400 Pages Size: 8.4" x 11" 4+4 Color Printing 128 Gram art/mat paper Cover 4+4 Color Printing on 350 Gram Art Card with Mat Lamination & Spot UV on Front Side.	Printing & Publication	1.6905	Non ADP / Own	OCB	1st Quarter

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Procurement of Prospectus Kit (Laptop Bag, Stationary included Pen printed DUET, pencil HB, Eraser, Sanitizer bottle 30 ML, Printed DUET Logo & vision mission, Water Bottles 600 ML (Temperature Bottles) Printing & Designing of DUET Prospectus, DUET Newsletters, DUET Handbooks and DUET Writing Pad	Printing & Publication	5.9400	Non ADP / Own	OCB	1st Quarter
Procurement of Examination Material Printing for Controller of Examination Department	Printing & Publication	1.5647	Non ADP / Own	OCB	4th Quarter
Procurement Of Gowns	Generic Consumable	3.7070	Non ADP / Own	OCB	3rd Quarter
Procurement of Designing & Printing Material for Upcoming DUET Convocation 2025			Non ADP / Own	OCB	1st Quarter
1. Invitation Cards 1200 Qty,	Convocation Expense	0.8980	Non ADP / Own	OCB	1st Quarter
2. Degree Folders 400 qty,	Convocation Expense		Non ADP / Own	OCB	1st Quarter
3. Award Shields Fancy Imported Wooden Material approved good quality 05 Qty,	Convocation Expense		Non ADP / Own	OCB	1st Quarter
4. Certificates 50 Qty	Convocation Expense		Non ADP / Own	OCB	1st Quarter
Procurement of Gold Medals & Silver Medals for DUET Convocation 2025	Convocation Expense	0.5745	Non ADP / Own	OCB	1st Quarter
Procurement of Various Services (Decoration, Catering/Food etc on DUET Convocation 2025	Convocation Expense	7.2290	Non ADP / Own	OCB	1st Quarter

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
AUDITORIUM SMD, SOUND SYSTEM, MULTIMEDIA, ELECTRIC WORK, FIRE ALARM SYSTEM		8.7015	Non ADP / Own	OCB	
Wiring & Wiring Accessories	Electrification, Plumbing and Other Infrastructure	1.1746	Non ADP / Own	OCB	3rd Quarter
Cable Containment	Electrification, Plumbing and Other Infrastructure	0.5587	Non ADP / Own	OCB	3rd Quarter
Switches & Sockets	Electrification, Plumbing and Other Infrastructure	0.0923	Non ADP / Own	OCB	3rd Quarter
		1.8256	Non ADP / Own	OCB	
Lighting & Fixtures	Repair & Maintenance Building	0.4949	Non ADP / Own	OCB	3rd Quarter
Main Sub-Main Cables for Sub Station Main Panel to Auditorium	Repair & Maintenance Building	11.3497	Non ADP / Own	OCB	3rd Quarter
Voice & Data Communication System	Repair & Maintenance Building	0.3792	Non ADP / Own	OCB	3rd Quarter
Supply & Installation of Earthing System	Repair & Maintenance Building	0.0683	Non ADP / Own	OCB	3rd Quarter
		12.2921	Non ADP / Own	OCB	
Multimedia Projector 4000 Lumens with Projector Screee 20x15 ft including installation, cabling, mounting kit	IT Equipment	3.37	Non ADP / Own	OCB	3rd Quarter
SMD Screen 6 x 12 ft. with cabling installation Unit Lumen	IT Equipment	11.638	Non ADP / Own	OCB	3rd Quarter
CCTV System (complete System)	IT Equipment	2.2735	Non ADP / Own	OCB	3rd Quarter

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
		17.2815	Non ADP / Own	OCB	
Fire Alarm System	Office & Electric Equipment	2.6982	Non ADP / Own	OCB	3rd Quarter
Sound System	Office & Electric Equipment	10.4419	Non ADP / Own	OCB	3rd Quarter
Supply & Installation of UPS 6 KVA & 10 KVA	Office & Electric Equipment	2.9407	Non ADP / Own	OCB	3rd Quarter
		16.0808	Non ADP / Own	OCB	
Pre-qualification of Auto Workshops from interested firms owned workshop for repair & maintenance of DUET vehicles (LTV & HTV)	Repair & Maintenance Transport	3.5000	Non ADP / Own	OCB	1st Quarter
Procurement of Repair & Maintenance Services Annual Basis for Regular Service & Maintenance of all DUET ACs/HVAC units	Repair & Maintenance (Machinery & Equipment)	1.7500	Non ADP / Own	OCB	1st Quarter
Renewal of Contract Agreement of Existing Contractor for providing Janitorial Services for the year 2024-25	Service Charges	17.3053	Non ADP / Own	OCB	1st Quarter
Renewal of Contract Agreement of Existing Security Services for the year 2024-2025	Service Charges	14.2070	Non ADP / Own	OCB	1st Quarter
		31.5123	Non ADP / Own	OCB	

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
CMS SOFTWARE - 2nd Year License Renewal Cost with complete technical support	Software	8,1400	Non ADP / Own	OCB	4th Quarter
Orientation Day Expenses			Non ADP / Own	OCB	3rd - 4th Qtr
Roman banner MS Pipe Frame with Size 12 ft * 8 Ft Rental Basis	Generic Consumables	0.1272	Non ADP / Own	OCB	
Media wall MS pipe Frame with Pana flex Size 12ft * 8 Ft Rental Basis	Generic Consumables	0.0225	Non ADP / Own	OCB	
		0.1497	Non ADP / Own	OCB	
DECORATION SETUP ON ORIENTATION Group Photo Pavilion Setup for 80 Students in Flag Hoisting Lawn area with 6 VIP Chairs 6 Dispensers for Auditorium along with water bottle students & Parents Disposal glasses for students & Parents Mini Mineral Water Bottles Standing Fan Stage Seating Setup with white cloth and Flower setup for 8 persons SMD 10*20 Sound System 50 Chairs, Kanat, Tent, 6 , 2.5 * 4 Table with Cover For waiting Area Tent, kanat, Table and Chairs with Cover For Auditorium lawn	Entertainment	0.2852	Non ADP / Own	OCB	3rd - 4th Qtr

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Orientation Day Expenses - Lunch Boxes	Entertainment	0.5980	Non ADP / Own	OCB	3rd - 4th Qtr
		0.8832	Non ADP / Own	OCB	
Students Week (Decoration Rs. 426,000, Printing of Panaflex Rs. 25800/- & Sports items 37,107/-)	Students Activity	0.5000	Non ADP / Own	OCB	3rd - 4th Qtr
Gala Dinner (1000 Guests)		3.0385	Non ADP / Own	OCB	3rd - 4th Qtr
			Non ADP / Own		
			Non ADP / Own		
LABORATORY EQUIPMENT					
Procurement of Lab Equipment Telecommunication Engineering Dept	Lab Equipment	29.0103	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment Calibration & Services for Telecommunication Engineering Department	Lab Equipment	3.0000	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for Energy & Environmental Engineering Dept	Lab Equipment	26.2215	Non ADP / Own	OCB	3rd - 4th Qtr
1. SOLID WASTE AND BIO ENERGY					
2. WATER AND WASTEWATER ENGINEERING					
3. SOLAR ENERGY ENGINEERING					
4. MICROBIOLOGY					
5. AIR AND NOISE POLLUTION					
6. WIND ENERGY ENGINEERING					

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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Procurement of Lab Equipment for Metallurgy & Material Engineering (06 Labs) 1. Mechanical Testing LabGround Floor2. Metallography LabNew Building 2ND Floor3. Materials Synthesis LabGround Floor4. Advanced Materials Characterization LabGround Floor5. Corrosion Protection LabNew Building 2nd Floor 6. Foundry LabGround Floor	Lab Equipment	73.0000	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for DAP	Lab Equipment	6.17136	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for Chemical Engineering Department	Lab Equipment	25.0150	Non ADP / Own	OCB	3rd - 4th Qtr
Procurement of Lab Equipment for BSH	Lab Equipment	-	Non ADP / Own	OCB	3rd - 4th Qtr
		162.4182	Non ADP / Own	OCB	
Library Books	Library Books	12.8730	Non ADP / Own	-	3rd - 4th Qtr
Insurance for DUET New Fixed Assets , Computer Labs, Auditorium, Gulberb Site Complete Infrastructure including Goods/Furniture	Others- Depreciation sinking fund	2.00	Non ADP / Own	OCB	3rd - 4th Qtr


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Procurement Plan 2024-25

Procurement Description	Head of Account	Proposed Estimate for Proc Plan 2024-25	Source of funds (ADP/Non-ADP)	Proposed Procurement Method	Timing of Procurement
Vehicle Insurance 10 hino, 2 hiace, 4 bolan, 04 swift, 01 cultus, 02 corolla	Insurance	3.00	Non ADP / Own	OCB	3rd - 4th Qtr
Workshop Expenses for DAP by DEAN CARP	Conference Seminar /Workshop / Symposia	1.0606	Non ADP / Own	OCB	3rd - 4th Qtr


DIRECTOR FINANCE
 Dawood University of
 Engineering & Technology
 Karachi

CONTRACTOR SIGNATURE WITH STAMP

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