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

BIDDING DOCUMENT FOR.

PROCUREMENT OF VARIOUS SERVICES FOR DUET CONVOCATION

1. Complete *food/catering arrangement and decoration setup) & Gowns for the Occasion of Convocation (On Rental Basis)*

NAME OF COMPANY : ______________________________

Complete Address & Valid Contact Details: ______________________________

____

____

NTN:______________________________

GST:______________________________

SRB:______________________________

Type of Firm/Company: (Please tick one)

- Sole Proprietorship
- Partnership
- Private Limited Company (Pvt. Ltd.)
- Other (please specify): ______________________________

DAWOOD UNIVERSITY

DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY (DUET)

New M.A. Jinnah Road, Karachi-74800(PAKISTAN)
PHONE: 021-99231195-98, 99230307, 99232381 FAX: 021-99230710

DUET/NIT/CON-2025/10

NOTICE INVITING TENDER EPADS

Under the relevant provisions of the Sindh Public Procurement Rules (SPP Rules) 2010 (amended to date), Dawood University of Engineering & Technology (DUET), Karachi, invites online bids through the SPPRA e-Pak Acquisition & Disposal System (EPADS) portal from experienced and reputable firms for "Procurement of various services for Convocation-2025" Estimated Cost is. 11.853 Million.

Bid Security: As per the relevant provisions of SPP Rules (amended to date), a fixed amount of Rs. 592,650/- and a non-refundable tender fee of Rs. 3,000/- shall be submitted in the shape of a pay order in favor of Dawood University of Engineering & Technology (DUET), Karachi.

Method of Procurement: Single Stage Two Envelope (SSP Rule 46(2)

Eligibility: Income Tax, GST and SRB Registered Firms.

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

Date of Issuance of Bidding Document on EPADS:
17-10-2025 to 31-10-2025 (up to 1:00 pm)

Last Date & Time for submission of Bid on EPADS:
31-10-2025 (03:00 pm)

Date & Time for Opening of Bid on EPADS:
31-10-2025 (03:30 pm)

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

Under the following conditions Bid shall be rejected:

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

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

URAAN PAKISTAN

BIDDING DATA SHEET

Scope of Procurement:	**SCOPE OF PROCUREMENT:** Procurement of Decoration, Sound & Multimedia setup, Food/Catering, Photographic & Film coverage, gowns (on rental basis) for DUET Convocation 2025 (As per BOQ).
Eligibility to Bid (Mandatory)	Income Tax – GST, NTN and SRB Registered Firms only Under provision of SPP rules 2010 (amended upto date) – Active Tax Payers
Method of Procurement	Single Stage – Two Envelope Procedure as per SPP rules 2010 (amended)
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: One Original Hard Copy of BID and same must be uploaded Online on SPPRA EPADS Portal All bids must be submitted online on the SPPRA EPADS portal And Original Bid Security as pe mentioned amount & Non refundable tender fee Rs. 3000/- to be submitted at Convenor Procurement Committee / Director ICT in the appropriate form as mentioned in the NIT**
Bid Security	Bid Security: **Rs. 592,650/-** in shape of Pay Order in favor of Dawood University of Engineering & Technology (DUET), Karachi (AS SPPRA Ammended rules)
Issuance of Bidding Document	As mentioned in the NIT (Please visit EPADS website and DUET)
Place and Deadline for Submission of Bid:	Online Through EPADS as mentioned in the NIT hard copy of sealed bid at convenor procurement committee
Opening of Bid (Place, Date & Time)	Online Through EPADS as mentioned in the NIT

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Performance Security	Performance Security: The successful Bidder shall furnish the performance security 05% in shape of Pay Order within 05 Days or earliest after the receipt of supply order /LOI 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)

INSTRUCTIONS FOR BIDDERS:

1. BIDS:

Sealed bids or Rates (Inclusive all Govt. applicable Taxes) shall be submitted 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 and the tenders not uploaded on SPPRA EPADS Portal shall not be entertained

1.3 Bidders must have an office at Karachi failing which their offer will not be considered.

1.4 Bidder must have capable for providing the required services along with trained staff / Managers

1.5 Bidder must have his own warehouse with storage capacity of required material

1.6 Old, broken items are not allowed in any case

1.7 Neat & Clean stuff would be supplied only

1.8 After submission & opening of tenders no change will be allowed in any case.

1.9 All applicable taxes including GST should be included in the quoted price.

1.10 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 **Due to importance of this event a Bidder should have successfully organized a convocation in the public sector within the last 03 year**

1.9 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).

1.10 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.

2. **The bidder must submit following documents along with their offer failing which their offer will be rejected:**
3. Manufacturer Authorization Certificate if SUB CONTRACTOR / SUPPLIER.

4. List of Staff, Manager & Technical Team
5. List of Similar Services Provided to public sector, Govt. Department, Autonomous & Semi-Autonomous Bodies along with Satisfactory Report of work completion.
6. List of clients in Pakistan for a similar work / supply.
7. The bidder must provide a certificate that all items / material are as per required standard & at Latest version and as per specification provided by Procuring Agency.

   Non-Black List Affidavit / Undertaking (confirming that bidder has never been black-listed from any Government/Semi Government organization) on Stamp Paper of Rs. 100/-
8. Bidder should propose all BOQ items to be strictly compliant with technical specification/Schedule of Requirements; no optional item/material will be accepted.
9. **Each Page of Tender Document along with supporting document must be signed & stamped by the Bidder/Supplier.**
10. Form of Tender must be filled properly by the Bidder (Annexure A)

2. <u>BID SECURITY</u>

The bidder should submit their bid along with a Pay Order/Demand Draft i.e. 5% of the total Cost of Bid as Earnest Money in the name of Dawood University Of Engineering & Technology (DUET), Karachi.

2.1 The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security/Bond.

2.2 The bid security may be forfeited.

(a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form/Form of Bid (Annexure A) & as per clause 2.

(b) In the case of a successful Bidder if the Bidder fails:

(i) to sign the contract

(ii) to furnish performance security

2.3 A bid valid for a shorter period (as per terms & conditions clause 2.) shall be rejected by the Procuring agency as nonresponsive.

2.4 Bid Security shall be release to the unsuccessful bidder once the contract has been signed with the successful bidder or validity period has expired as per SPP Rules 2010 (amended till to date) of rule 37 (1) & 37 (2).

3. **PERFORMANCE SECURITY**

3.1 Performance guarantee equal to 05% of the price of the work order shall be furnished within 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 Section / Procurement Committee / Procuring Agency's Designated Officer subject to fulfil all the required formalities as per rule.

4. **ALTERNATIVE PROPOSALS**

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

5. **VALIDITY OF PRICES**

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

6. **SIGNING OF THE AGREEMENT**

Within 03-05 days of the issuance of the letter of intent / Purchase Order the successful bidder will be required to sign a Contract Agreement (duly affixed by stamp duty) with the Procuring Agency (i.e., The DUET Karachi) for the supply of such quantity in whole or in part of the tendered stores as clarified in the letter of intent / Purchase Order.

7. **BREACH OF CONTRACT**

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

9. **DEFAULT-LIABILITY OF CONTRACTOR**

9.1 The Procuring Agency may upon written notice of default to the Contractor terminate the contract in circumstances detailed hereunder.

9.2 If in the judgment of the Procuring Agency the contractor fails to make delivery of items/services within the time specified in the Contract Agreement or within the period for which the Procuring Agency has granted extension to the contract.

9.3 If in judgment of the Procuring Agency, the Contractor fails to comply with any of the other provisions of this contract.

9.4 In the event the Procuring Agency terminates the contract in whole or in part, the Procuring Agency reserves the right to purchase upon such Product/items/services and in such a manner, as may deem appropriate. Items/services similar to the one terminated and the Contractor will be liable to the Procuring Agency for liquidated damages for delay until such reasonable time as may be required for the final supply of items/services.

10. <u>REJECTION</u>

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. <u>DELAY IN DELIVERY- LIQUIDATED DAMAGES</u>

11.1 If the Contractor fails to deliver the items or required quality 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.

- 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.

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11.2 If the progress of the contract falls behind schedule or is deemed unsatisfactory, the Procuring Agency shall notify the Contractor in writing or verbally during the event. All instructions and communications from the Procuring Agency's authorized representative are binding on the Contractor. Upon receipt of such notice, the Contractor shall:

- Take immediate action to expedite contract progress
- Submit a revised work plan for approval
- Work diligently to get back on schedule

Failure to rectify the situation may result in liquidated damages of up to 10% of the total contract value,

in addition to other remedies, including termination.

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 / Pictures pertaining to the offered items / services are not attached.

14.2 Tenders are submitted without the required bid security pay order as mentioned in the NIT & 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;

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14.5 Income Tax - GST, NTN and SRB Registered certificates are not attached.

14.6 All bids will be evaluated according to the criteria specified in the bidding document. Only bidders who meet the evaluation criteria will have their financial proposals opened. Bidders who fail to meet the evaluation criteria will be rejected in accordance with the relevant provisions of the SPP Rules 2010 (amended till date).

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)

15. DELIVERY SCHEDULE

15.1 Whole arrangement should be ready in all aspect ONE DAY BEFORE Before schedule date to be communicated with in bid validity period. However the date of Event is 06TH December 2025, the Venue will be at PAF MUSEUM Karachi on prescribed location.

16. CANCELLATION OF BIDDING PROCESS:

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

16.2 **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.

17. **CONFIDENTIALITY:**

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

18. PAYMENT TERMS & CONDITIONS:

Payment will be released within 45 days after the completion of services, subject to sub mission of the following documents:

(i) Original Tax Invoice
(ii) Event Pictures
(iii) Details of Food Served
(iv) Delivery Challan / Receipt for required items / products / materials / services as per BOQ
(v) Satisfactory Report (duly signed by the DUET Authorized Representative/Procurement Committee/Procurement Section)
(vi) The Satisfactory Report shall confirm that all contractual services have been performed in accordance with the terms and conditions of the contract.
(vii) Advance Payment: No advance payment will be made. Payment will only be released after the completion of services and submission of required documents as mentioned above.
(viii) Other details regarding supplies or services (if any)
(ix) Payment shall be made through crossed cheque.

19. **INSPECTIONS & TESTS**

19.1 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.

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

20. **CHANGE ORDERS**

20.1 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

20.2 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 submitted asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order or as deem appropriate by the Authority.

BIDDERS EVLUATION CRITERIA

1. **Firm's Experience and Background (Max Marks: 20)**

Relevant Experience for providing (decoration and catering Services of Large Events Minimum 1500 Persons or above):

i. 12+ years: 20 Marks
ii. 8-11 years: 10 Marks
iii. 5-7 years: 5 Marks
iv. Below 5 : None

2. **Experience in Organizing Convocations (Max Marks: 20):**
Number of convocation events organized (Attach Proof)

i. 10 Events: 20 Marks
ii. 07-09 Events: 10 Marks
iii. 05-06 events: 05 Marks
iv. Below 05 Event: 02 Marks

3. **Past Performance (The quality of past & recent performance in organizing Convocations at Public Sector within the last 5 years will be evaluated based on) (Max Marks: 15)**

(Attach Performance Certificate(s) Satisfactory Reports from previous & recent clients at least 03 or above)

i. 2000+ participants/capacity: 15Marks
ii. 1500+ participants/capacity: 10 Marks
iii. 1000-1499 participants/capacity (consecutively for at least 2 events): 3 Marks
iv. 500-999 participants/capacity (consecutively for at least 2 events): 2 Marks

4. **Annual Turnover Last 05 Years: Minimum Rs. 30 million per year (Max Marks: 15)**
(attach a valid proof of Bank Statement & accounts maintenance certificate after the registration with FBR)
i. Rs. 40-50 million+: 15 Marks
ii. Rs. 30-40 million: 10 Marks
iii. Less than Rs. 30 million: None

5. **FBR Returns of Last 05 years (Max Marks: 10)**
i. 5 years: 10 Marks
ii. 3-4 years: 5 Marks
iii. Less than 3 years: 0 Marks

6. **Human Resource (Total Marks: 10)** Attach Document / Proof
Number of Employees:
i. 50+: 10 Marks
ii. 25-49: 5 Marks
iii. 10-24-: 02 Marks
iv. Below 10: None

7. **Owned Warehouse Facility at Karachi for decorations items with atleast 2000 Person Setup:**

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i. Warehouse at Karachi with storage capacity for 2000+ persons facilities: 05 Marks
ii. From 1000-1900 persons decoration items storage capacity: 03
iii. From 500- 999 persons decoration items storage capacity: 01
iv. Below 500 : None

8. Business Structure (Total Marks: 10)

i. Association of Persons/Private Limited Registered firm:10 Marks
ii. Sole Proprietorship: Registered firm : 05 Marks

Minimum Qualifying Score 80%

Bidders must secure a minimum of 80 Marks to qualify. The evaluation framework assesses the bidder's experience, financial stability, human resources, infrastructure, business structure, and quality certifications to ensure the selection of a qualified and competent service provider for this important event of DUET Convocation.

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 hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide required goods/Items and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Items/services and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

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

Signed/ Sealed by the Supplier/ authorized Agent

Signed/ Sealed by Procuring Agency

1. ______________________________

2. ______________________________

1. ______________________________

2. ______________________________

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ANNEXURE "A"

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 original (Hard Copy) for the supply of required Items / services /product as per details given in the schedule of requirements /(BOQ) here to 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: ________________________________

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ANNEXURE "B"

CONTRACT PERFORMANCE BOND/SECURITY (n/a)

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 time 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
(One Complete Event)

Sr. No.	Description	Qty	Unit Rate (Incl. of Govt. Applicable Tax)	Total Amount Inclusive of Govt. applicable tax
1	**COMPLETE Lunch/Dinner For 1500 Persons** Chicken Pulao Chicken Curry / Karhai Chicken Bihari Tikka Chicken Cheese Roll & Yakhni or Soup Palak Paneer Nan +Lacha Paratha Gajar ka Halwa Qulfi Crunch Mineral Water Bottles small Tea & Coffee Raita / Salad Cold Drinks	1500 Persons		
2	For 200 Persons Chicken Biryani Boxes (Single Serving) with Mineral Water	200		
Decoration & other Items Descriptions				
1	Carpet 6x15	600		
2	Red carpet 90sqt-ft	1		
3	Long Back chairs	1200		
4	Acrylic chairs	300		
5	Presidential chairs	12		
6	sofa lounges With center table	50		
7	Crockery & cutlery	1500		
8	Round Table Setup with Marquee, Panel & carpet and Fans (white color plastic of good quality only)	80		
9	Wall Paneling	1600sq.ft		
10	Rostrum	2		
11	Deco Tables	6		
12	Stage size 30x40	1		
13	Panaflex	2500 sq-ft		
14	Stage with stairs with Fresh Flower Arrangements	1		

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Sr. No.	Description	Qty	Unit Rate (Incl. of Govt. Applicable Tax)	Total Amount Inclusive of Govt. applicable tax
15	Rental Basis Panaflex Back drop screen with MS pipes Stage size 12ftx40ft	480sq-ft		
16	Panalflex Media wall Screen with ms pipe size 8x14	96sq-ft		
17	Panalflex media wall Screen with ms pipe size 8x12	112sq-ft		
18	Pairs Sp4	6		
19	Wireless & cordless Mics	4		
20	podium mic With Rostrum	2		
21	SMD Screen 10x20	4		
22	Complete Lighting of Stage Surrounding Area			
23	out/Inside Auditorium Marquee led Lights	one job		
24	Tower lights	40		
25	Photographers 03 & 01 Drone	One Job		
26	Flim Coverage	One Job		
27	Trussing 100x150,50x150&40x10 Panel & trussing	-		
28	U-Trussing (Hanging SMD)	2		
29	Extra Panel	600-ft		
30	Valet parking Facility	One Job		
31	Sofas Setup	75		
32	Sofas	50		
33	Extra Printing (Designing)/Velvet Printing	One Job		
34	SMD (Large) for Stage	2		
35	Wooden planks Stage	as per stage/one job		
36	Water Dispenser (New)	6		
37	19-liter Water Bottles of reputed brand	150		
38	EXTRA PRINTING FOR STAGE PANAFLEX SIZE 30X15	2-PCS		
39	STAGE BACK DROP SIZE 35X15	1-PC		
40	SMD 10X20	1		
41	Complete OB SYSTEM(PHOTOGRAPHER)	One Job/Complete Event		
42	LAYING FRAMES	12		
GOWNS ON RENTAL BASIS (As per approved sample only)				

CONTRACTOR SIGNATURE WITH STAMP

Sr. No.	Description	Qty	Unit Rate (Incl. of Govt. Applicable Tax)	Total Amount Inclusive of Govt. applicable tax
43	VVIP Gown Set	3		
44	Senate Member Gown	9		
45	Syndicate member Gown	10		
46	Gowns for Academic Council	4		
47	Gowns for Professors	11		
48	Gowns For Ast Professors	120		
49	Gowns for lecturer	55		

Total Amount in Figure : ____________________

Total Amount in Word: ____________________

Note for Bidders:

- Rates must be included with Venue Charges at PAF Museum to be reserved for tentatively 6th Dec 2025 with setup to be installed before event day for rehearsal also.
- Site Visit mandatory
- The items included in the venue will not be charged separately
- Payment will be made only on actual items installed/served at Site
- Sample or pics of decoration items to be served for event.
- Broken and Uncleaned Decoration Items are not allowed in any case
- Good Quality White Plastic Fans to be installed as per event
- Crockery & Cutlery must be neat & clean in all aspects
- Waiters must be in Uniform and Experienced
- Menu Cards to be placed
- Buffet Setup will be increased atleast 40+ buffet setup will be required
- Marquee, Trussing , Paneling and all other items to be installed must be clean of good quality
- Food items must be cooked in good quality/branded oil
- Tissue Boxes & other required stuff to be provided by vendor

CONTRACTOR SIGNATURE WITH STAMP

TENDER/BID FORMName of Contractor/Manufacturer/Supplier: _____________

NTN NO: ___________________

STRN NO: __________________

Telegraphic Address: ________________

Telephone Number: ________________

Cell No: ___________________

Fax Number: _________________

To,

[Procurement Officer DUET, Karachi]

Dear Sir,

TENDER FOR PROCUREMENT OF VARIOUS SERVICES FOR CONVOCATION

In response to your invitation to Tender No. ________ dated _________, I/We hereby submit my/our tender in original (Hard Copy) for the supply of required Items/Services/Product as per details given in the schedule of requirements/(BOQ) 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 dispatched within the prescribed time.

CONTRACTOR SIGNATURE WITH STAMP

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 the nature of Items/Services required and my/our tender is to supply Items/Services strictly in accordance with the requirements.

UNDERTAKING / DECLARATION

We hereby declare that:

- We are not currently blacklisted or debarred by any Public Sector Organization/Department, Autonomous Body, or Government Agency in Pakistan or abroad.
- We have not been involved in any corrupt or fraudulent practices.
- We have the necessary expertise, resources, and capacity to execute the contract.
- We will comply with all applicable laws, regulations, and standards.

ACKNOWLEDGMENT

We acknowledge that the Procuring Agency has the right to verify the authenticity of the information provided in this undertaking and that any misrepresentation or concealment of facts may lead to the rejection of our bid or termination of the contract.

SIGNATURE

Signed for and on behalf of [Name of Bidder]:

Name: ______________

Designation: ______________

Date: ______________

Seal/Stamp: ______________

Yours faithfully,

Dated: ___________________

Address: __________________

CONTRACTOR SIGNATURE WITH STAMP