



**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
PROCUREMENT CELL**

Tele # 99261261- 68, (Ext. 2291) Fax # 99261255, E-mail: dp@neduet.edu.pk

“Say No to Corruption”

Director Procurement

No.DP/COS-122119/6712/ 557
October 26, 2018

Notice Inviting Tender

NEDUET invites sealed tenders on “Single Stage One Envelop” procedure. from Catering & Decoration and Event Management Service Providers registered with Sindh Sales Tax and Income Tax Departments for following job.

S#	Tender / Number	Tender Schedule – Date and Time				Tender Fee Rs
		Issue / Sale		Submission	Opening	
		From	To			
1	Arrangement of Canopy for (i) Rehearsal & Convocation Day and (ii) Refreshment on Rehearsal & Lunch on Convocation Day Tender No. PC/NED/ Convocation-2019/6712/18	30-10-2018	15-11-2018	16-11-2018 03:00 PM	16-11-2018 03:30 PM	1500/-

In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening. Bid shall be submitted / opened on next working day at the given time. Bid Security @ 2.5% of the total bid cost PO / Bank Guarantee in favor of Director Finance.

Tender documents in which complete details are available can be obtained from the office of ADP-II against request letter with Payorder/Bank Draft of the tender fee in favor of Director Finance. Tender documents can also be obtained by post against Pay Order/Bank Draft of Rs-800/- as courier charges in addition of tender fee. Tender documents should be submitted in Tender Box placed in office of ADP-II. NEDUET may reject all or any bid subject to relevant provision of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.

Bidders are requested to give their Best and Final Prices as “No Negotiations” is permitted. This Tender Notice and Tender Documents can also be seen on University Website www.neduet.edu.pk and SPPRA Website www.ppspprasindh.gov.pk.

Director Procurement

ISSUED ON: _____

ISSUED TO: _____

**DEPARTMENT OF PROCUREMENT CELL
NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**



TENDER DOCUMENT

TITLE OF THE WORK

1. **ARRANGEMENT OF CANOPY FOR REHEARSAL AND CONVOCATION DAY**
2. **ARRANGEMENT OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH ON CONVOCATION DAY**

Tender No.PC/NED/CONVOCATION-2019/6712/18

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

To,

The Director Procurement
NED University of Engineering & Technology
Karachi

Subject: - 1. **ARRANGEMENT OF CANOPY FOR REHEARSAL AND CONVOCATION DAY**
2. **ARRANGEMENT OF CANOPY FOR REFRESHMENT ON REHEARSAL AND LUNCH ON CONVOCATION DAY**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in I accordance with said conditions.

Rs-_____/ - (Rupees _____)

2. We under take if my/our tender is accepted to commence the works immediately or within one week of recognized of the work order.
3. We agree to abide by this tender for a period of 60 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 60 days.
4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

**Signature of Contractor/Seal of Firm
Authorised Representative of Firm**

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

APPENDIX TO FORM OF TENDER

2.5% of the bid price pay order.

Period of commencement from receipt of letter of intent **Immediately after issuance of the work order**

Time completion Whole arrangement should be ready in all respect on or before Rehearsal day

Amount of liquidated damages
If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order.

Contractor's address for serving the notice
(Duly registered with concerned tax authorities)
.....
.....

Persons or bodies corporate forming
Partnership or Company N/A

**Signature of Contractor/Seal of Firm
Authorised Representative of Firm**

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

BIDDING DATA

- a) Name & Address of Procuring Agency NED UNIVERSITY OF ENGINEERING & TECHNOLOGY,
Main University Road
Karachi.
- b) Brief Description of Works Arrangement of Canopy for:
(i) Arrangement Of Canopy For Rehearsal And Convocation Day.
(ii) Arrangement Of Canopy For Refreshment On Rehearsal And Lunch On Convocation Day.
- c) Amount of Bid Security 2.50% in shape of Payorder in favor of Director Finance NEDUET, Karachi
- d) Period of Bid Validity (days) 90 days
- e) Time of Completion Whole arrangement should be ready in all respect on or before Rehearsal Day
- f) Period of commencement from Immediately after issuance of the work order
- g) Performance Bond **05%**
- h) Deadline for Submission of Bids along with time _____
- i) Liquidity damages:
- If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order.
- j) Eligibility
- Registration with FBR for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board (SRB) in case of Procurement of Works and Services as the case may and are not black listed in any procuring agency or authority.
 - At least three years relevant experience
 - At least three years turnover details including amount & award that average turnover of last three years should not be less than Rs. 5 million, as per online annual returns submitted to FBR.
 - Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) / paper(s) of
 - bidding documents are missing that can be downloaded from the official website of this University and SPPRA, and also can be obtained from the office of the ADP-2 in Procurement Cell, NEDUET, Karachi. Bid(s) with incomplete bidding documents will straightaway be rejected

Director Procurement

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

INSTRUCTIONS TO TENDERERS

- a) Director Procurement, NED University of Engineering & Technology, calls tender for the “Arrangement of Canopy, Tea on Rehearsal Day and Lunch On Convocation Day” in accordance with the Bill of Quantities attached here to be submitted on or before _____ **hours** on _____. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
- b) Any tender/tenders without call deposit will not be entertained. Call deposit of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled as per rule vide clause # 10 of terms & conditions and call deposit shall be forfeited.
- c) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
- d) All prices quoted shall be deemed to include all costs of performing the works, i.e. labour, materials, transportation, income tax, GST, duties, octroi charges, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.
- e) All tenderers or their representative are invited to present for the opening of the tender on _____ at _____ **hours**. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.
- f) The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the tenderer, person(s) signing the tender shall initial them. Conditional tenders will not be accepted.
- g) “Incase of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined”.
- h) The tender for the each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Director Procurement, NED University of Engineering & Technology, Karachi.
- i) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered.
- j) Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in ink.

- k) All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- l) Detailed particulars of the work can be seen in the Directorate of Services on any working day during the office hours.
- m) “Engineer” means the Director of Works & Services of the University or any other Engineering appointed by him.
- n) Bids can be submitted against any one or both works. Earnest money should be submitted accordingly.
- o) The tender must signed on each and every page by a person(s) authorized to do so.

TERMS & CONDITION

1. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision **or** the firm will be black listed.
2. Quantities shown in the B.O.Q. are approximate and no claim shall be entertained for quantities of executed being 30% more or less than those entered in the B.O.Q.
3. Inspection: *Nominated Inspection Committee will make Inspection of Convocation-2019/ arrangements incase of any unsatisfactory report, the penalty should be imposed.*
4. The qualified firm should arranged sample of approval for refreshment and lunch as per menu of B.O.Q at their own cost.
5. No subletting of all or any part of work will be allowed at any cost / reasons.
6. Payments: -
 - 6.1 The actual sum to be paid shall be determined by quantify/measurements of items actually supplied valuing it at the rates/prices quoted in the approved quotations.

Director Procurement

CONVOCATION-2019

SUMMARY OF BID COST

1. Arrangements of Canopy for Rehearsal and Convocation Day-2018	Rs:
2. Arrangements of Canopy for Refreshment on Rehearsal and Lunch on Convocation Day	Rs:
GRAND TOTAL AMOUNT (Inclusive with All Taxes)	Rs: <hr/> <hr/>

Signature of Contractor with Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
(Directorate of Works & Services)

**ARRANGEMENTS OF CANOPY FOR REHEARSAL AND
CONVOCATION DAY-2019**

The Convocation-2019 of NED University of Engineering & Technology has been scheduled to be held in first week of **January-2019**. In this connection tender are invited for the arrangement of tenting, decoration, lighting including laying, fixing/setting, serving etc. with all taxes which should be completed in all respect.

BILL OF QUANTITY

Sr. No.	DESCRIPTION OF ITEM	Unit	Qty in Nos.	No. of Days	Rate (Rs.)	Amount (Rs.)
01	Shamiyana (15' x 30', Good quality for VIP arrangement)	Nos.	225	02		
02	Pole Cover (Good quality for VIP arrangement)	Nos.	275	02		
03	Qanat (Good quality for VIP arrangement)	Nos.	175	02		
04	Stair with Railing / Handle (4 small & 4 large, Good quality)	Nos.	08	02		
05	Carpet in different colour as approved	Sft	105000	02		
06	Sofa two seated (Good quality for VIP arrangement)	Nos.	150	02		
07	Foam Chairs with cover (Good quality for VIP arrangement)	Nos.	6500	02		
08	Foam Chairs with arms (Good quality for VIP arrangement)	Nos.	75	02		
09	Tables (2'-6" x 4'-0", Good quality)	Nos.	30	02		
10	Tables (8'-0" x 4'-0", Good quality)	Nos.	120	02		
11	Central Tables (Good quality)	Nos.	30	02		
12	Presidential Chairs (Good quality for VIP arrangement)	Nos.	07	02		
13	Gazebo / Marquee (Good quality)	Nos.	03	02		
14	Rope with Stands (Good quality)	Nos.	100	02		
15	Water Tank (Good quality)	Nos.	50	02		
16	Glasses (Good quality)	Nos.	250	02		
17	Jugs (Good quality)	Nos.	15	02		
18	Table Cover with Frill (Good quality)	Nos.	10	02		
19	Mirror Glass (Good quality)	Nos.	04	02		
20	VIP Sofa Sets (3 + 1 + 1 seat, Good quality)	Nos.	02	02		
21	Additional Bamboo for back drop (30' length)	Nos.	60	02		
22	Low level Table for Announcer Stage (Good quality)	Nos.	12	02		
23	Providing & Fixing SMD 10' x 10' including all necessary fittings & fixtures. Complete in all respect as directed.	Nos.	04	01		
24	Mineral Water 500ml chilled (Nestle / Aquafina Brand)	Nos.	100			
Total Amount (Inclusive of All Taxes)						

Signature of Contractor with Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

(Directorate of Works & Services)

**ARRANGEMENTS OF CANOPY FOR REFRESHMENT ON REHEARSAL AND
LUNCH ON CONVOCATION-2019 DAY**

The Convocation-2019 of NED University of Engineering & Technology has been scheduled to be held in first week of **January-2019**. In this connection tender are invited for the arrangement of tenting, decoration, marquee, lighting, catering including laying, fixing/setting, serving etc. with all taxes which should be completed in all respect.

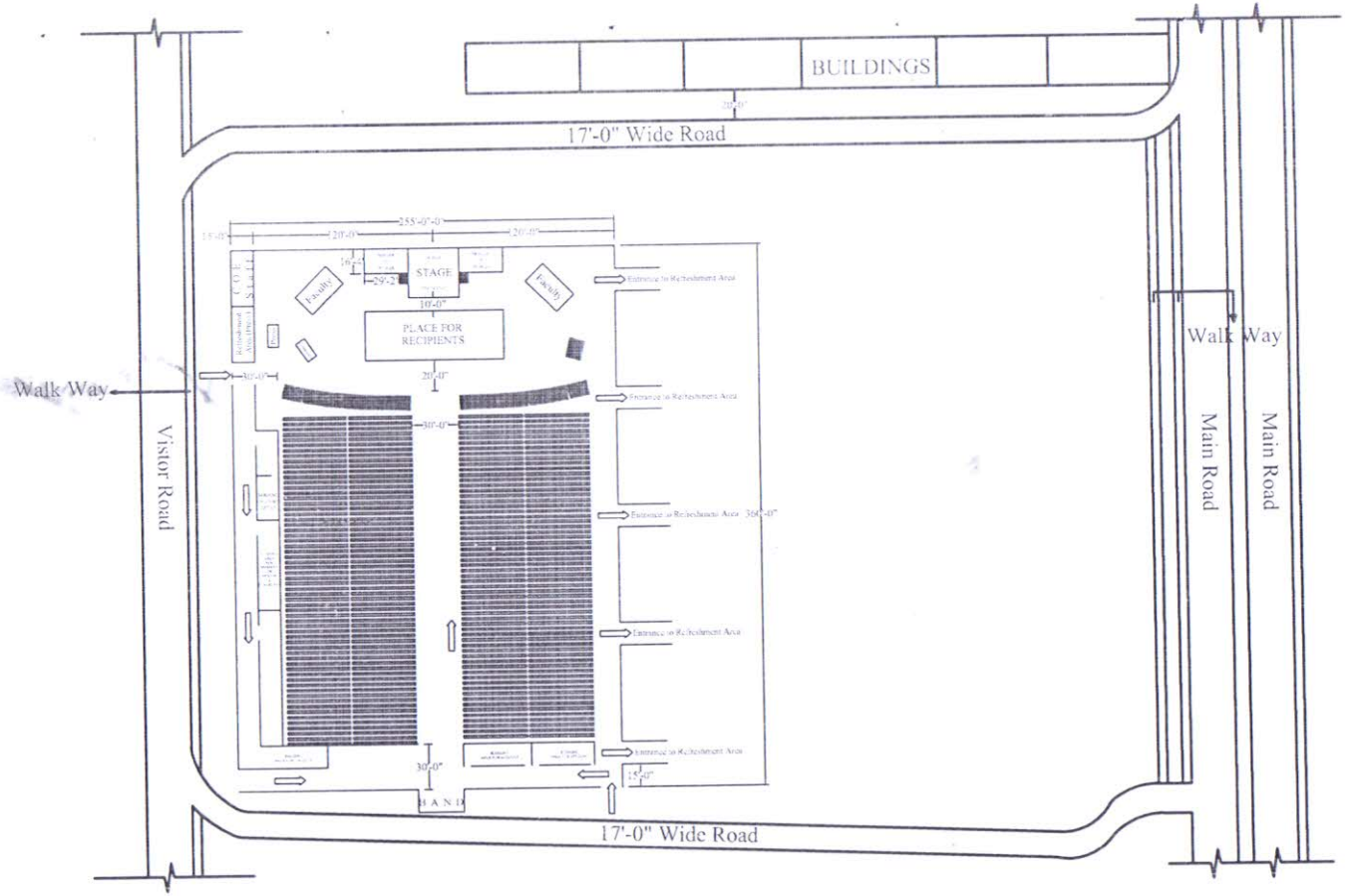
BILL OF QUANTITY

Sr. No.	Menu	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
01	Tea Arrangement on Rehearsal Day	(Along with Cutlery, crocker of approved quality and services of waiters would be in uniform etc.)			
	Tea (Ready to Serve in Samawar)	Persons	750		
	Coffee (Ready to Serve in Samawar)				
	Mixed Cookies (Approved quality)				
Sub Total of 01					
02	Lunch Arrangement on Convocation Day	(Along with Standing Buffet, Chairs setup, cutlery, crocker of approved quality and services of waiters would be in uniform etc.)			
	Mutton Badami Quorma	Persons	1000		
	Chicken Biryani				
	Fish Fry Brad Crumb				
	Nan (Live Tandoor)				
	Taftan				
	Raita				
	Salad bar Continental				
	Assorted Chutney				
	Crunch Ice Cream				
	Tea				
	Coffee				
	Cold Drink				
	Mineral Water in 1.5 liter bottle chilled (Nestle/Aquafina Brand)				
Sub Total of 02					
03	Lunch Arrangement on Convocation Day	(Along with Standing Buffet, Chairs setup, cutlery, crocker of approved quality and services of waiters would be in uniform etc.)			
	Mutton Badami Quorma	Persons	5600		
	Chicken Biryani				
	Nan (Live Tandoor)				
	Taftan				
	Raita				
	Salad bar Continental				
	Assorted Chutney				
	Crunch Ice Cream				
	Tea				
	Coffee				
	Cold Drink				
Mineral Water with Dispenser					
Sub Total of 03					
TOTAL AMOUNT OF 01 TO 03 (INCLUSIVE WITH ALL TAXES)					

Signature of Contractor with Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
 DIRECTORATE OF SERVICES

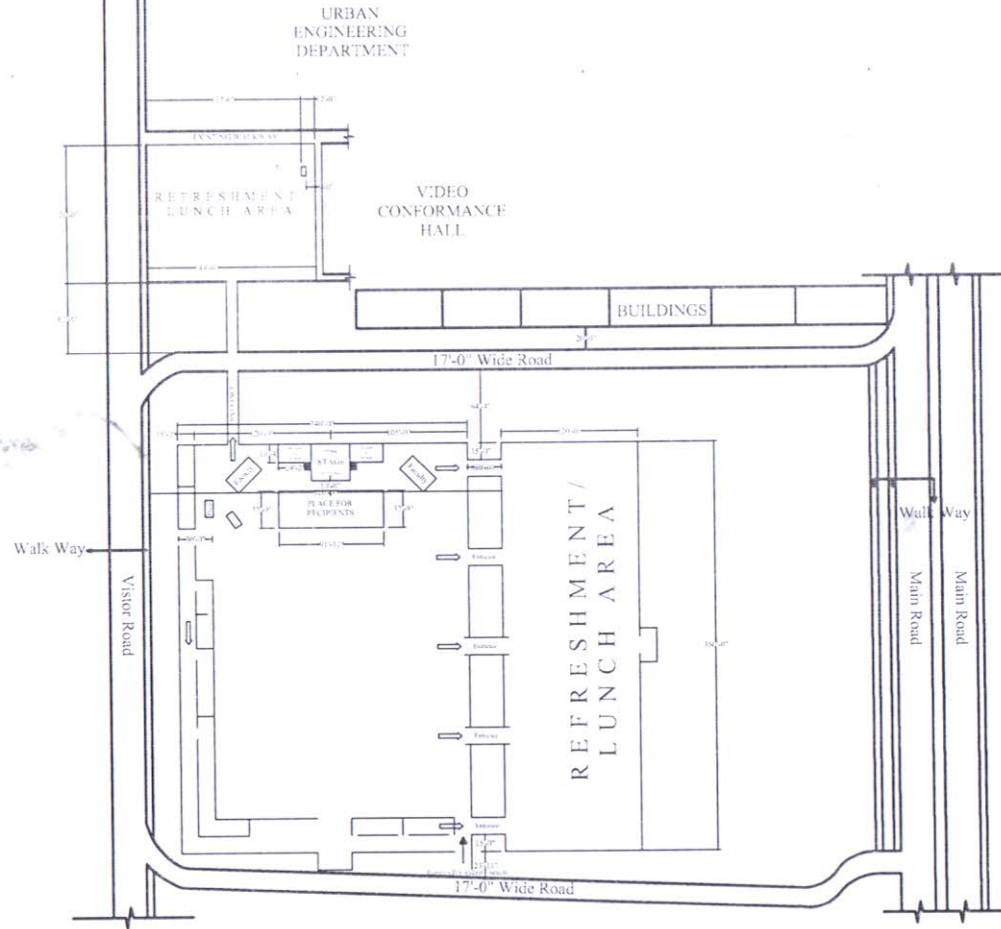
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DRG.NO	02	DRAWN BY	CHECKED BY	VERIFIED	SCALE
TITLE	INTERNAL SEATING ARRANGEMENT FOR CONVOCAION CANOPY - 2019	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	1/64"=1'-0"

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
 DIRECTORATE OF SERVICES

*boxed
 12/11/18*



DRG.NO.	01	DRAWN BY	CHECKED BY	VERIFIED	SCALE
TITLE	LAYOUT PLAN FOR CONVOCAION CANOPY AREA - 2018	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	1/64"=1'-0"