



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
PROCUREMENT CELL

Phone # 99261261- 68, (Ext. 2471 & 2220) Fax # 99261255, e-mail: dp@neduet.edu.pk



"Say No to Corruption"

Director Procurement

No. DP/ 53081/8487/ **5848**
June 27, 2025

Notice Inviting Tender
(Through EPADS)

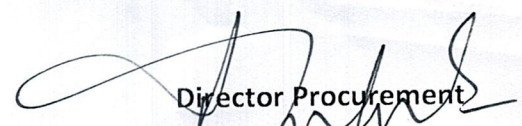
NEDUET invites sealed bid on Single Stage One envelope procedure from Catering & Decoration and Event Management Service Providers for following jobs:

S#	Tender / Number	Tender Schedule – Date and Time			
		Issue / Sale		Submission	Opening
		From	To		
1	Arrangement for Convocation 2025 Tender No. PC/NED/ DWS/Convocation/ 8487/2025	02-07-2025	17-07-2025	18-07-2025 11:00 A.M.	18-07-2025 11:30 A.M.

Eligibility Criteria: -

1. Registration with FBR and SRB having with Active Status.
2. Valid Professional Tax Certificate issued from Government of Sindh.
3. Valid Sindh Food Authority Certificate.
4. The bidder must have at least 3 years of experience in the relevant field including having at-least one Work Order regarding arrangement for large size event i.e., at least 8,000 or more persons in Public or Private Universities in last three years.
5. The audited annual financial statements and online income tax annual returns submitted to the FBR for the last three years.
6. Details of turn-over (Including in terms of Rupees) of last three years that average turnover of last three years should not be less than Rs 25 million per year as per online returns submitted to FBR.
7. Affidavit on (non-judicial stamp paper of Rs 100/-) of no litigation history, non-blacklisting, never indulge in any corrupt, fraudulent and collusive practices, also undertaking that the information and documents provided with are correct. The date of issuance of said stamp paper should be later than the date of publication of the NIT.

Bid Security @ 5% of bid cost in shape of Payorder should be in favor of Director Finance, NEDUET. Bidding documents can be obtained and shall be submitted through EPADS as per above schedule. Bidders are requested to give their Best and Final Price as "No Negotiations" is permitted. Bidding Documents containing detailed terms and conditions are available at Websites <https://www.neduet.edu.pk> and <https://www.portalsindh.eprocure.gov.pk>.


Director Procurement
27/06/2025

**Bids Submission Through EPADS only
Manual bids shall not be considered.**



BID DOCUMENT

Arrangement for Convocation 2025 at
Main Campus, NEDUET.

Tender No. PC/NED/DWS/Convocation/8487/2025

PROCUREMENT CELL

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Important Note

1. Tender bids must be submitted electronically through EPADS, any clause in this tender document asking for manual submission must be replaced and read as **"through EPADS"**
2. Please attach a copy of Bid Security with the financial proposal through EPADS.
3. Only the Bid Security Pay Order in favor of Director Finance, NED University is to be sent in original on/before the last date & time for electronics bid submission through EPADS.
4. In accordance with the established protocols, if a bid is not reflected in the bid opening list in EPADS, it shall be deemed and treated as a "bid not submitted." Therefore, all participants are advised to verify the inclusion of their submissions in the bid opening list to avoid any misinterpretations regarding their bid status.

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

To,

The Director Procurement
NED University of Engineering & Technology
Karachi

Subject: - **ARRANGEMENT For CONVOCATION – 2025
(Probably in mid of September – 2025)**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of 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 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 90 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 90 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 Bidder with Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY***APPENDIX TO FORM OF TENDER***

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 aspect on or before schedule date.

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 Bidder with Seal

BIDDING DATA SHEET

(a)	Name & Address of Procuring Agency	NED University of Engineering & Technology, Main University Road, Karachi.
(b)	Brief Description of Works	Arrangement for Upcoming 34 th Convocation Event-2025 (Probably in mid of September – 2025)
(c)	Amount of Bid Security	5% 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 aspect on or before schedule date (i.e., evening before rehearsal day.)
(f)	Performance Security	10% of Work Order Amount
(g)	Deadline for Submission of Bids along with time	As notified in the NIT.
(h)	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.
(i)	Eligibility Criteria:-	<ul style="list-style-type: none"> i. Registration with FBR and SRB having with Active ii. Valid Professional Tax Certificate issued from Government of Sindh. iii. Valid Sindh Food Authority Certificate. iv. The bidder must have at least 3 years of experience in the relevant field including having at-least one Work Order regarding arrangement for large size event i.e., at least 8,000 or more persons in Public or Private Universities in last three years. v. The audited annual financial statements and online income tax annual returns submitted to the FBR for the last three years vi. Details of turn-over (Including in terms of Rupees) of last three years that average turnover of last three years should not be less than Rs 25 million per year as per online returns submitted to FBR. vii. Affidavit on (non-judicial stamp paper of Rs 100/-) of no litigation history, non-blacklisting, never indulge in any corrupt, fraudulent and collusive practices, also undertaking that the information and documents provided with are correct. The date of issuance of said stamp paper should be later than the date of publication of the NIT.

(J)	Other Terms & Conditions	
	<p>a) Under following conditions bid shall be rejected.</p> <ul style="list-style-type: none"> (i) Conditional and telegraphic bids / tenders. (ii) Bids not accompanied by bid security of 5% of The Bid price and relevant documents mentioned in (c) above. (iii) Bids received after specified date and time. (iv) Blacklisted firms/companies (v) If bid quoted without Government taxes and duties etc., 	<p>b) Responsive Bidder is required to submit following documents with their bid:</p> <ul style="list-style-type: none"> (i) Affidavit that firm has never been blacklisted. (ii) Copy of CNIC/Establishment of Firm/Company etc. (iii) All bidding documents must be signed, named & stamped by the authorized person of the firm Companies along with authorized letter. (iv) Proof of Registration of NTN and SRB (v) Bidders are required to provide their valid e-mail Ids and Contact numbers(s) for effective and timely communication. (vii) Work shall be awarded to the Most Advantageous bidder with all items.

Signature of Bidder with Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**TERMS & CONDITIONS**

1. Director Procurement, NED University of Engineering & Technology, calls tender for Arrangement of Convocation in accordance with the Bill of Quantities attached here to be submitted on or before as notified in the NIT. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.
2. Any bid submitted without bid security in the form of Deposit at call or pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by scheduled bank in Pakistan in favour of Director Finance, NEDUET will not be entertained. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled and Bid Security / Performance Security shall be forfeited.
3. 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.
4. 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.
5. All bidders or their representative are invited to present for the opening of the tender on as notified in the NIT.
6. The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the bidder, person(s) signing the tender shall initial them. Conditional bids shall be rejected.
7. In case 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.
8. The tender 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.
9. 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.
10. 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 permanent ink.

11. Bidders are advised to fill all schedule items as specified in Bidding Documents with permanent ink. Bidder who does not quote all items, his bid will be considered as incomplete bid and shall be rejected.
12. Detailed particulars of the work can be seen in the Directorate of Services on any working day during the office hours.
13. "Engineer" means the Director of Works & Services of the University or any other Engineering appointed by him.
14. The tender must sign on each and every page by a person(s) authorized to do so
15. The time allowed for carrying out the work as mentioned in the tender shall be strictly observed and followed by the contractor and considered from the date of commencement of work as mention in the work order. In case of delay the Contractor shall pay as compensation an amount equal to 0.1% for every day that the work remains un-commenced or unfinished after the stipulated time or extended time if any for completion. Upto maximum of 10% or such amount as the Indenting Department may decide as justifiable.
16. In case of discrepancy, the NEDUET may at any time cancel the work order and/or order to stop work till settlement of such discrepancy.
17. The work shall be executed according to the specification / as per available sample and in accordance with terms and conditions / BOQ/drawings as specified in tender documents of the above-referred tender.
18. No subletting of all or any part of work will be allowed at any cost/reason. Indenting Department through Consignee shall be informed if working requires after official office working hours. The contractor will furnish the sample in university premises and get it approved by the Indenting Department before bulk supply. Successful Bidder will nominate his Focal Person so that Consignee can conveniently contact, as and when he requires.
19. Prescribed Sales Tax Invoice, Payment of Stamp Duty, Valid Professional Tax Certificate and Job Completion / Inspection Certificate duly issued by Indenting Department will be required for pay. However, withholding of all government taxes shall apply as per Government Schedule.
20. 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.

21. Quantities shown in the B.O.Q. are approximate and no extra claim (other than quoted rates) shall be entertained for quantities of executed being 15% more or less than those entered in the B.O.Q.
22. Procurement Committee may ask eligible & qualified bidder to furnish sample of approval for as per menu of B.O.Q at their own cost.
23. No subletting of all or any part of work will be allowed at any cost / reasons.

Signature of Bidder with Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY.,**CONVOCATION – 2025
(Probably in mid of September – 2025)****SUMMARY OF BID COST**

1.	Arrangements of Tea for Guest and Recipient on Rehearsal Day.	Rs _____
2.	Arrangements of Dinner for Guest and Faculty on Convocation Day	Rs _____
3.	Arrangements of Dinner for Guest and Faculty on Convocation Day	Rs _____
4.	Arrangement of Dinner for Guest's Drivers and Protocol Staff.	Rs _____
5.	Setting arrangement for Guest Faculty & Recipient on Convocation Day.	Rs _____

Grand Total Amount of 1 to 5:

Note: Bids should be inclusive of all federal and provincial Taxes and duties etc.,

Signature of Bidder with Seal

Contract Form

THIS AGREEMENT made the _____ day of _____ 2025 between *NED University of Engineering & Technology, Karachi*. (Hereinafter called "the Procuring agency") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Arrangement of Convocation 2025 at NEDUET, Karachi. Has accepted a bid by the bidder for the said arrangement/services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by _____ the _____ for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

[The date of issuance of said stamp paper should be later than the date of publication of the NIT.]

AFFIDAVIT

I. _____ S/O _____ Muslim, adult Holding
CNIC

No. _____ Resident of
_____.

_____, do hereby declare on oath and solemnly as under: -

1. That I am the deponent of this affidavit and fully conversant with the facts mentioned herein.
2. That I am the Owner/Partner/Director of _____
situated at _____, Karachi.
3. That I hereby further declare on oath that my firm never remains black listed with any government authorities/office or in private sector or with any entity.
4. That my firm is not involve in any dispute, litigation or Arbitration with any person, with any department of Federal/ Provincial or City Government, Agencies, or Organization, in any court of Law. Further, I and my firm are never indulged in any corrupt, fraudulent and collusive practices
5. That our firm is Technically & Financially strong & capable to do the tendered work.

That whatever stated above is true and correct of the best of my knowledge and belief.

Karachi – Dated _____

DEPONENT

BILL OF QUANTITIES

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

(Directorate of Works & Services)

ARRANGEMENT FOR UPCOMING 34TH CONVOCATION EVENT-2025

BOQ

Sr. No.	Menu	Unit	Qty. in Nos.	Rate Per Head (Rs.)	Amount (Rs.)
			A	B	C = A x B
01	Tea Arrangement on Rehearsal Day	(Along with Cutlery, Crockery of approved quality and services of waiters would be in uniform as per SOPs etc.)			
	Tea (Ready to Serve in Samawar)	Persons	550		
	Coffee (Ready to Serve in Samawar)				
	Mixed Cookies (Approved quality)				
Sub Total of 01					
02	Dinner Arrangement on Convocation Day	(Open arrangement with Standing Buffet , round table with Chair setup, cutlery, crockery of approved quality, lighting and services of waiters would be in uniform as per SOPs etc.)			
	Chicken Peshawari Karhai (Boneless)	Persons	1700		
	Mutton Pulao/Biryani				
	Live Tandoor (Garlic Nan)				
	Taftan				
	Raita				
	Salad Bar Continental				
	Assorted Chutney				
	Crunch Ice-Cream				
	Tea				
	Mineral Water in 1.5 liter bottle chilled (Pakola or equivalent brand)				
Sub Total of 02					
03	Dinner Arrangement on Convocation Day	(Open arrangement with Standing Buffet, round tables with Chair setup, cutlery, crockery of approved quality, lighting and services of waiters would be in uniform as per SOPs etc.) including Qannat & Carpet as required			
	Chicken Badami Quorma	Persons	6050		
	Beef Biryani				
	Live Tandoor (Garlic Nan)				
	Taftan				
	Raita				
	Salad Bar Continental				
	Assorted Chutney				
	Crunch Ice Cream				
	Tea				
	Mineral Water with Dispenser				
Sub Total of 03					
04	Dinner Arrangement For Guest's Drivers and Protocol Staff				
	1. Chicken Biryani with Potato 300 grams	Persons	200		
	2. Zarda 100 grams				
	3. Mineral Water pet bottle 500ml [Pakola Brand]				
Sub Total of 04					
TOTAL AMOUNT OF 01 TO 04 (Inclusive with all taxes)					

Signature of Contractor With Seal

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

(Directorate of Works & Services)

36/c

ARRANGEMENT FOR UPCOMING 34TH CONVOCATION EVENT-2025**BOQ**

Sr. No.	Description of Item	Unit	Qty in Nos.	Rate (Rs.)	Amount (Rs.)
01	Trussing (140'x50') height 24' with Criss Cross Fabric (Blue & Off white) at main & side stage	Sqft.	7000		
02	Trussing (250'x50') height 20' with Criss Cross Fabric (Blue & Off-white) in Main	Sqft.	12500		
03	4 side wooden wall panelling	Rft	1400		
04	Wooden Pillar Partition	Rft	1200		
05	Qanat (Good quality for VIP arrangement)	Nos.	60		
06	Stair with Railing / Handle (4 small & 2 large, Good quality)	Nos.	06		
07	Carpet in different colour and red runner carpets as approved 6' to 12' wide for total area about 115000 Sqft	Sqft.	115000		
08	Foam Chairs with cover (Good quality for VIP arrangement)	Nos.	8250		
09	Foam Chairs with arms (Good quality for VIP arrangement)	Nos.	102		
10	Tables (2'-6" x 4'-0", Good quality)	Nos.	60		
11	Main stage scaffolding (32' x 32') good quality 4' height	Sqft.	1024		
12	Side stage scaffolding (30' x 20') good quality 3'-6" height x 2 nos.	Sqft.	1200		
13	Sofa 2 Seater	Nos.	150		
14	Central Tables (Good quality)	Nos.	20		
15	Presidential Chairs (Good quality for VIP arrangement)	Nos.	07		
16	Gazebo / Marquee (Good quality)	Nos.	03		
17	Rope with Stands (Good quality)	Nos.	80		
18	Water Tank (Good quality) 19 liter mineral water bottle with Dispenser stand	Nos.	15		
19	Glass (Good quality)	Nos.	100		
20	Table Cover with Frill (Good quality)	Nos.	20		
21	Low level Table for Announcer Stage (Good quality)	Nos.	12		
22	Mineral Water 500ml chilled (Pakola or equivalent Brand)	Nos.	8000		
23	Pedestal Fans	Nos.	150		
24	Panaflex Backdrop Screen with MS Pipe frame including printing, proper fixing /support on side stage (size: 30'-0" x 20'-0").	Nos.	02		
25	Providing & Installation of Rental A/C vertical unit alongwith 100KVA Generator	Nos.	08		
26	Single Portable Toilet Washroom with complete services	Nos.	04		
27	Lighting arrangement with decorative lights (including wiring complete) outer area	Lump Sum			
28	Lighting arrangement with decorative lights (including wiring complete) 115000 Sqft area inclusive Stage lights.	Lump Sum			
29	SMD Screen 30' x 13' approx. complete fitting, installation & accessories (On main stage)	Lump Sum			
30	SMD Screen (10' x 10') x 2 Nos. approx. complete fitting, installation & accessories (In sitting area)	Lump Sum			
31	Flower arrangement on Address table, Center table & Acrylic	Lump Sum			
32	Transportation Charges	Lump Sum			
33	Labour Charges	Lump Sum			
TOTAL AMOUNT (Inclusive with all taxes)					

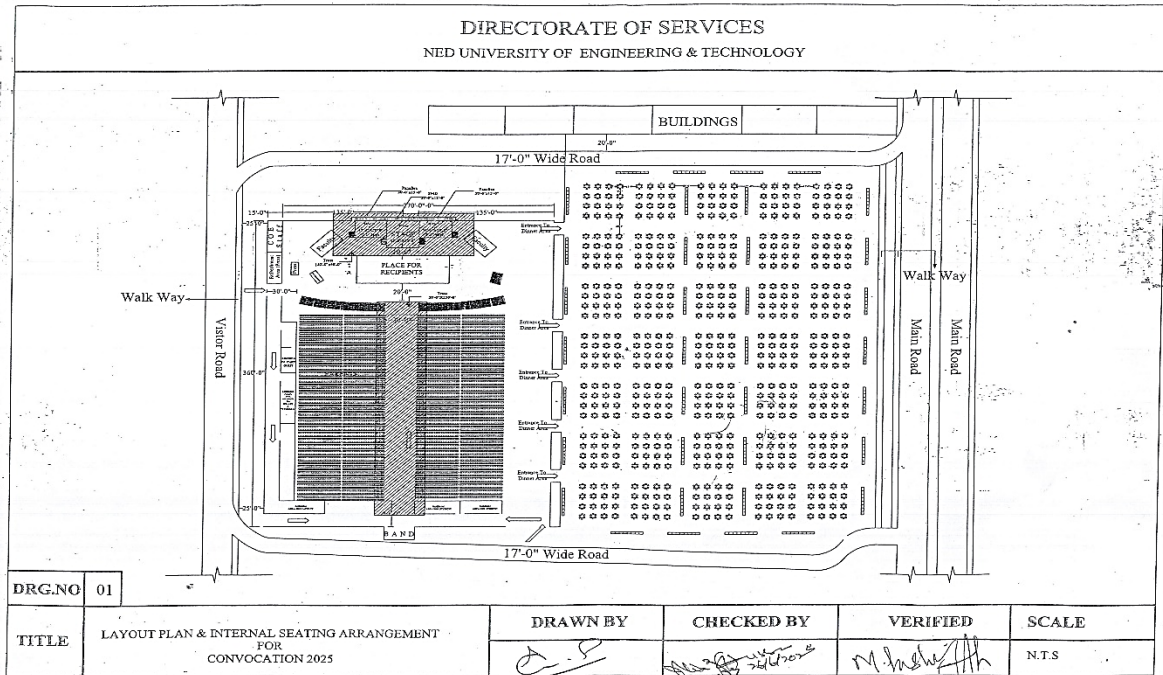
NOTE: Electric supply will be provided by University from different available location / DB's as follows:

- Civil Engineering Department (40KW)
- Urban Engineering Department (40KW)
- Chemistry Laboratory (40KW)
- Electricity for VIP Dinner area will be provided from 50KW generator installed at near to I.T Dept.

The successful bidder responsible for arrange required length / size of cables in single piece from above said source to event location and also ensured safety precautions.

Signature of Contractor With Seal

DRAWING



Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] 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 Supplier/Contractor/Consultant] 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to 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 Supplier/Contractor/Consultant] 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]

[Supplier /Contractor/Consultant]

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

DP/ NED/Convocation/8487/9489

Date: 30.06.2025

**NOTIFICATION**

With reference to this University Office Order No. DR(Estab)/(1193)Vol-II/6331 dated: 16.06.2016, the Procurement Committee under Rule 7 of the Sindh Public Procurement Rules (as amended) comprising of the following Members has been constituted for Arrangement for Convocation 2025, vide case file # PC/NED/ DWS/Convocation/ 8487/2025, as follows:

- | | |
|--|------------------|
| 1. Syed Ghazanfar Hussain
Registrar
NEDUET, Karachi | Convener |
| 2. Mr. Muhammad Mabroor Khan
Administrative Officer
Center for Excellence in Marine Biology
University of Karachi | Member |
| 3. Mr. Fawad Ul Hasan Kamran
Dy. Director Procurement
NEDUET, Karachi | Member/Secretary |

The TOR / functions / responsibilities of the aforesaid Procurement Committee will be in accordance with Rule-8 of SPP Rules. The tender will be opened on 18-07-2025 at 11:30 AM in the office of Deputy Director Procurement.



Director Procurement

30/6/2025

Email:

- i. registrar@neduet.edu.pk
- ii. mabroork@hotmail.com
- iii. adfp2@neduet.edu.pk

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

No. DR (Estab)/(1003)/5730

Dated: 27/05/2016

OFFICE ORDER

In supersession of this office order No. DR (Estab)/(1003)/11418 dated 02-11-2015, the University Administration has constituted the Complaint Redressal Standing Committee comprising of the following officers to address complaints regarding all procurement issues in the University in pursuance of Clause 31(1) of the SPPRA rules:

- | | | |
|----|---|----------|
| 1. | Prof. Dr. Saad Ahmed Qazi
Dean (ECE) | Convener |
| 2. | Independent Professional from the relevant field | Member |
| 3. | Nominee of Accountant General Sindh | Member |


Ag-REGISTRAR/27/5/2016

To:

The Convener & all members

Copy for information to:

1. Dean (ECE)
2. Director Planning & Projects
3. Director Finance
4. Director, Procurement Cell
5. Ag. Resident Auditor



DAWN

**NED UNIVERSITY**
OF ENGINEERING & TECHNOLOGY



Director
Procurement

PROCUREMENT CELL
University Road, Karachi-75270

Tel: 9926 1261 - 68 (Ext: 2471 & 2220) Fax: 9926 1255
Email: dp@neduet.edu.pk Website: <http://www.neduet.edu.pk>
No. DP/ 53081/8487/9849 June 27, 2025

SAY NO TO CORRUPTION

NOTICE INVITING TENDER

(Through EPADS)

NEDUET invites sealed bid on Single Stage One envelope procedure from Catering & Decoration and Event Management Service Providers for following jobs:

Arrangement for Convocation 2025			
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Issuance of Documents from	Last Date of Issuance of Tender Documents	Tenders Submission Deadline	Tenders Opening Date / Time
02-07-2025	17-07-2025	18.07.2025 11:00 am	18.07.2025 11:30 am

ELIGIBILITY CRITERIA:

- Registration with FBR and SRB having with Active Status.
- Valid Professional Tax Certificate issued from Government of Sindh.
- Valid Sindh Food Authority Certificate.
- The bidder must have at least 3 years of experience in the relevant field including having at least one Work Order regarding arrangement for large size event i.e., at least 8,000 or more persons in Public or Private Universities in last three years.
- The audited annual financial statements and online income tax annual returns submitted to the FBR for the last three years.
- Details of turn-over (Including in terms of Rupees) of last three years that average turnover of last three years should not be less than Rs 25 million per year as per online returns submitted to FBR.
- Affidavit on (non-judicial stamp paper of Rs 100/-) of no litigation history, non-blacklisting, never indulge in any corrupt, fraudulent and collusive practices, also undertaking that the information and documents provided with are correct. The date of issuance of said stamp paper should be later than the date of publication of the NIT.

Bid Security @ 5% of bid cost in shape of Payorder should be in favor of Director Finance, NEDUET. Bidding documents can be obtained and shall be submitted through EPADS as per above schedule. Bidders are requested to give their Best and Final Price as "No Negotiations" is permitted. Bidding Documents containing detailed terms and conditions are available at Websites <https://www.neduet.edu.pk> and <https://www.portalsindh.eprocure.gov.pk>.

Director Procurement

ہفتہ 2 / محرم الحرام 1447ھ 28 / جون 2025ء

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جسٹس 89

SATURDAY JUNE 28, 2025



NED UNIVERSITY
OF ENGINEERING & TECHNOLOGY



Director
Procurement

PROCUREMENT CELL
University Road, Karachi-75270

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No. DP/ 53081/8487/9849

June 27, 2025

SAY NO TO CORRUPTION

نوٹس برائے طلبی ٹینڈر

(ای ٹی اے ڈی ایس کے ذریعے)

NEDUET، یکٹرنگ و ڈیکوریشن اور ایجنٹ منجمنٹ سروس فراہم کرنے والوں سے درج ذیل کاموں کے لیے Single Stage One Envelope طریقہ کار کے تحت مرید پوریاں طلب کرتا ہے:

Arrangement for Convocation 2025

Tender No. PC/NED/ DWS/Convocation/ 8487/2025			
Issuance of Documents from	Last Date of Issuance of Tender Documents	Tenders Submission Deadline	Tenders Opening Date / Time
02-07-2025	17-07-2025	18.07.2025 11:00 am	18.07.2025 11:30 am

اہمیت کے معیار:

1. ای ٹی اے ڈی اور ایس آر ٹی میں ایکٹو اسٹیٹس کے ساتھ رجسٹریشن۔
2. حکومت سندھ سے جاری کردہ ویلٹیڈ پروڈیکشن گیس سرٹیفکیٹ۔
3. ویلٹیڈ سندھ خود اٹھارٹی سرٹیفکیٹ۔
4. بولی دہندہ کو متعلقہ فیلڈ میں کم از کم 3 سال کا تجربہ ہونا چاہیے، جس میں گزشتہ تین سالوں کے دوران پبلک یا پرائیویٹ نیو ریلٹی میں کم از کم 8,000 یا اس سے زائد افراد کے ایجنٹ کے انتظام کام انجام دیکر آرڈر شامل ہو۔
5. گزشتہ تین سالوں کے ای ٹی اے ڈی میں جمع کردائے گئے آلات شدہ سالانہ مالیاتی گوشوارے اور آن لائن اکٹم گیس ریٹرنز۔
6. گزشتہ تین سالوں کی ٹرن اوور کی تفصیلات (روپوں میں)، جن کے مطابق گزشتہ تین سالوں کی اوسط ٹرن اوور کم از کم 25 ملین روپے سالانہ ہو، جیسا کہ ای ٹی اے ڈی میں جمع شدہ آن لائن ریٹرنز سے ظاہر ہو۔
7. 100 روپے کے نان جیوڈیشل اسٹامپ بھی پر صحت نامہ، جس میں یہ تصدیق ہو کہ کوئی قانونی چارہ جوئی زیر التوا نہیں، ایک لسنک نہیں ہوئی، کرپٹ، دھوکہ دہی یا غلطی جھگڑت کے کسی عمل میں ملوث نہیں رہا، نیز یہ کہ فراہم کردہ معلومات اور دستاویزات درست ہیں۔ اسٹامپ بھی کی چارٹریٹڈ کی اثاثت کی چارٹ کے بعد کی ہونی چاہیے۔
- بولی کی قیمت کا 5٪ بطور بیڈ سکیورٹی اپنے آرڈر کی نقل میں دائر کیٹر فاکس، این ای ڈی ای ای ٹی کے متن میں ہونا ضروری ہے۔ بولی کے دستاویزات حاصل کیے جاسکتے ہیں اور ای ٹی اے ڈی ایس کے ذریعے جمع کردائے جائیں گے جیسا کہ دی گئی فیلڈوں میں درج ہے۔ بولی دہندگان سے گزارش ہے کہ وہ اپنی بھرتی اور آخری قیمت دیں کیونکہ کسی قسم کی "No Negotiations" کی اجازت نہیں ہو گی۔ ٹینڈر دستاویزات جن میں تفصیلی شرائط و ضوابط شامل ہیں اور جی ڈی ایس سائٹس پر دستیاب ہیں:

(https://www.portalsindh.eprocure.gov.pk) اور (https://www.neduet.edu.pk)

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No. DP/ 53081/8487/9849 June 27, 2025

SAY NO TO CORRUPTION

ٽينڊر ڪي دعوت ڏيڻ لاءِ نوٽيس

ذريعي EPADS

NEDUET، ڪيٽرنگ، سينگار ۽ ايونٽ مئنيجمينٽ جون خدمتون فراهم ڪندڙ مائٽن کان هيٺين ڪمن لاءِ سنگل اسٽيج ون لفافو تيار ڏيندڙ هيٺ ڏنل طريقن ڪار تحت مهيند بوليون طلب ڪري ٿو:

Arrangement for Convocation 2025			
Tender No. PC/NED/ DWS/Convocation/ 8487/2025			
Issuance of Documents from	Last Date of Issuance of Tender Documents	Tenders Submission Deadline	Tenders Opening Date / Time
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قابليت جا معيار:

1. ايف بي آر ۽ ايس آر بي ۾ فعال حيثيت سان رجسٽريشن.
2. سنڌ حڪومت پاران جاري ڪيل صحيح پيشيور ٽيڪس سرٽيفڪيٽ.
3. صحيح سنڌ فوڊ اٿارٽي سرٽيفڪيٽ.
4. بولي ڏيندڙ کي لاڳاپيل شعبي ۾ گهٽ ۾ گهٽ 3 سالن جو تجربو هجڻ گهرجي. جنهن ۾ گذريل ٽن سالن دوران سرڪاري يا خانگي يونيورسٽي ۾ گهٽ ۾ گهٽ 8,000 يا وڌيڪ مائٽن جي ايونٽ مئنيجمينٽ جو گهٽ ۾ گهٽ هڪ ورڪ آرڊر شامل آهي.
5. گذريل ٽن سالن لاءِ ايف بي آر کي جمع ڪرايل اڊٽ ٿيل سالياني مالي بيان بيان ۽ ان لائن آمدني ٽيڪس ريترن.
6. گذريل ٽن سالن جي ٽرن اوور (رويڊن ۾) جي تفصيل جيئن ايف بي آر کي جمع ڪرايل ان لائن ريترن ۾ ظاهر ٿئي ٿو ته گذريل ٽن سالن جو سراسري ٽرن اوور گهٽ ۾ گهٽ 25 ملين روپيا ساليانو هجڻ گهرجي.
7. 100 رپين جي غير جمع ٿيل اسٽيمپ پيپر تي حلف نامو جيڪو تصديق ڪري ٿو ته ڪا به قانوني ڪارروائي، پليڪ لسٽنگ، ڪريشن، قرار يا جعلسازي اٿتوا ۾ نه آهي بولي ڏيندڙ ڪنهن به جعلسازي ۾ ملوث نه رهيو آهي. ۽ مهيا ڪيل معلومات ۽ دستاويز صحيح آهن اسٽيمپ پيپر جي تاريخ ٽينڊر جي اشاعت جي تاريخ کان پوءِ هجڻ گهرجي.
- بولي جي قيمت 5000/- رپين جي سيڪيورٽي سان ڊائريڪٽر فنانس، NEDU جي حق ۾ ٻي آرڊر جي صورت ۾ محفوظ ڪئي وڃي. بولي جا دستاويز EPADS ذريعي ڏنل شيڊول مطابق حاصل ڪري ۽ جمع ڪرائي سگهجن ٿا.
- بولي ڏيندڙن کي گذارش آهي ته اهي پنهنجي بهترين ۽ آخري قيمت جو حوالو ڏيڻ چوڻ ڪنهن به "ڪو به ڳالهه ٻولڻ" جي اجازت نه هوندي. ٽينڊر دستاويزن سميت تفصيلي شرطن ۽ ضابطن هيٺ ڏنل ويب سائيٽ تي موجود آهن:

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ڊائريڪٽر پروسچيورمينٽ