



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

Tele # 99261261-8, (Ext # 2291), Fax # 99261255, e-mail: dp@neduet.edu.pk

Director Procurement

“Say No To Corruption”

No. DP/COS-122119/6712 /971
January 04, 2019

**M/s. Horizon Event Attn: Mr. Muhammad Danish
Mezzanine Floor, 34-D,
Main Commercial Avenue,
Sehar Commercial Area,
Lane4 Phase VII, DHA Karachi
[email.horizoncaters@gmail.com]**

WORK ORDER

**TITLE OF WORK: ARRANGEMENTS OF CANOPY FOR REHEARSAL AND
CONVOCATION DAY AND ARRANGEMENT OF
CANOPY FOR REFRESHMENT ON REHEARSAL AND
LUNCH ON CONVOCATION DAY
[Rehearsal on 11.Jan.2019 and Convocation on 12.Jan.2019]**


Reference : Tender No. PC/NED/Convocation-2019/6712/18

1. The Competent Authority of this University has approved to award the subject Work to M/s. Horizon Event, Karachi (Contractor) with total cost of Rs 6,842,500/- (Rupees: Six Million Eight Hundred Forty Two Thousand Five Hundred Only) including all duties and taxes etc. All taxes shall apply as per Government Schedule. You are required to take necessary actions for completion of the subject jobs in accordance with the specifications, terms & conditions, drawings and BoQs items mentioned in above-referred tender. It must be ensured that lunch arrangement on Convocation day for 1000 persons (S#2 of BoQs) shall be included separate VIP Canopy with standing Buffet, Chairs setup, Cutlery, Crockery of approved quality and services of waiters shall be in Uniform along-with fresh flowers on each table.
2. Payment will only be made after satisfactory and successfully accomplish of subject jobs on receipt of essential documents as specified in Clause 10 of this Work Order.
3. In case of discrepancy, the Indenting Department may at any time cancel this Work Order and/or order to stop work till settlement of such discrepancy.
4. 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 immediately after receipt of this 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. Besides, on recommendations of Indenting Department, Procuring Agency may impose penalty on account of Non-Compliance / Poor Performance.

5. This University shall not be liable & responsible if any excess/short payment made to the Contractor inadvertently or otherwise under this work order any account whatever any other sum found to be due to Government by the Contractor in respect of this work order or any other contract or work order or any account whatsoever may be deducted from any sum / payable by Government to Contractor either in respect of this work order or any work order or contract or on any other department of the Government by any account.
6. If the progress of any particular portion of the work is unsatisfactory, Indenting Department shall withstanding that the general progress of the work is satisfactory in accordance with relevant clause will be entitled to take action after giving the Contractor notice in writing and the Contractor will have no claim for compensation, for any loss sustained by him owing to such action.
7. Quantities shown in the Bidding Documents are approximated and no claim shall be entertained for quantities executed being 15% more or less than those entered in the tender documents/work order. Besides, based on the work executed/items supplied/repaired, the items rate can be decreased in case if defect pointed out & not repaired / rectified as per requirement. It is further stated that the numbers mentioned in above-referred tender documents are tentative. However, exact numbers will be communicated by Indenting Department on or before 10th January 2019 and payment will accordingly be made on the basis of actual numbers.
8. The actual sum to be paid to the Contractor shall be determined by measuring the works actually done or supplying etc. valuing it at the rates or prices if any by Indenting Department.
9. 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. You will nominate your Focal Person so that Consignee can conveniently contact, as and when he requires. The Details of Consignee is as under:

Engr. Khurshid Akhtar, Deputy Director Services (Civil), (Consignee)
Directorate Works & Services, (Indenting Department)
NEDUET, Karachi Telephone: 99261261-8 (ext. 2248 & 2423)
10. Prescribed Sales Tax Invoice, payment of Stamp Duty at rate specified by Government of Sindh, Valid Professional Tax Certificate and Job Completion / Inspection Certificate duly issued by Indenting Department will be required for payment. However, withholding of all government taxes shall apply as rates specified in relevant Government Schedule.


Director Procurement
04.01.2019

Copy via email to:

1. PS to Vice-Chancellor [vc@neduet.edu.pk]
2. CAC / Dean (CPE) [deancpe@neduet.edu.pk]
3. DWS [cos@neduet.edu.pk]
4. Registrar [registrar@neduet.edu.pk]
5. DF [df@neduet.edu.pk]
6. DDS (Civil) [khurshid.akhtar@neduet.edu.pk]
7. Resident Auditor [ra@neduet.edu.pk]