



**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-119845/6673/112

August 11, 2018

Attn: Mr. M. Ali Ghazi
M/s. New Ghazi Decoration Services
3/S, Kutchi Memon Society,
Near Rangoon Wala Hall,
Karachi / Fax 021-34937666

WORK ORDER

**Title of Work: ARRANGEMENTS OF SEATING, TENTING & DECORATION
(NEAT & CLEAN) FOR PRE-ADMISSION ENTRY TEST
2017-2018 AT MAIN CAMPUS, NEDUET, KARACHI**

Reference: Tender No. DOS/Pre-Admission Entry Test/6673/2018-2019/18

ESSENTIAL PARTICULARS OF WORK AS UNDER

1. Date of Start : **Immediately after receipt of Work Order**
2. Date of Completion : **16th August, 2018 in all aspects**
3. Value of Work Order : **Rs: 2,616,774/- (Inclusive all taxes & duties etc)**
4. Consignee & Indenting : Engr. Khursheed Akhtar, DDS (Civil) [Consignee]
Directorate of Services [Indenting Department]
5. Payment will only be made after satisfactory and successfully accomplish of subject jobs on receipt of essential documents as specified in Clause 15 of this Work Order.
6. The work shall be executed according to the specifications / as per available sample and in accordance with terms and conditions / drawings specified in tender documents of the above-referred tender.
7. 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.
8. 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.

9. 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.
10. 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 10 days notice in writing and the contractor will have no claim for compensation, for any loss sustained by him owing to such action.
11. If the contractor desires an extension in the time for completion of the work on the ground of any unavoidable circumstances/hindrance in its execution or on any other reason, he shall apply in writing to the Indenting Department for requesting for an extension but before the date of completion of the work. The Indenting Department if find it reasonable & justifiable may grant extension, otherwise the decision of the Indenting Department in this matter shall be final.
12. Quantities shown in the tender are approximate 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/repared, the items rate can be decreased in case if defect pointed out & not repaired / rectified as per requirement.
13. The actual sum to be paid to the contractor shall be determined by measuring the works actually done or supplying/repairing etc. valuing it at the rates or prices if any by Indenting Department.
14. 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.
15. 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 payment. However, withholding of all government taxes shall apply as per Government Schedule. It further advised to contact immediately with Indenting Department for completing the mandatory formalities e.g. Performance Bond and Contract Agreement etc. at the earliest.


Director Procurement

Copy via email to:

1. PS to Vice-Chancellor [vc@neduet.edu.pk]
2. PVC / CAC [pvc@neduet.edu.pk] and Dy CAC [cid@neduet.edu.pk]
3. Director Works & Services [ds@neduet.edu.pk]
4. Registrar [registrar@neduet.edu.pk]
5. Director Finance [df@neduet.edu.pk]
6. DDS (Civil) [khurshid.akhtar@neduet.edu.pk]
7. Resident Auditor [ra@neduet.edu.pk]