



# UNIVERSITY OF SINDH

ALLAMA I.I. KAZI CAMPUS JAMSHORO

Tel. No. 022-9213-224 | Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

Purchase Store Officer

Ref. PSO/UoS/682 | Dated: 30<sup>th</sup> August 2023

## CONSOLIDATED NOTICE INVITING TENDER (NIT)

University of Sindh Jamshoro invites sealed bids through SPP Rule No. 15 (b) Open Competitive Bidding (National) through following procurement method procedure from companies / firms / vendors having registration with Income Tax & Sales Tax Departments to provide the following Goods.

Sr.	Tender Description	Issue from	To	Submission	Opening	Method	Turn Over (at least)
1.	Procurement of General Stationery Articles & Printing Paper for Required for Conduct of Pre-Entry Test for the Academic Year 2024	4 <sup>th</sup> September 2023 8:30 am to 3:00 Pm	19 <sup>th</sup> September 2023 Up to 9:00 am	19 <sup>th</sup> September 2023 10:00 am	19 <sup>th</sup> September 2023 10:30 am	Single Stage One Envelope	12.584 Million.
2.	Procurement of IT Equipment's Desktop Computers, Laptop Computers, & Printers for Admission for the year 2023-24.	4 <sup>th</sup> September 2023 8:30 am to 3:00 Pm	19 <sup>th</sup> September 2023 Up to 9:30 am	19 <sup>th</sup> September 2023 10:30 am	19 <sup>th</sup> September 2023 11:00 am		20.864 Million.
3.	Procurement of Toners for Laser Printers and Photocopier Machines for for Admission for the year 2023-24.	4 <sup>th</sup> September 2023 8:30 am to 3:00 Pm	19 <sup>th</sup> September 2023 Up to 10:00 am	19 <sup>th</sup> September 2023 11:00 am	19 <sup>th</sup> September 2023 11:30 am		8.334 Million.
4.	Procurement of New Tyres for Various Vehicles of Transports Section, University of Sindh Jamshoro for the year 2023-24	4 <sup>th</sup> September 2023 8:30 am to 3:00 Pm	19 <sup>th</sup> September 2023 Up to 10:30 am	19 <sup>th</sup> September 2023 11:30 am	19 <sup>th</sup> September 2023 12:00 Noon		47.264 Million.

### Eligibility Criteria

- (1) The bidder must have at least 03 years' experience in the relevant field
- (2) The bidder must provide Last 3 years' turn over mentioned against each category (per year).
- (3) The bidder must provide "Income Tax (FBR) and Sales tax (GST) registration certificates both" certificates at the time of submission of bid.

**Bidding Document Fee of Rs. 5,000/- each (non-refundable) & Bid Security @ 2% of bid cost in shape of Pay order must be attached in favor of University of Sindh Account Title Security Fee/ Call Deposit Account.**

Bidding documents can be obtained and shall be submitted in the office of the undersigned as per above schedule. Bidding documents containing detailed terms and conditions available at Websites [www.usindh.edu.pk](http://www.usindh.edu.pk) and [www.ppms.pprasinhd.gov.pk](http://www.ppms.pprasinhd.gov.pk). The opening of the bids will take place at the office of the undersigned.

The bidder should not be Blacklisted in any procuring agency (Must Provide affidavit).

The Procuring Agency reserves the right to reject the bids subject to provision of SPP Rules 2010 (Amended up to date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal (SSPR No.25).

**Purchase Store Officer**

University of Sindh

Bungalow No. A-05, Allama I.I. Kazi Campus, Jamshoro-76080. Tel. No. 022-9213-224 | email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

## BIDDING DOCUMENT



Procurement of General Stationery Articles and Printing Paper for Conduct of Undergraduate Pre-Entry Test, Aptitude Test & MS/MPhil & PhD Admissions for Various Institutes / Departments / Offices University of Sindh Jamshoro for the academic year 2024.

Name of Company/Contractor: \_\_\_\_\_

NTN No. \_\_\_\_\_, Sale Tax Registration No. \_\_\_\_\_, SRB No. \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: (Tel) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email: \_\_\_\_\_

Bank Challan / Demand Draft of Rs. 5,000/- (PO No. \_\_\_\_\_ Dated: \_\_\_\_\_)

Tender form Issuing date	:	4 <sup>th</sup> September 2023
Tender submission date & Time	:	19 <sup>th</sup> September 2023 till 10:00 am
Tender opening date & Time	:	19 <sup>th</sup> September 2023 till 10:30 am
Tendering Process	:	SINGLE STAGE – ONE ENVELOPE

Purchase & Stores Office, Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro.  
Phone No. 022- 9213224 | Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

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## 1. Introduction

### Dear Tenderer:

Thank you for the interest you have shown in response to the advertisement of University of Sindh which has floated on University of Sindh & SSPRA websites for “**General Stationery Articles and Printing Paper**” for Various Institutes / Departments / Offices University of Sindh Jamshoro.

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

### Thank you.

#### **PURCHASE STORE OFFICER**

Bungalow No. A-5,  
Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro-76080.  
Phone No. + 92-22- 9213224  
Email: [psso@usindh.edu.pk](mailto:psso@usindh.edu.pk)

## 2. INSTRUCTIONS

- a. The University of Sindh (UoS) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- b. It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- c. You can collect the Tender Document from the office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080 from **4<sup>th</sup> September** during working hours 8:30 a.m to **3:00 pm (Last Issuing Day 19<sup>th</sup> September 2023 till 9:00 a.m.)**
- d. The last date of submit the Tender Document in sealed envelope is **19<sup>th</sup> September 2023 by 10:00 am.** in the Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **10:00 am** in the presence of representatives who may care to attend.
- e. **Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT in favor of Director Finance, University of Sindh Jamshoro.**
- f. Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. Please mention "Tender Category" at top left corner of the envelopes. University of Sindh Jamshoro may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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**Stamp & Signature**

**3. DEMAND / SPECIFICATION OF MATERIAL**

S.No.	Name of Item	Quantity		Unit Rate with Taxes	Total Amount
1.	Paper A-4 Size (70 gm) (500 Sheets each) (Brand: IK) or equivalent.	152	Reams		
2.	Paper F4 / Legal Size (70 gm) (500 Sheets each) (Brand: IK) or equivalent.	12	Reams		
3.	Stapler Machine (Brand: KW-Trio Pollex Plier Code 05793) (Capacity up to 25 sheets of 80 gsm paper) or equivalent.	10	Nos.		
4.	Stapler Pins Model 369 (Brand Dux Original Size 24/6, 1000 PCS in a packet) Or equivalent.	164	Pkt.		
5.	Roller Ball Pen – Black & Blue (Brand: Uniball eye Micro) or equivalent	2	Pkt.		
6.	M&G X-300 Gel Pen 1.0 mm (Brand: Shanghai M&G) or equivalent.	2	Pkt.		
7.	Signature Orenj Ball Pen 1.0 mm Needle point ball point pen with Tungsten Carbide Ball (Brand: Aftab Sons Writing Instruments) Blue, Black Red Color, or equivalent.	30	Pkt.		
8.	Marker Permanent Round-Blue, Red & Black (Brand: Dollar Company) or equivalent.	30	Nos.		
9.	Highlighter Marker / Fluorescent Highlighter Pen Yellow and Pink (Brand Dollar Company) or equivalent)	32	Nos.		
10.	White Fluid Pen (Brand Pelikan / Uniball Original) Or equivalent.	22	Nos.		
11.	Gum Stick 40 grams Large size (Brand: UHU) Or equivalent.	68	Nos.		
12.	Foot Scale Steel Chania 12" or equivalent.	26	Nos.		
13.	Deli Tape Dispenser (Medium Size) good quality	3	Nos.		
14.	PVC D-Ring File Folders (Brand: Elegant) or equivalent.	20	Nos.		
15.	Box File Closed Legal Size (500 sheets capacity) good quality.	80	Nos.		
16.	Deli File Basket / Plastic Paper Tray good quality.	20	Nos.		
17.	Shiny Stamp Pad (R-538)	5	Nos.		
18.	Shiny Stamp Pad (S-842)	5	Nos.		
19.	Shiny Stamp Pad (S-843)	5	Nos.		
20.	Dust Bin Small No. 3 Black Color (Brand: My Choice Company) with Plastic Bags. or equivalent.	10	Nos.		
21.	Gunny Bags ( Katta 50 Kg) white / yellow good quality.	100	Nos.		
22.	Nylon Plastic Reel (Full size) good quality.	50	Nos.		
<b>S.No.</b>	<b>Name of Item</b>	<b>Quantity</b>		<b>Unit Rate with</b>	<b>Total</b>

				Taxes	Amount
23.	Rubber Band Large size Heavy duty ½ Kgs (Brand: Bata) or equivalent.	2	Kg.		
24.	Polythene Plastic White Shopping Bags (good quality)	5	Kg.		
25.	Cartridge Sheet for Drawing 190 grams (Size 20"x30") Imported.	300	Sheets.		
26.	Lead Pencil Black (Brand Dux Company) or equivalent.	444	Nos.		
27.	Pencil Rubber (Brand: Dux) or equivalent.	300	Nos.		
28.	Sharpener Multiple	2	Nos.		
29.	Masking Paper Tape 1" White (Brand: Deer Company) Or equivalent.	15	Rolls.		
30.	Masking Paper Tape Stand good quality	2	Nos.		
31.	Stapler Machine (Brand: Mapped Office E3543) or equivalent.	4	Nos.		
32.	Paper Cutter Large size Chaina	4	Nos.		
33.	Tap Solutions 2" Regular (Brand: Deer Company) or equivalent.	33	Nos.		
34.	Ball Pens (Blue) on each pen (Dollar Clipper) or equivalent.	1012	Pkt.		
35.	Stapler Pin Heavy duty (Brand Opal Size 23/15, 1000 PCS in a packet) or equivalent.	10	Pkt.		
36.	File Laces Black (Shoelaces) good quality 25 No. each Bunch.	205	Bunch		
37.	Two Flap cloth file (32 Oz. Board with ragzine flapper Size 10"x15" as per available sample)	100	Nos.		
38.	Staple Remover. (Brand: Opal) or equivalent.	6	Nos.		
39.	OMR Sheet 100 grams Paper A-4 size (with printing of words) (sample available in Purchase Store Office)	25000	Nos.		
40.	Paper A-4 Size (80 gm) (500 Sheets each) (Brand: Double A) or equivalent.	400	Reams		
41.	Card File Cover (Katcha) in brown color 350 grams with printing of Logo of University A4 Size	100	Nos.		
42.	Polythene Bag (White color) Good Quality along with Nylon Cable Zip ties (Self Locking) for Mobile Phone Safe Keeping	40000	Nos.		
43.	Masking Paper Tape 2" White (Brand: Deer) Or equivalent.	24	Nos.		
44.	Gum Liquid (Bottle) Gum paste in 30 Oz Plastic Bottles Superior quality leak-proof caps Bonus Or equivalent.	2	Nos.		
45.	ID Cards Badge Holder (Plastic) with Ribbon good quality.	200	Nos.		

S.No.	Name of Item	Quantity		Unit Rate with Taxes	Total Amount
46.	Plastic Polyethene Bags for Question Papers with printing Title (White Color) Size 15"x20" 16 grams as per available sample. Sindh University Testing Center.	10000	Nos.		
47.	Plastic Polyethene Bags for Question Papers with printing Title (Black Color) Size 15"x20" 16 grams as per available sample. Sindh University Testing Center	10000	Nos.		
48.	White Chalk (Brand: Iqra) or equivalent.	5000	Pkt.		
49.	Board File (Pacca Files 22 Oz Karachi Gatta) good quality Size 9"x14" Printed University of Sindh Jamshoro	15000	Nos.		
50.	Mat Finish Paper Imported size 20x30/115 grams or equivalent.	12	Reams		
51.	Art Card Imported size 31x43/260 grams or equivalent.	150	Sheets		
52.	Fuji Solna Plate or equivalent.	1	Pkt.		
	<b>Total Amount:</b>				
	<b>Total Bid Security 2%</b>				

**Total Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

**Total Bid Security 2% (in words)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Stamp



4. **BIDDING DATA**

- a. **Name of Procuring Agency:** Purchase & Stores Office, University of Sindh, Jamshoro.
- b. **Brief Description of Works:** Provide & Supply of General Stationary Articles and Printing Paper
- c. **Procuring Agency's address:** - Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
- d. **Amount of Bid Security:** - **Bid Security of 2%** of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only **in favor of Director Finance University of Sindh Jamshoro.**
- e. **Period of Bid Validity (days):** - Ninety Days
- f. **Performance Security Deposit: Successful bidder should provide 5% Performance Security** of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. **Deadline for Submission of Bids along with time:** - **The last date of submit the Tender Document sealed envelope on 19<sup>th</sup> September 2023 by 10:00 am** in the Office of the Purchase & Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **10:30 am** in the presence of representatives who may care to attend.
- h. **Venue, Time, and Date of Bid Opening:** - Tender will be opened on **19<sup>th</sup> September 2023 at 10:00 A.M** at Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- i. **Time for Completion from written order of commence:** *-one week*
- j. **Liquidated damages:** - 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

**(PO/DD) #....., Amount: Rs.....**

**Drawn on Bank.....Dated.....**

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**Stamp & Signature**

**5. BIDDER QUALIFICATION CRITERIA**

<b>S. No</b>	<b>Mandatory Eligibility Criteria (Attach Supporting Document)</b>	<b>Remarks Yes / No</b>
1	Last 3 years' relevant experience	
2	Last 3 years' turnover with minimum 12.584 million (per year) as bank statement or financial statement.	
3	"Income Tax / Sales tax registration (both NTN & GST)" certification	

**Bid Evaluation Criteria:**

The bids will be evaluated based on lowest items rate keeping in view our required configuration fulfillment of mandatory criteria only.

\_\_\_\_\_  
**Stamp & Signature**

## 6. TERMS & CONDITIONS

*The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:*

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier /distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, University of Sindh will not be responsible for any claim(s) /responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum up to 10%.
- (v) **Inspection:** Physical inspection will be carried out by University of Sindh authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the relevant departments through store section as per mentioned in supply order receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to (ix) remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Purchase Store Officer, University of Sindh, Jamshoro.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xviii) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.
- (xix) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in favor of Director Finance University of Sindh Jamshoro.

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Stamp & Signature

- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the University of Sindh Jamshoro and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Jamshoro binding to the parties.
- (xxi) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Rights:** University of Sindh reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. University of Sindh also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiv) **Tender Document:** Tender Document available at the Office of Purchase Store Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxvi) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvii) **Submission of Tender:** Last date for submission is **19<sup>th</sup> September 2023 up to 10:00 am**
- (xxviii) **Opening of Tender:** Tender will be opened on **19<sup>th</sup> September 2023 at 10:30 am** at Office of the Purchase & Stores Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxix) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxx) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxxi) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxii) **Active Taxpayer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to University of Sindh, Jamshoro.
- (xxxiii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.

**Stamp & Signature**

7. **INTEGRITY PACT**

Declaration of Charges, Fees, Commission, Taxes Levies etc payable by the manufacturer/supplier/distributor works.

M/s, \_\_\_\_\_ The manufacturers / companies / distributor / firm hereby declare that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing, the manufacturers / companies / distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the University of Sindh directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the University of Sindh , except that which has been expressly declared pursuant hereto.
- (c) The manufacturers / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the University of Sindh under any law, contract, or other instrument, be stand void at the discretion of the University of Sindh.
- (d) Notwithstanding any right and remedies exercised by the University of Sindh in this regard, manufacturers / companies / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the University of Sindh in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the manufacturers / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the University of Sindh .

**NOTE:**

***This integrity pact is mandatory requirement other than auxiliary services / works.***

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**Stamp & Signature**

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE & STAMP**

## BIDDING DOCUMENT



**Procurement of IT Equipment Desktop Computers, Laptop Computers & Printer for Admission Process for Admissions to Various Bachelor's and Master's Degree Programs (Morning and Evening) Including all Sindh University Campuses and various Institutes / Departments / Offices University of Sindh Jamshoro for the Financial Year 2023-24**

Name of Company/Contractor: \_\_\_\_\_

NTN No. \_\_\_\_\_, Sale Tax Registration No. \_\_\_\_\_, SRB No. \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: (Tel) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email: \_\_\_\_\_

Bank Challan / Demand Draft of Rs. 5,000/- (PO No. \_\_\_\_\_ Dated: \_\_\_\_\_)

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**Purchase & Stores Office, Allama I.I. Kazi Campus,  
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## 1. Introduction

### Dear Tenderer:

Thank you for the interest you have shown in response to the advertisement of University of Sindh which has floated on University of Sindh & SSPRA websites for **“Procurement of IT Equipment Desktop Computers, Laptop Computers & Printer” for Various Institutes / Departments / Offices University of Sindh Jamshoro.**

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

### Thank you.

#### **PURCHASE STORE OFFICER**

Bungalow No. A-5,  
Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro-76080.  
Phone No. + 92-22- 9213224  
Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

## 2. INSTRUCTIONS

- a. The University of Sindh (UoS) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- b. It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- c. You can collect the Tender Document from the office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080 from **4<sup>th</sup> September** during working hours 8:30 a.m to **3:00 pm (Last Issuing Day 19<sup>th</sup> September 2023 till 9:30 a.m.)**
- d. The last date of submit the Tender Document in sealed envelope is **19<sup>th</sup> September 2023 by 10:30 am.** in the Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **11:00 am** in the presence of representatives who may care to attend.
- e. **Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT in favor of Director Finance, University of Sindh Jamshoro.**
- f. Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. Please mention "Tender Category" at top left corner of the envelopes. University of Sindh Jamshoro may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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**Stamp & Signature**

**3. DEMAND / SPECIFICATION OF MATERIAL**

S.No.	Name of Item	Quantity		Unit Rate with all Taxes	Total Amount
1.	Desktop Computer System (i7) 12th Generation with Latest Configuration (32GB RAM, 1TB SSD, 24-inch LED screen, Keyboard and Mouse) Free DOS Brand: Dell with one year warranty or equivalent	14	Units		
2.	HP Laser Jet Latest Printer (Heavy Duty) Enterprise Printer Model (M706N) or equivalent	3	Units		
3.	Photocopier Machine Toshiba e-Studio 2523A 25 CPM with one Year Warranty or equivalent	1	Unit		
4.	ID Card Printer HID Forgo HDP 5000 or equivalent	1	Nos		
5.	Genuine Forgo HDP Retransfer Film 084053 or equivalent	20	Nos		
6.	Genuine Forgo HDP Color Ribbon YMCK 084051 or equivalent	40	Nos		
7.	Ultra Card CR-80 PVC Sheets or equivalent	15000	Nos		
8.	Transcend External Portable SSD 2TB or equivalent	2	Nos.		
9.	SATA SSD 500 / 512GB or equivalent	4	Nos.		
10.	UPS for Computers - Crown 1500va or equivalent	4	Nos.		
11.	Print Technology Ink 500ml Ink for Printer (4 colors) or equivalent	2	Sets		
12.	TP-Link Wireless USB Wi-Fi Adapter or equivalent	10	Nos		
13.	Laptop Intel Core i7 12th Generation 2.8 GHz 16GB Ram, 512 GB SSD, 15.6" LED Screen Wi-Fi Lan, Camera Free DOS Brand: HP or equivalent	3	Units		
14.	HP Laser Jet Printer M111A or equivalent	3	Units		
15.	HP Laser Jet Printer 404DW or equivalent	3	Units		
16.	HP Laser Jet Printer Model No.5200 or equivalent	1	Unit		
17.	TOA Power Amplifier 250-Watt Model # A-2060 or equivalent	3	Nos		
18.	TOA Wall Mounted Speaker 8H6 or equivalent	8	Nos		
19.	Speaker Cable 2Core 40/76 (90 Meter each Coil) or equivalent	6	Coil		
20.	TOA MIC or equivalent	3	Nos		

S.No.	Name of Item	Quantity		Unit Rate with all Taxes	Total Amount
21.	Amplifier Box 6 U or equivalent	3	Nos		
22.	Switch Board for Amplifier	3	Nos		
23.	TOA Wireless MIC or equivalent	3	Nos		
	<b>Total Amount:</b>				
	<b>Total Bid Security 2%</b>				

**Total Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

**Total Bid Security 2% (in words)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Stamp

4. **BIDDING DATA**

- a. **Name of Procuring Agency:** Purchase & Stores Office, University of Sindh, Jamshoro.
- b. **Brief Description of Works:** Provide & Supply of IT Equipment Desktop Computers, Laptop Computers & Printer
- c. **Procuring Agency's address:** - Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
- d. **Amount of Bid Security:** - **Bid Security of 2%** of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only **in favor of Director Finance University of Sindh Jamshoro.**
- e. **Period of Bid Validity (days):** - Ninety Days
- f. **Performance Security Deposit:** **Successful bidder should provide 5% Performance Security** of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. **Deadline for Submission of Bids along with time:** - **The last date of submit the Tender Document sealed envelope on 19<sup>th</sup> September 2023 by 10:30 am** in the Office of the Purchase & Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **11:00 am** in the presence of representatives who may care to attend.
- h. **Venue, Time, and Date of Bid Opening:** - Tender will be opened on **19<sup>th</sup> September 2023 at 11:00 am** at Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- i. **Time for Completion from written order of commence:** *-one week*
- j. **Liquidated damages:** - 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

*(PO/DD) #....., Amount: Rs.....*

*Drawn on Bank.....Dated.....*

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**Stamp & Signature**

**5. BIDDER QUALIFICATION CRITERIA**

<b>S. No</b>	<b>Mandatory Eligibility Criteria (Attach Supporting Document)</b>	<b>Remarks Yes / No</b>
1	Last 3 years' relevant experience	
2	Last 3 years' turnover with minimum 20.864 million (per year) as bank statement or financial statement.	
3	"Income Tax / Sales tax registration (both NTN & GST)" certification	

**Bid Evaluation Criteria:**

The bids will be evaluated based on lowest items rate keeping in view our required configuration fulfillment of mandatory criteria only.

\_\_\_\_\_  
**Stamp & Signature**

## 6. TERMS & CONDITIONS

*The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:*

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier /distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, University of Sindh will not be responsible for any claim(s) /responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum up to 10%.
- (v) **Inspection:** Physical inspection will be carried out by University of Sindh authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the relevant departments through store section as per mentioned in supply order receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to (ix) remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Purchase Store Officer, University of Sindh, Jamshoro.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xviii) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.
- (xix) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in favor of Director Finance University of Sindh.

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Stamp & Signature

- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the University of Sindh Jamshoro and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Jamshoro binding to the parties.
- (xxi) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Rights:** University of Sindh reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance with the rules & regulations framed by SPPRA. University of Sindh also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiv) **Tender Document:** Tender Document available at the Office of Purchase Store Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxvi) **Environmentally Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmentally Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvii) **Submission of Tender:** Last date for submission is **19<sup>th</sup> September 2023 up to 10:30 am**
- (xxviii) **Opening of Tender:** Tender will be opened on **19<sup>th</sup> September 2023 at 11:00 am** at Office of the Purchase & Stores Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxix) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxx) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxxi) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxii) **Active Taxpayer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to University of Sindh, Jamshoro.
- (xxxiii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.

**Stamp & Signature**



7. **INTEGRITY PACT**

Declaration of Charges, Fees, Commission, Taxes Levies etc payable by the manufacturer/supplier/distributor works.

M/s, \_\_\_\_\_ The manufacturers / companies / distributor / firm hereby declare that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing, the manufacturers / companies / distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the University of Sindh directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the University of Sindh , except that which has been expressly declared pursuant hereto.
- (c) The manufacturers / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the University of Sindh under any law, contract, or other instrument, be stand void at the discretion of the University of Sindh.
- (d) Notwithstanding any right and remedies exercised by the University of Sindh in this regard, manufacturers / companies / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the University of Sindh in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the manufacturers / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the University of Sindh .

**NOTE:**

***This integrity pact is mandatory requirement other than auxiliary services / works.***

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**Stamp & Signature**

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE & STAMP**

## BIDDING DOCUMENT



**Procurement of Toners for Laser Printers and Photocopier Machines for Admission Process for Admissions to Various Bachelor's and Master's Degree Programs (Morning and Evening) Including all Sindh University Campuses and various Institutes / Departments / Offices University of Sindh Jamshoro for the Financial Year 2023-24**

Name of Company/Contractor: \_\_\_\_\_

NTN No. \_\_\_\_\_, Sale Tax Registration No. \_\_\_\_\_, SRB No. \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: (Tel) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email: \_\_\_\_\_

Bank Challan / Demand Draft of Rs. 5,000/- (PO No. \_\_\_\_\_ Dated: \_\_\_\_\_)

Tender form Issuing Date	:	4 <sup>th</sup> September 2023
Tender submission date & Time	:	19 <sup>th</sup> September 2023 till 11:00 am
Tender opening date & Time	:	19 <sup>th</sup> September 2023 till 11:30 am
Tendering Process	:	SINGLE STAGE – ONE ENVELOPE

**Purchase & Stores Office, Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro.  
Phone No. 022- 9213224 | Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)**

## CONTENTS

<b>S #</b>	<b>TITLE</b>	<b>P #</b>
<b>01.</b>	Introduction	
<b>02.</b>	Instructions	
<b>03.</b>	Demand / Specification of Material	
<b>04</b>	Bidding Data	
<b>05.</b>	Bidder Qualification Criteria	
<b>06.</b>	Terms & Conditions	
<b>07.</b>	Integrity Pact	

## 1. Introduction

### Dear Tenderer:

Thank you for the interest you have shown in response to the advertisement of University of Sindh which has floated on University of Sindh & SSPRA websites for **“Procurement of Toners for Laser Printers and Photocopier Machines” for Various Institutes / Departments / Offices University of Sindh Jamshoro.**

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

### Thank you.

#### **PURCHASE STORE OFFICER**

Bungalow No. A-5,  
Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro-76080.  
Phone No. + 92-22- 9213224  
Email: [psso@usindh.edu.pk](mailto:psso@usindh.edu.pk)

## 2. INSTRUCTIONS

- a. The University of Sindh (UoS) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- b. It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
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- d. The last date of submit the Tender Document in sealed envelope is **19<sup>th</sup> September 2023 by 11:00 am.** in the Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. **The Tender will be opened on same day at 11:30 am** in the presence of representatives who may care to attend.
- e. **Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT in favor of Director Finance, University of Sindh Jamshoro.**
- f. Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. Please mention "Tender Category" at top left corner of the envelopes. University of Sindh Jamshoro may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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**Stamp & Signature**

**3. DEMAND / SPECIFICATION OF MATERIAL**

S. No.	Name of Item	Quantity		Unit Rate with all Taxes	Total Amount
1.	Toner for Laser Printer HP-1102 China First Copy First Copy or equivalent	16	Nos		
2.	Toner for Digital Photo Copier Machine Model No. KM 3040 or equivalent	2	Nos		
3.	Toner for Laser Printer HP-M-402 (26A) China First Copy or equivalent	36	Nos		
4.	Toner for Laser Printer HP-M-402 (26A) Original HP or equivalent	10	Nos		
5.	Toner for Color Laser Printer HP-M18 China First Copy or equivalent	2	Nos		
6.	Toner for Laser Printer HP-1320 China First Copy or equivalent	15	Nos		
7.	Toner for Color Laser Printer HP Pro M254NW China First Copy or equivalent	1	Set		
8.	USB Kingston 128GB or equivalent	1	No		
9.	Toner Powder Bag 1Kg in each bag good quality or equivalent	30	Bags		
10.	Toner for Photo Copier Machine Konica Minolta Bizhub Model No.958 China First Copy or equivalent	6	Nos		
11.	Toner for Laser Printer HP-2015 Original or equivalent	3	Nos		
12.	Toner for Laser Printer HP-2015 China First Copy or equivalent	7	Nos		
13.	Toner for Laser Printer HP-2055 / 2035 (05A) China First Copy or equivalent	26	Nos		
14.	USB Keyboard Dell or equivalent	14	Nos		
15.	USB Mouse Dell or equivalent	24	Nos		
16.	Toner for Laser Printer HP-4015 or equivalent	5	Nos		
17.	Toner for Laser Printer HP-5200 China First Copy or equivalent	5	Nos		
18.	Toner for Toshiba Digital Photo Copier e-Studio 2508 A or equivalent	1	No		
19.	Toner for Toshiba Digital Photo Copier e-Studio 163 or equivalent	1	No		
20.	Toner for Laser Printer HP-M12A China First Copy or equivalent	8	Nos		
21.	Toner for Laser Printer HP-80 A China First Copy or equivalent	1	No		
22.	Master Roll for Risograph Copy Printer RZ-220AS or equivalent	4	Nos		
23.	Ink for Risograph Copy Printer RZ-220AS or equivalent	5	Nos		
24.	Toner for Laser Printer HP-2300N China First Copy or equivalent	1	No		
25.	Toner for Laser Printer Brother HL-L5200DW or equivalent	1	Nos		

S. No.	Name of Item	Quantity		Unit Rate with all Taxes	Total Amount
26.	Toner for Toshiba Digital Photo Copier e-Studio T-2450 or equivalent	1	No		
27.	Toner for Laser Printer HP-M-129 M-134 China First Copy or equivalent	1	Nos		
28.	Toner for Laser Printer HP-1100 China First Copy or equivalent	1	Nos		
29.	Toner for Laser Printer HP-1020 China First Copy or equivalent	4	Nos		
30.	Toner for Color Laser Printer Pro 200 China First Copy or equivalent	1	Set		
31.	Toner for Laser Printer HP-M-404 China First Copy or equivalent	3	Nos		
32.	Toner for Toshiba Digital Photo Copier e-Studio 3508 or equivalent	2	Nos		
33.	Toner for Kyocera TASKalf 180 or equivalent	1	No		
34.	Toner for Kyocera TASKalf KM-2035 or equivalent	1	No		
35.	Toner for Toshiba Digital Photo Copier e-Studio 18 or equivalent	1	No		
36.	Toner for Laser Printer HP-MFP-135W China First Copy or equivalent	4	Nos		
37.	Toner for Toshiba Digital Photo Copier e-Studio 237 or equivalent	3	Nos		
	<b>Total Amount:</b>				
	<b>Total Bid Security 2%</b>				

**Total Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

**Total Bid Security 2% (in words)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Stamp



4. **BIDDING DATA**

- a. **Name of Procuring Agency:** Purchase & Stores Office, University of Sindh, Jamshoro.
- b. **Brief Description of Works:** Provide & Supply of Toners for Laser Printers and Photocopier Machines
- c. **Procuring Agency's address:** - Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
- d. **Amount of Bid Security:** - **Bid Security of 2%** of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only **in favor of Director Finance University of Sindh Jamshoro.**
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- i. **Time for Completion from written order of commence:** *-one week*
- j. **Liquidated damages:** - 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

*(PO/DD) #....., Amount: Rs.....*

*Drawn on Bank.....Dated.....*

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**Stamp & Signature**

5. **BIDDER QUALIFICATION CRITERIA**

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years' relevant experience	
2	Last 3 years' turnover with minimum 8.334 million (per year) as bank statement or financial statement.	
3	"Income Tax / Sales tax registration (both NTN & GST)" certification	

**Bid Evaluation Criteria:**

The bids will be evaluated based on lowest items rate keeping in view our required configuration fulfillment of mandatory criteria only.

\_\_\_\_\_  
**Stamp & Signature**

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- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to (ix) remove all its devices and equipment which may have been placed at premises from the time to time.
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- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
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- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
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- (xix) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in favor of Director Finance University of Sindh.

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**Stamp & Signature**

- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the University of Sindh Jamshoro and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Jamshoro binding to the parties.
- (xxi) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Rights:** University of Sindh reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance with the rules & regulations framed by SPPRA. University of Sindh also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiv) **Tender Document:** Tender Document available at the Office of Purchase Store Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxvi) **Environmentally Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmentally Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvii) **Submission of Tender:** Last date for submission is **19<sup>th</sup> September 2023 up to 11:00 am**
- (xxviii) **Opening of Tender:** Tender will be opened on **19<sup>th</sup> September 2023 at 11:30 am** at Office of the Purchase & Stores Officer, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- (xxix) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxx) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxxi) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxii) **Active Taxpayer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to University of Sindh, Jamshoro.
- (xxxiii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.

**Stamp & Signature**

7. **INTEGRITY PACT**

Declaration of Charges, Fees, Commission, Taxes Levies etc payable by the manufacturer/supplier/distributor works.

M/s, \_\_\_\_\_ The manufacturers / companies / distributor / firm hereby declare that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing, the manufacturers / companies / distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the University of Sindh directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the University of Sindh , except that which has been expressly declared pursuant hereto.
- (c) The manufacturers / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the University of Sindh under any law, contract, or other instrument, be stand void at the discretion of the University of Sindh.
- (d) Notwithstanding any right and remedies exercised by the University of Sindh in this regard, manufacturers / companies / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the University of Sindh in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the manufacturers / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the University of Sindh .

**NOTE:**

***This integrity pact is mandatory requirement other than auxiliary services / works.***

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**Stamp & Signature**

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

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**SIGNATURE & STAMP**

**UNIVERSITY OF SINDH JAMSHORO**  
**OFFICE OF THE PURCHASE & STORE OFFICE**

**BIDDING DOCUMENT**



**PROCUREMENT OF NEW TYRES**  
**FOR VARIOUS VEHICLES OF TRANSPORT SECTION,**  
**UNIVERSITY OF SINDH, JAMSHORO**  
**for the Financial Year 2023-2024**

**TENDER HELD ON TUESDAY 19<sup>th</sup> SEPTEMBER 2023**

## **BIDDING DOCUMENT**



### **Procurement of New Tyres for Various Vehicles of Transport Section University of Sindh Jamshoro for the Financial Year 2023-2024**

Name of Company/Contractor: \_\_\_\_\_

NTN No. \_\_\_\_\_, Sale Tax Registration No. \_\_\_\_\_, SRB No. \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: (Tel) \_\_\_\_\_ (Mob) \_\_\_\_\_

Email: \_\_\_\_\_

Bank Challan / Demand Draft of Rs. 5,000/- (P/O No. \_\_\_\_\_ Dated: \_\_\_\_\_)

<b>Tender Issuing Date</b>	<b>:</b>	<b>04<sup>th</sup> September 2023</b>
<b>Tender submission Date &amp; Time</b>	<b>:</b>	<b>19<sup>th</sup> September 2023 11:30 am</b>
<b>Tender opening Date &amp; Time</b>	<b>:</b>	<b>19<sup>th</sup> September 12:00 am</b>
<b>Tendering Process</b>	<b>:</b>	<b>Single Stage One Envelop</b>

**Purchase Store Office, Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro.  
Phone No. 022- 9213224 | Email: [psso@usindh.edu.pk](mailto:psso@usindh.edu.pk)**



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## 1. Introduction

### Dear Tenderer:

Thank you for the interest you have shown in response to the advertisement of University of Sindh which has floated on University of Sindh & SSPRA websites for “New Tyres” for various Vehicles of Transport Section, University of Sindh Jamshoro for the financial Year 2023-2024.

The University of Sindh, the oldest University of the country, was constituted under the University of Sindh Act. No. XVII of 1947 passed by the Legislative Assembly of Sindh. The Act was subsequently revised and modified in 1961 and later. The Act of 1972 under which the University is presently functioning provided for greater autonomy and representation of teachers.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact the undersigned for any information and query.

### Thank you.

#### **PRUCHASE STORE OFFICER**

Bungalow No. A-5,  
Allama I.I. Kazi Campus,  
University of Sindh, Jamshoro-76080.  
Phone No. + 92-22- 9213224  
Email: [psu@usindh.edu.pk](mailto:psu@usindh.edu.pk)

## 2. INSTRUCTIONS

- a. The University of Sindh (UoS) expects that aspirant manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp every page. Moreover, attach required supporting document according to the requirement.
- b. It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- c. You can collect the Tender Document from the office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080 from **04<sup>th</sup> September to 19<sup>th</sup> September 2023** during working hours 8:30 a.m. to 3:00 p.m. (up to last date 19/09/2023 Time 10:30 am).
- d. The last date of submit the Tender Document in sealed envelope is **19<sup>th</sup> September 2023 by 10:30 a.m.** in the Office of the Purchase & Stores Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **11:30 am** in the presence of representatives who may care to attend.
- e. **Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of favor of Director Finance University of Sindh, Jamshoro**
- f. Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. University of Sindh Jamshoro may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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**Stamp & Signature**

**3. DEMAND / SPECIFICATION OF MATERIAL**

<b>S #</b>	<b>Name of Item</b>	<b>Qty</b>		<b>Unit Rate with all Taxes</b>	<b>Total Amount</b>
01	New Tyres Size 1000.20 (18 ply) Bridgestone or equivalent	86	Nos		
02	New Tyres Size 900.20 (16 ply) Bridgestone or equivalent	34	Nos		
03	New Tyres Size 7.50.16 (16 ply) Bridgestone or equivalent	08	Nos		
	<b>Total Amount</b>				
	<b>Total Bid Security 2%</b>				

**Total Amount Rupees (in words)**

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**Total Bid Security 2% Amount Rupees (in words)**

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**Stamp & Signature**

#### 4. **BIDDING DATA**

- a. **Name of Procuring Agency:** Purchase & Stores Office, University of Sindh, Jamshoro.
- b. **Brief Description of Works:** Provide & Supply of “New Tyres”
- c. **Procuring Agency’s address:** - Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro – 76080.
- d. **Amount of Bid Security:** - Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of favor of Director Finance, University of Sindh, Jamshoro.
- e. **Period of Bid Validity (days):** - Ninety Days
- f. **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work /Contract.
- g. **Deadline for Submission of Bids along with time:** - The last date of submit the Tender Document sealed envelope on **19<sup>th</sup> September 2023 by 11:30 am** in the Office of the Purchase & Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080. The Tender will be opened on same day at **12:00 pm** in the presence of representatives who may care to attend.
- h. **Venue, Time, and Date of Bid Opening:** - Tender will be opened on **19<sup>th</sup> September 2023 at 12:00 P.M** at Office of the Purchase Store Section, Bungalow No. A-5, Allama I.I. Kazi Campus, University of Sindh, Jamshoro-76080.
- i. **Time for Completion from written order of commence:** *-one week*
- j. **Liquidated damages:** - 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

**(PO/DD) #....., Amount: Rs.....**

**Drawn on Bank.....Dated.....**

\_\_\_\_\_  
**Stamp & Signature**

## 5. **BIDDER QUALIFICATION REPORT**

<b>S. #</b>	<b>Mandatory Eligibility Criteria (Attached Supporting Documents)</b>	<b>Remarks Yes/No</b>
1.	Last 3 years relevant Experience	
2.	Last 3 years turnover with minimum 47.264 million (per year) as bank statement of financial statement	
3.	Income Tax / Sales Tax registration “(both NTN & GST)” Certificate	

### **Bid Evaluation Criteria:**

The bids will be evaluated based on lowest items rate keeping in view our required configuration fulfillment of mandatory criteria only.

\_\_\_\_\_  
**Stamp & Signature**

## 6. TERMS & CONDITIONS

*The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:*

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier /distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, University of Sindh will not be responsible for any claim(s) /responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum up to 10%.
- (v) **Inspection:** Physical inspection will be carried out by University of Sindh authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the store of the University of Sindh who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to (ix)remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Purchase and Stores Office, University of Sindh, Jamshoro.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance with the SPPRA.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xviii) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.
- (xix) **Bid Security:** 2% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Director Finance, University of Sindh Jamshoro.

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Stamp & Signature

- (xx) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the University of Sindh Jamshoro and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Jamshoro binding to the parties.
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- (xxv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxvi) **Environmentally Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvii) **Submission of Tender:** Last date for submission is **19<sup>th</sup> September 2023 up to 11:30 am**
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- (xxix) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxx) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxxi) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxii) **Active Taxpayer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to University of Sindh, Jamshoro.
- (xxxiii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.

Stamp & Signature



## 7. **INTEGRITY PACT**

Declaration of Charges, Fees, Commission, Taxes. Levies etc payable by the manufacturer / supplier / distributor works.

M/s, \_\_\_\_\_

The manufacturers / companies / distributor / firm hereby declare that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the University of Sindh or any administrative or financial offices thereof or any other department under the control of the University of Sindh through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing, the manufacturers / companies /distributor / firm represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the University of Sindh directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the University of Sindh , except that which has been expressly declared pursuant hereto.
- (c) The manufacturers / companies / distributor / firm accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the University of Sindh under any law, contract, or other instrument, be stand void at the discretion of the University of Sindh.
- (d) Notwithstanding any right and remedies exercised by the University of Sindh in this regard, manufacturers / companies / distributor / firm agrees to indemnify the University of Sindh for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the University of Sindh in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the manufacturers / companies / distributor / firm as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the University of Sindh .

**NOTE:** This integrity pact is mandatory requirement other than auxiliary services / works.

-----  
**Stamp & Signature**

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel# \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE & STAMP**

Q U A I D - I - A Z A M M O H A M M A D A L I J

D A W A N

