

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN  
KHYBER PAKHTUNKHWA**



**STANDARD BIDDING DOCUMENTS  
FOR  
PROCUREMENT OF ITEMS/ HIRING OF SERVICES FOR 1<sup>st</sup> CONVOCATION  
OF UET MARDAN**

**PROCUREMENT REF. NO.31/2025/UETM**

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| <b>Last Date/Time for Submission:</b> | <b>24 November, 2025 at 11:00 AM</b> |
| <b>Bid Opening Date/Time:</b>         | <b>24 November, 2025 at 11:30 AM</b> |
| <b>Venue:</b>                         | <b>Conference Hall, UET Mardan</b>   |
| <b>Email:</b>                         | <b>po@uetmardan.edu.pk</b>           |

**TENDER DOCUMENTS**  
**PROCUREMENT OF ITEMS/ HIRING OF SERVICES FOR 1ST**  
**CONVOCATION UET MARDAN**

**University of Engineering & Technology, Mardan**  
**CHECKLIST**

| S# | Description   | Yes | No |
|----|---|-----|----|
| •  | Covering Letter/Application (on the letter head of the firm)                            |     |    |
| •  | Profile of the Firm   |     |    |
| •  | Certificate of active taxpayer  |     |    |
| •  | Sales Tax Registration  |     |    |
| •  | Registration with<br>National/Income Tax Department                                     |     |    |
| •  | Professional Tax Certificate, if any  |     |    |
| •  | Earnest Money @2% of the quoted bid value   |     |    |
| •  | Non- Black listing certificate on Judicial stamp paper attested<br>by Oath Commissioner |     |    |
| •  | Financial Proposals as per Annexure-III   |     |    |
| •  | Agreement (For successful bidder only) as per Annexure-IV                               |     |    |

|                          |                                       |
|--------------------------|---------------------------------------|
| Contact Person           |                                       |
| Name & Designation _____ | _____<br>Authorized Signature & Stamp |

**Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.**

## **TERMS AND CONDITIONS FOR THE PROCUREMENT OF ITEMS/ HIRING OF SERVICES FOR 1ST CONVOCATION UET MARDAN**

UET Mardan intends to hire firms for PROCUREMENT OF ITEMS/ HIRING OF SERVICES FOR 1<sup>st</sup> CONVOCATION for UET MARDAN on lot basis as per details and requirement/specification mentioned in the Annexures-I, II, III, IV with the following terms and condition: -

- 1) Bid/rate may be quoted for the unit price of the items as well as **lot wise (including all taxes)** entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding documents. The final rates/price of each lot should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as non-responsive. No tender with conditional, ambiguous and alternative price will be considered.
- 2) Tender will be awarded to single successful bidder based on the least price-based method. Price of all the Lots will be added and least one will be declared successful. Every bidder must quote for all items. Bids with missing items will be rejected.
- 3) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
- 4) The bidder must attach copies of registration with income tax, sale tax department. The Supplier should produce NTN with the bill.
- 5) The Service provider firms shall be required to provide certificate of Registration with KPRA.
- 6) The prospective bidders can apply for a single or all lots at one time as per their capabilities. However, the firms will be required to prepare separate 2% CDRs for each lot.
- 7) The bidders will be required to deposit in the Account titled: Miscellaneous Fund UETM, Account No.3001354859, Branch Code: 0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as the tender Document fee along with the tender documents.
- 8) The University Purchase Committee will open tenders received till **“11.00 A.M” on 24 NOVEMBER, 2025** and will be open on the same day at **11.30 A.M** in the Conference Room in the presence of the bidders desiring to attend the opening meeting.
- 9) An earnest money in the form of Call Deposit equal to 2 % of the quoted value must accompany with the bid, otherwise bid will be considered as nonresponsive. The Call Deposit should be in favor of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit amount should be deposited on formula as  $b = \text{unit price} \times \text{qty required} = b * 2\%$ . Cheques and insurance guarantees will not be accepted.

The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.

- 10) The firm will be bound to supply items/services within time limit mentioned in supply order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 11) All applicable Govt. Taxes will be deducted from the approved firm's bill.
- 12) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of Security, penalty and blacklisting.
- 13) The black listed suppliers are not eligible to participate in the bidding OR the firm backlist in the last (02) Two years by any govt: entity will not Eligible. The suppliers are bound to provide an undertaking of non-blacklisting from any department.
- 14) All documents relating to the bid and contract shall be in standardized patron.
- 15) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.
- 16) The Agreement between UET, Mardan & Firm, will be valid for a period of 90 days from the issuance of work order.
- 17) The suppliers belong from any other province will provide the complete address and phone numbers of their branch office at Khyber Pakhtunkhwa, otherwise **quotation will not be considered** for bidding.
- 18) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for supply of items/services for 1<sup>st</sup> Convocation of UET Mardan.
- 19) Items required to UET Mardan”. The name of the suppliers with full address and telephone / fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Procurement Officer, UET Mardan.
- 20) The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage, as per KPPRA rules.
- 21) In case of supply of defective or used item, the firm will be dealt with as per Government rules and regulations.
- 17) UET Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any item is rejected by UET Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
- 23) The Payment will be made after supply of items/services as per requirement to UET Mardan.
- 24) Incomplete tenders and those received after due date and time will not be accepted.
- 25) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 26) Tender will be awarded on the basis of lowest quoted rate(s) as per desired specifications of quality.

**Method of Procurement:**

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage, One Envelop procedure**”.

**Annexure-I**

**Lot NO.01**

**SUPPLY OF ITEMS**

| <b>S. No</b> | <b>Items Name</b>                        | <b>Quantity</b> |
|--------------|--|-----------------|
| 01           | Gold Medal FOR STUDENTS                  | 18              |
| 02           | GOWN FOR CHANCELLOR                      | 03              |
| 03           | GOWNS FOR REGULAR FACULTY                | 53              |
| 04           | GOWNS CONTRACT FACULTY+LAB ENGINEERS     | 27              |
| 05           | GOWNS EXTERNAL MEMBERS(SENATE+SYNDICATE) | 20              |
| 06           | GOWNS STUDENTS                           | 380             |

**Annexure-II****LOT NO.2****SUPPLY OF FOOD ITEMS**

| <b>S. No</b> | <b>Items Name</b>   | <b>For</b>   | <b>QTY</b> |
|--------------|---|--|------------|
| 1.           | Simple Rice (Channa Mewa Packs) (one day before convocation, rehearsal day)                               | Students and faculty                               | 460        |
| 2.           | Hi-tea:-Chicken wings, samosa full size, cake, slice, spring roll, tea sandwiches, biscuits               | Faculty, Head staff, Parents & Students            | 1242       |
| 3.           | Chicken wings, grilled fish, drum stick, spring roll, samosa big, slices, sandwiches, cake, biscuits, tea | Vc's, Officers<br>Syndicate members and<br>Faculty | 117        |
| 4.           | Buffet for VIP lunch including the crockery and servers   |  |            |

**Annexure-III**

| <b>S. No</b> | <b>Items Name</b>         | <b>Quantity</b>   | <b>Remarks</b>                          |
|--------------|---------------------------|-------------------|---|
| 1.           | Executive chairs          | 02                | VC                                      |
| 2.           | VIPs chairs               | 28                | For stage                               |
| 3.           | Stage table for executive | 1                 | Main table for executives               |
| 4.           | Stage table               | 2                 | Side table for water                    |
| 5.           | 3-seater sofa             | 10                | VIP seating                             |
| 6.           | 2-seater sofa             | 3                 | Vip seating                             |
| 7.           | Tables for VIPs           | 12                | For file / refreshment                  |
| 8.           | Rostrum's                 | 02                | Stage                                   |
| 9.           | Sofa chairs               | 100               | For gust and faculty                    |
| 10.          | Backdrop                  | As per venue size | for photo session                       |
| 11.          | Stage                     |                   | Tentative stage dimensions 80*40        |
| 12.          | Foam seating chair        | 1050              | For student and parents seating         |
| 13.          | Canopy                    | As per venue size | For covered area                        |
| 14.          | Dining tables             | As required       | For refreshment and dining arrangements |
| 15.          | Air cooler (tower type)   | 4                 | For stage and VIPs                      |



|     |                |   |                     |
|-----|----------------|---|---------------------|
| 16. | water samovars | 5 | For water services  |
| 17  | Un foreseen    |   | As per requirements |

**LOT  
NO.3**

**PROVIDING SERVICES/CATERING**

**Annexure-IV**

**Lot NO.04**

**SUPPLY OF MEDIA SERVICES**

| S. No | Items Name   | Quantity  |
|-------|--|---|
| 1     | <b>Hiring of audio sound system<br/>minimum 8 speakers with sound mixers and 4 cordless mics<br/>and 4 dice mics</b> | <b>01</b>   |
| 1     | Professional photography and videography setup   | (3 persons<br>for<br>photography<br>and 3 for<br>videography) |
| 2     | Drone camera for aerial shots of the ceremony and procession   | (1 person for<br>drone)                                       |
| 3     | Live streaming setup (YouTube/Facebook or University website)  | (1 person for<br>live<br>streaming)                           |
| 4     | Video recording of speeches and degree distribution  | (already<br>included in 1<br>point)                           |
| 5     | Instant photo coverage of award recipients and VIPs  | (already<br>included in 1<br>point)                           |
| 6     | Video highlights and after-event documentary   | (already<br>included in 1<br>point)                           |
|       | <b>Publications &amp; Printing Material</b>  |   |
| 7     | Convocation invitation cards printing  | (number yet<br>to be<br>decided)                              |
| 8     | Stage backdrop and banners printing  | (5 banners to<br>be printed of<br>different<br>sizes)         |
| 9     | Convocation certificates and folders printing  | (numbers to<br>be decided<br>by<br>examination<br>section)    |
| 10    | Roll-up standees for direction and branding  | (10 standees)   |
| 11    | Media Wall   | (1 media<br>wall of 8 x<br>12)                                |

|    |  |                      |
|----|--|----------------------|
| 12 | Media, organizer, faculty cards printing.              | (total of 500 cards) |
| 13 | Decorative banners across campus to be posted on polls | 08                   |
| 14 | shields  | 10                   |

Annexure-V

**University of Engineering & Technology, Mardan**

**Financial Proposal for Lot NO.1**

Name of the Firm: \_\_\_\_\_

Address \_\_\_\_\_

| S#          | Item | Quantity | Unit Rates<br>With taxes | Total Price with<br>Taxes |
|-------------|------|----------|--------------------------|---------------------------|
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| Grand Total |      |          |                          |                           |

Name & Designation

Authorized Signature & Stamp

**University of Engineering & Technology, Mardan**  
**Financial Proposal for Lot NO.2**

Name of the Firm: \_\_\_\_\_

Address \_\_\_\_\_

**FOOD ITEMS: -**

| S#          | Item | Quantity | Unit Rates<br>With taxes | Total Price with<br>Taxes |
|-------------|------|----------|--------------------------|---------------------------|
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| Grand Total |      |          |                          |                           |

Name & Designation

Authorized Signature & Stamp

**University of Engineering & Technology, Mardan****Financial Proposal for Lot NO.3**

Name of the Firm: \_\_\_\_\_

Address \_\_\_\_\_

**Providing Services/Catering: -**

| <b>S#</b>          | <b>Item</b> | <b>Quantity</b> | <b>Unit Rates<br/>for Rent<br/>With taxes</b> | <b>Total Price with<br/>Taxes</b> |
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| <b>Grand Total</b> |             |                 |   |                                   |

**Name & Designation****Authorized Signature & Stamp**

**University of Engineering & Technology, Mardan****Financial Proposal for Lot NO.4**

Address \_\_\_\_\_

**Providing Services/Catering: -**

| <b>S#</b>          | <b>Item</b> | <b>Quantity</b> | <b>Unit Rates<br/>for Rent<br/>With taxes</b> | <b>Total Price with<br/>Taxes</b> |
|--------------------|-------------|-----------------|---|-----------------------------------|
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|                    |             |                 |   |                                   |
| <b>Grand Total</b> |             |                 |   |                                   |

**Name & Designation****Authorized Signature & Stamp**

**AGREEMENT (on stamp paper)**

**“PROCUREMENT OF UP COMING CONVOCATION (2025) SUPPLY AND SERVICES FOR UET MARDAN”**

1. This Agreement is executed at Mardan on ----- between UET Mardan through Procurement Officer (hereinafter called the Purchaser) and M/S. ----- (hereinafter called the firm) which shall include their successors/assignees on either part on the following terms and conditions:

2. Whereas the UET Mardan decided for the PROCUREMENT OF ITEMS/ HIRING OF SERVICES FOR 1ST CONVOCATION UET MARDAN (2025) LOT NO.----- to be furnished by the above noted supplier/firm and as the supplier/firm has agreed to complete the assignment as per terms and conditions, hereinafter approved with total cost of Rs. \_\_\_\_\_.

3. Any increase or decrease in the agreed quantity shall be acceptable to the successful bidder as per requirement of the Purchaser at the same agreed rates and terms including freight and other charges.

4. The successful bidder shall complete the assignment as per time mentioned in the work order/supply order as per requirements/specifications given in the tender documents. Any item/service found substandard or below requirement/specification will be rejected and the supplier will replace the items/complete task immediately without any additional cost.

5. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all items/services by the inspection committee.

6. **Performance security @ 10%** shall be deposited by the successful bidder within 03 days after signing the agreement which shall be discharged by the Purchaser and returned to the successful bidder/supplier after satisfactory completion of the task.

7. Any violation of the agreement by the supplier will entitle the Purchaser to forfeit the whole security or part of the amount to make up losses to the Procuring Entity.

8. All taxes and duties levied by the government from time to time shall be deducted as per rules.

9. In case of failure in completion of task as per agreed time schedule the Purchaser reserves the right to complete the same at successful bidder's/supplier's risk & cost including legal course of action, (if any). Penalty will also be imposed on the successful bidder. In case of non-compliance of work order, the university has the right to impose penalty against the firm/supplier by forfeiting their 10% performance security or to blacklist their firm as per KPPRA rules in vogue.

IN WITNESS thereof, the parties hereto have signed the agreement on the date and year first mentioned above.



**For the Firm & UET Mardan**

Name: ----- Signature: -----

Designation----- Designation-----

Signature----- Witness 1-----

Name of Firm & Stamp----- Witness 2-----