

**MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY,
SHAHEED ZULFIQAR ALI BHUTTO CAMPUS, KHAIRPUR MIR'S**

**TENDER DOCUMENT
FOR
SUPPLY OF CYCLOSTYLE/ PHOTOCOPIER MACHINE**

Tender No issued to

Receipt No Dated Amount Rs.2000/-

Last date of submission of tender : 25.06.2014 at 12:30 P.M.

Date of opening of tender : 25.06.2014 at 01:00 P.M.

Note :

1. Please attach second copy of cash receipt of Rs. 2000/- with the quotation.
2. All pages of tender documents issued by the Campus should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.

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Instructions to Tenderers in addition to terms & conditions of contract

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1. Tenderers responding to tender notice shall be deemed to be agreeable to the terms contained. and conditions herein
2. All the terms and conditions laid down in the tender shall be binding on the Tenderers.
3. Tender Form should be filled in neatly, legibly and carefully.
4. MUET SZAB Campus will process the tender as per its norms & procedures.
5. Tenders must be enclosed in a properly sealed envelope addressed to the Assistant Director Finance, MUET SZAB Campus, Khairpur Mir's. The tenders must be super-scribed. "Tender for the Supply of Cyclostyle Machines"
6. While submitting tender, bidders must submit sealed envelope.
7. The tenders shall be opened in the presence of the bidders or authorized representatives on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the Institute, tenders will be opened on the next working day, following the holiday, at the scheduled time.
8. Authorized signatory should sign in all the pages of the tender document. Bids without signatures authorized signatory will be rejected.
9. All the columns of the tender documents shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
10. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
11. The Competent Authority may reject any or all bids subject to relevant provisions of SPP Rules, 2010.
12. The terms and conditions of contract in schedule 'B' should be returned to this office duly signed along with bid and with details of items otherwise the tender will be ignored.
13. Tender failing to comply with all the terms & conditions mentioned in tender document would result in the tender being summarily rejected.
14. All disputes will be settled within the jurisdiction of the Campus.

15. The bidder must be registered with the taxation authorities and enclose all related documents with the tender document, failing which the tender shall be rejected.

16. The Call Deposits/ Security Deposits will be refunded on completion of Warranty of item.

The instructions to Tenderers shall also form part of the contract.

Acceptance

I/We hereby declare that all the terms and condition of the tender documents has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory: _____ Signature: _____

Name of tenderers : _____ Seal of firm: _____

Address: _____

Contact No. _____ E-mail id: _____

Date: _____

SCHEDULE "B"

S.NO	ITEM	SPECIFICATION	QUANTITY	RATE	AMOUNT
01	Cyclostyle Machine/ Advance Photo Copier Branded Ricoh/ Nashuatec/ Panasonic or equivalent	Minimum printing capacity 50 copies per minute	02		
Total					

Assistant Director Finance
MUET, Shaheed Z.A Bhutto Campus
Khairpur Mir's