Terms & Conditions

1. Data and figures in the tender must be entered accurately and clearly. Prices—inclusive of all types of taxes—should be stated explicitly, both in figures and in words. These shall remain valid for a minimum period of 90 days.
2. Every effort should be made to avoid errors when filling out a tender. If an error needs to be corrected, it should be struck through with a single line, the correct entry written above it, and a signature affixed.
3. Income Tax and General Sales Tax registration numbers must be written on the tender form, and attested photocopies of the relevant certificates must be attached.
4. Any blacklisted tenderer—or any of their partners, agents, or relatives who have assisted in the tenderer's business—is ineligible to submit a tender. Please attach an affidavit on stamp paper.
5. An earnest money deposit (bid security) equivalent to 2% of the quoted cost must be submitted along with the tender in the form of a Pay Order in favor of the Federal Urdu University. If the tender is accepted, this amount will be considered part of the 10% performance security (security deposit). Otherwise, the Pay Order will be returned to the respective bidder.
6. In the event that the entire tender or any part thereof is accepted, 10% of the accepted amount must be deposited—in the form of a Pay Order in favor of the Federal Urdu University—within 2 days of receiving the Work Order. This amount will be refunded 100 days after the completion of the supply. In the event of unsatisfactory work, the security deposit shall be forfeited in favor of the University.
7. All tenders will be opened on the spot in the presence of the tenderers or their authorized representatives. Following the scrutiny of the tenders, a comparative statement will be prepared, based on which the work/supply order will be issued. Separate work orders may be issued for 'A' and 'P' copies, based on the approved rates.
8. In accordance with PPRA rules, the undersigned reserves the right to reject any tender—either partially or in its entirety—or to adjust the quantities specified in the tender form.
9. Approximately 50% of the examination answer scripts must be provided to the Examination Department within 10 days. The remaining work should be completed within a maximum of 20 days, following which the invoice may be submitted. In the event that the work is left incomplete, it will be finished at the tenderer’s risk and cost, and all associated expenses will be recovered from the tenderer.
10. In the event that a party, after receiving a work order, shows a lack of interest in commencing the work or employs delaying tactics, the purchase order shall be cancelled, the earnest money forfeited, and legal action initiated.
11. The tender should be submitted in two separate, sealed envelopes.
12. Document samples, Income Tax and GST registration certificates, the aforementioned affidavit, and company profiles should be enclosed in a separate envelope this envelope will be opened first.
13. The price schedule will be opened only after verifying that the required documents and the firm meet the specified standards. Otherwise, the envelope containing the price schedule will be returned to the tenderer, unopened.