



UNIVERSITY OF SWABI
TENDER NOTICE
ADV NO: (4-1)-2023

The University of Swabi invites sealed bids on the basis of “**Single Stage One Envelope Procedure**” from the Original Manufacturers/Suppliers registered with Income Tax and Sales Tax Departments and are on active Tax Payers List (ATL) of Federal Board of Revenue (FBR) for the following work:

Description	Submission of Financial Bids	Opening of Financial Bids
Supply of Degree Folders & admission forms to Examination Section University of Swabi	27.03.2023	27.03.2023 At 12:00hrs

Terms & Conditions:

1. The eligible bidders are required to submit sealed envelope containing **Financial Bid** accompanied with Earnest money/Bid security @ 2% of Bid Cost including stamp duty in favor of the Treasurer University of Swabi, in shape of Call Deposit/Bank Guarantee (in original) from any scheduled bank of Pakistan. Bids submitted without prescribed Earnest Money shall be liable for rejection at the time of Bid Opening.
2. All Taxes etc. shall be deducted from the bill(s) of the bidder(s) at prescribed rates notified by the Government from time to time.
3. Incomplete/disfiguring/over-writing/delayed bids will be considered non-responsive.
4. The bidders are at liberty to seek any clarification or further information from the office of the controller of examination, on any working day during office hours.
5. Provision of sample of degree folder is mandatory.
6. In case of degree folders bidders may provide multiple samples, a maximum of three with price quoted separately with each sample
7. Non-provision of samples will lead to disqualification of bidder.
8. The University of Swabi reserves the right to accept/reject any/all tenders/bids prior to acceptance of a bid, the procuring entity shall upon request communicate to any bidder who submitted a bid, the ground for rejection of bid(s) as per KPPRA’s rules.
9. The quantities of item(s) can be increased/ decreased as per KPPRA Rules.
10. Those firms who are involved in litigations with any government department/organization are not allowed to participate in tendering process.
11. A complete set of bidding documents may be purchased from office of the deputy director P&D, University of Swabi, on submission of written application upon payment of a non-refundable fee for printing of documents amounting to **Rs. 1,000/-** to be deposited in the **University of Swabi’s United Bank, Main Branch Swabi, Account No. 204588555.**
12. Tender forms/bidding documents shall be issued to the original Manufacturers/Suppliers or their/his authorized agent.
13. A complete set of bidding documents can be downloaded from the Official website of the University (www.uoswabi.edu.pk).

Note: This tender Notice is also available on (www.kppra.gov.pk)

DEPUTY DIRECTOR P&D
University of Swabi
Khyber Pakhtunkhwa