

UNIVERSITY OF SWABI

TENDER NOTICE

ADV NO: (4-3)-2023

The University of Swabi invites sealed bids on the basis of “**Single Stage Single Envelope Procedure**” from the **firms/General Order Suppliers/Retailers/Whole Sellers/Sole Proprietors** registered with Income Tax and Sales Tax Departments and are on active Tax Payers List (ATL) of Federal Board of Revenue (FBR) for “**Supply of Stationary & Office items to University of Swabi, 2023**”.

Issuance of Bidding Documents		Bids submission Date	Financial Bids opening Date
From	To		
19-09-2023	03-10-2023	03-10-2023 (10:00 am)	03-10-2023 (10:30 am)

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 as per schedule given above. Bids submitted without prescribed Earnest Money shall be liable for rejection at the time of Tender 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 undersigned, if desires on any working day during office hours.
5. 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 PPRA's/ KPPRA's rules.
6. The quantities of item(s) can be increased/decreased as per PPRA/KPPRA Rules.
7. Those firms who are involved in litigations with any government department/organization are not allowed to participate in tendering process.
8. A complete set of bidding documents may be purchased from office of the Undersigned on submission of written application upon payment of a non-refundable fee for printing of documents amounting to **Rs.1000/-** to be deposited in the University of Swabi's Official Bank Account bearing No. **0323-223082836 (UBL Main Branch Swabi)**.

Note: This tender Notice is also available at University website (www.uoswabi.edu.pk)

DIRECTOR P&D
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