

**UNIVERSITY OF SWABI**  
**TENDER NOTICE**

**ADV NO: ( )-2022**

The University of Swabi invites sealed bids on the basis of “**Single Stage Two Envelopes Procedure**” for the work namely “**Purchase of Stationary for Examination Section, University of Swabi, KP** ” Authorized Distributors/Suppliers registered with Income Tax and Sales Tax Departments and are in Active Tax Payers List (ATL) of Federal Board of Revenue (FBR) as per the following detail:

<b>Description</b>	<b>Supply Period</b>	<b>Pre-Bid Meeting Date</b>	<b>Issuance of Bidding Documents</b>	<b>Bids Submission Date</b>	<b>Technical Bids Opening Date</b>
Stationary for Examination section	As per Work Order	August 3, 2022	July 26, 2022	August 11,2022 till 2pm	August 11,2022 at 2:30pm

**Terms & Conditions:**

1. The eligible firms/companies are required to submit two separate sealed envelopes i.e. one envelope containing technical information of the bidder clearly marked as **Technical Bid** while the second envelope containing bid price, clearly marked as **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.
2. The “**Technical bid**” of the firm/company will be evaluated in accordance with the evaluation criteria as per PPRA’s/KPPRA’s rules and provided in the bidding documents. The Financial bids of only those firms shall be opened and allowed to participate in the tendering process declared qualified by the Technical Committee. Technical bids will be opened first and financial bids will be opened after completion of evaluation process, in the presence of technically qualified bidders. The financial bids of un-successful bidders will be returned unopened.
3. 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.
4. Incomplete/disfiguring/over-writing/delayed bids will be considered non-responsive.
5. The bidders are at liberty to seek any clarification or further information from the office of the undersigned, if desires on any working day during office hours.
6. 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.
7. The quantities of item(s) can be increased/decreased as per PPRA/KPPRA Rules.
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. 1,000/-** to be deposited in the **University of Swabi’s Official Bank Account bearing No. 204588555.**
9. Tender forms/bidding documents shall be issued to the original Manufactures/Authorized Distributors/Suppliers or their/his authorized agent.

**Note:** This tender Notice is also available at University website ([www.uoswabi.edu.pk](http://www.uoswabi.edu.pk)) & KPPRA website

**DIRECTOR P&D**  
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