

 UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES LAHORE  <b>Treasurer</b> Office. Direct. +92-42-99213650, Exchange. +92-42-99211449-50 Ext. 138 www.uvas.edu.pk	<b>PURCHASE CELL</b>
	Office of the Treasurer <b>University of Veterinary &amp; Animal Sciences, Lahore</b> Sheikh Abdul Qadir Jillani, Out Fall Road, Lahore-Pakistan

## Tender Notice

### **Procurement of Stationery Items for University of Veterinary & Animal Sciences – UVAS Lahore**

#### **TENDER No. 0095/2022-2023**

University of Veterinary & Animal Sciences, Lahore invites tender in **Pakistani rupees on single stage single envelop** (sealed) for supply of the above titled material (s) as per **Punjab Procurement rules- 2014 (amended)** from all income tax, Punjab sales tax (PRA), General Sales Tax and Professional Tax registered firms for the **Procurement of Stationery Items for University of Veterinary & Animal Sciences – UVAS Lahore**. Immediately after publication of the tender notice, the bidding documents will be available on University website as well as on PPRA website. Original paid challan of tender fee **Rs. 2000/-** generated online from UVAS website [www.uvas.edu.pk](http://www.uvas.edu.pk) and deposit any branch of Bank Alfalah Limited, should be enclosed with the bid. The Sealed quotations complete in all respect should reach in this office by **28-12-2022 till 11:00 a.m.** along with **Rs. 12000/- Bid Security** of Estimated Price **Rs. 600,000/-** in the form of CDR in the favor of **“Treasurer UVAS”** Lahore. The quotations will be **opened on 28-12-2022 at 11:30 a.m. in Administration Block, 1<sup>st</sup> Floor, Treasurer Office Meeting Room No.116, University of Veterinary and Animal Sciences, Lahore.**

**INCHARGE PURCHASE CELL**

University of Veterinary and Animal  
Sciences, Lahore



## **Tender No. 0095 / 2022-2023**

### **Bidding Documents**

#### **SPECIAL INSTRUCTIONS**

- No Cutting erasing is allowed in the Tender bid.
- Bid offered strictly in accordance with the bid document will only be accepted.
- Only typed bid will be accepted (no hand written)
- Bid Security will be accepted in the form of CDR (Call Deposit Receipt)

**THIS IS FOR STRICT COMPLIANCE, FAILING WHICH THE RESPECTIVE BID SHALL STAND CANCELLED**

#### **Contact Address:**

##### **Incharge Purchase Cell**

University of Veterinary and Animal Sciences,  
Sheikh Abdul Qadir Jilani (Outfall Road) Lahore  
**Tel:** 042-99211449, Ext: 138

## TERMS & CONDITIONS

1. Please write clearly in the front of Main envelop **“Tender number”**
2. The tender documents should be in tape binding shape and **attach** bidding documents in proper manner.
  - I. Bid security
  - II. Copy of deposited challan / tender fee
  - III. Proposal / quotation and write complete detail of tender
  - IV. Copy of NTN, STRN, Professional certificate, active taxpayer list (NTN, STRN)
  - V. Stamp paper of not black listed.
  - VI. Literatures and other where required documents
3. The price of this tender document is Rs. 2000/- (Non Refundable)
4. The Tender complete in all respect along with Bid Security (Refundable) of Estimated Price / Cost in the shape of only **“Call Deposit Receipt”** (CDR) in favor of **“Treasurer, UVAS”**, Lahore should reach in Purchase Cell by **28-12-2022 at 11:00 a.m** in the University of Veterinary & Animal Sciences, Lahore.

5.

Lot No.	Description	Bid Security in Pak Rupees. (Rs)
01	<b>Procurement of Stationery Items for University of Veterinary &amp; Animal Sciences – UVAS Lahore</b>	<b>12000/-</b>

6. The quotations will be opened on **28-12-2022 at 11:30 a.m.** in Administration Block, Treasurer Office, Meeting Room No. 116, 1<sup>st</sup> Floor, University of Veterinary and Animal Sciences, Lahore.
7. The offered price should be inclusive of all taxes.
8. The rate must be quoted only in **Pakistani Rupees**
9. Quoted rates must be valid for **120 days**
10. No offer shall be considered if it is:
  - a) Submitted without Tender Document
  - b) Submitted without Bid Security money.
  - c) Received after the date and time fixed for the receipt of tenders.
  - d) Is unsigned
  - e) Is ambiguous
  - f) Is conditional
  - g) Is received by Telegram.
  - h) Is received with a validity period shorter than the required in the tender enquiry.
  - i) Does not confirm to general conditions of the enquiry i.e it is not accompanied by sample or manufacturers literature where required.
  - j) Is for store materially and substantially different from that required in the tender enquiry.
11. A stamp paper of Rs.100/- will be attached with the bid that the firm is not black listed at PPRA, suspended or removed in any Government, Semi Government, Autonomous Bodies, Public sector university and any other Department.
12. In case of warranty 10% amount as security will be deducted from the bills of the firms at the time of payment and be released after the expiry of warranty period (where applicable).
13. The sample may be provided as & when required by Technical Committee.
14. Applicable Govt. levies will be deducted at source from the bill.
15. The equipment / stores supplied by the bidder shall be brand new, in original manufacturer packing and complete in all respects. Cost of transportation of supplied equipment / goods to the site of University and cost of installation and commissioning of equipment shall be the responsibility of the supplier.

16. Supply of material should be made within stipulated period of the Purchase Order positively; in case of failure the amount of CDR may forfeited and purchase will be made at the risk and cost of the defaulter or any penalty as per Purchase Rules, 2005 of the University can also be imposed.
17. In case of public holiday announce, the tender will be opened in the next working day.
18. The buyer shall notify the supplier in writing/through telephone of any defects that occur during the warranty period. On receipt of such notification/telephonic message the supplier shall attend the breakdown call within a maximum of 6 working hours.
19. The firm offering prices for supply of machinery and equipment should have sufficient qualified technical staff and be equipped and having capability to undertake the maintenance or replacement for the equipment supplied to this University.
20. The bidding documents should be dropped in ***Tender Box*** in the office of the Purchase Cell, Room No. 116, 1<sup>st</sup> Floor, UVAS, Lahore, during five working days till the last date mentioned in tender notice.
21. The successful bidder will submit stamp duty @ 0.25% of the total value of contract / purchase order at the time of submission of bill to the end user.
22. Bids must be quoted on company's letter pad duly signed stamped by the bidder
23. The person who will attend the tender meeting as per date mentioned in tender will be compulsory submitted Authorization letter from individual, firm and company.
24. Delivery time or completion schedule as per requirement of end user.
25. Attach NTN, GST and professional tax certificates with bidding documents.
26. Attach the copy of your FBR Active taxpayer serial Number list for the current financial year.
27. Read, sign all the tender documents, terms and conditions carefully and attached with your bidding documents.
28. Clearly mention Tender number, company name and address in front of envelop.
29. I or we, solemnly swear (or affirm) participated in UVAS Tendering process that there is no Conflict of Interest / relations in any shape as well as no direct relationship with University staff, member, employee and faculty.
30. Any further information if required can be obtained during office hour from 8.00a.m to 4.00 pm (Monday to Friday) from Purchase Cell, University of Veterinary and Animal Sciences, Lahore

We, M/s. \_\_\_\_\_ hereby certify that we have read and agreed with all terms and conditions mentioned above.

Name of Company	
Address	
Contact No.	
NTN No.	
PST No.	
GST No.	
Professional Tax	Please tick: Active/ Non Active
Past Experience (No. of Years) (Attached documented proof)	

\_\_\_\_\_  
Signature  
CEO/ Representative of company

**Incharge Purchase Cell**

University of Veterinary and Animal Sciences, Sheikh Abdul Qadir Jillani (Outfall Road) Lahore

**Tel:** 042-99211449, Ext:138 **Tel:**042-99213650

## Evaluation Criteria under PPRA Rules, 2014

- The lowest bidder will be considered for award after the completion / fulfillment the codal formalities of tender, in the light of PPRA Rules.

## Tender Document

<b>Sr. No.</b>	<b>Name of Items</b>	<b>Qty. required</b>
1.	Envelop Craft 9" x 4" fine quality	1000
2.	Envelop Craft 9" x 4" white 80 gm	1000
3.	File Board single gatta with white doori as per sample fine quality	1000
4.	File board double gatta fine quality	1000
5.	Peon Book Printed 9" x 5.5" 100 L	50
6.	Short Hand Note Book	25
7.	Budget Control Register (BCR) Printed, 75gm paper, 100 L, hard gatta binding, Rexion fin quality as per sample	50
8.	Budget Control Register (BCR) printed, 75 gm paper, 100 L, hard gatta binding, Rexion fine quality, as per sample	50
9.	Register Blank 200 L fine quality, 68 gm	50
10.	Register Stock 500 L printed , 75 gm, paper	50
11.	Register Stock 400 L, Printed 75 gm, paper	50
12.	Log Book (Vehicle) Printed 100 L, 75 gm paper as per sample	100
13.	Envelop Craft 11" x 15" fine quality	500
14.	Envelop Craft 10" x 12" fine quality	500
15.	Ball Point Uniball Signo Different Coloured	50 Pack
16.	Dollar Pointer 0.3mm different coloured	50 Pack
17.	Ball Point Unibal Eye Fine Different Coloured	50 Pack
18.	Ball Point Dollar Clipper Plus + Different Coloured	50 pack
19.	Ball Point Clear Stic, Different Coloured	50 pack
20.	Box File Folder	200 Nos.

➤ **Delivery at Purchase Cell UVAS, Lahore**