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Signature of the Bidder with date and Stamp:_____



University of Swat

Office of the Treasurer/Store and Procurement Section

Main Administration Block , Charbagh Swat

www.uswat.edu.pk

Phone: 0946-920815

Email: Storeofficer@uswat.edu.pk

TENDER NOTICE

Procurement of Paper Reams for Examinations Section, University of Swat

Sealed bids are invited for the purchase of Paper Reams for Examinations Section, University of Swat. Bids are invited under the **Single Stage One Envelope Procedure** from well-reputed firms and authorized dealers (possessing a valid Manufacturer's Authorization Certificate) registered with the Income Tax and Sales Tax Departments and appearing on the FBR Active Taxpayers List (ATL).

Terms and Conditions

1. **Earnest Money (CDR):** Bidders shall deposit **2% Earnest Money** in the form of a **Call Deposit Receipt (CDR)** from any scheduled bank in favor of the *Treasurer, University of Swat*.
2. **Tender Processing Fee:** A non-refundable fee of **Rs. 4,000/-** must be deposited online into the **Treasurer A/C No. 3244316617**, National Bank of Pakistan, Main Branch, Saidu Sharif Swat (Branch Code: 1330).
3. **Hard Copy Submission:** The **original receipts** of both the **CDR** and the **Tender Processing Fee** must reach the office of the undersigned in hard copy format **before the tender closing time (10:30 AM, Thursday, September 24, 2026)**.
4. **Eligibility:** Firms who have successfully completed at least **Two (2) relevant projects** in Government, Semi-Government, or Autonomous organizations are qualified for the tender.
5. **Bid Pricing:** Bid Cost shall comprise the **Item Cost** and **Taxes** (Federal and Provincial) separately.
6. **Invalid Bids:** Incomplete, disfigured, over-written, or delayed bids will be considered non-responsive.
7. **Scrutiny:** All bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable.
8. **Purchase Order:** Purchase order (s) will be awarded to the Most Advantageous technically recommended bidder (s) based on grand total according to the nature of BoQs.
9. **Information:** Bidders are at liberty to seek any clarification or further information from the office of the undersigned on any working day during office hours.
10. **Rejection Rights:** The competent authority reserves the right to reject any or all tenders; reasons for rejection shall be communicated to the firm upon request.
11. **Deductions:** All Taxes etc., shall be deducted from the bill(s) of the bidders at prescribed rates notified by the Government from time to time.
12. **Tender Documents:** Tender forms along with detailed specifications and terms can **also** be obtained from the office of the Treasurer, University of Swat, upon presenting the Online Deposit Receipt of **Rs. 4,000/-**. Details are also available on the official website: www.uswat.edu.pk.
13. **E-Bidding (EPADS):** Interested Bidders must upload their E-bids on **EPADS** before **10:30 AM, Thursday, September 24, 2026**. Bids submitted after this time shall not be entertained.
14. **Bid Opening:** Bids will be opened on the same day (**September 24, 2026**) at **11:00 AM** in the Committee Room, Main Campus Charbagh, Swat, in the presence of bidders or their authorized representatives.
15. **Public Holiday:** In case of a public holiday, the meeting will be held on the next working day at the same time and venue.

Treasurer

Signature of the Bidder with date and Stamp: _____

TENDER APPLICATION FORM

1. Registered Name of the Firm (Block Letters) _____																					
2. Name of CEO (Block Letters) _____																					
CNIC	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
3. Contact Information:																					
i. Head Office: _____																					
ii. Franchise/Outlet: _____																					
iii. Postal Address: _____																					
iv. Office No: _____ Cell No: _____ Email: _____																					
4. STRN: _____																					
5. National Tax Non (NTN): _____																					
6. Aggregate of the total quoted price _____																					
7. Amount of CDR (@2% of the total Amount _____																					

TERMS & CONDITIONS

1. Eligible firms include those who have successfully completed Two relevant projects in government/semi-government/autonomous organizations.
2. Rates should be quoted against each item desired for bid.
3. Call deposit at the rate of 02% (two percent) earnest money shall be attached.
4. Income Tax and Sale Tax shall be deducted at source.
5. In case of non-supply/Non completion of the required item(s)/Work mentioned in the Bid Solicitation Documents, CDR will be forfeited in favor of the University.
6. The successful bidder should be bound to complete the turnkey project in the stipulated time (mentioned in the work order). Otherwise, a penalty of 0.067% per day would be imposed, up to a maximum of 10% of the total amount if the supply and work are not completed in the specified time.
7. The number of Items/Work can be increased or decreased with the approval of the Competent Authority.
8. For electrical / IT / laboratory equipment the warranty period of at least 01 (one) year is mandatory to be mentioned in the quotations & for the Expendable items will be one month from the issuance of the completion certificate.

Signature of the Bidder with date and Stamp:_____

9. Retention money will be deducted from running bill @10% and will be released after successful completion of the Defect Liability Period (and after issuance of completion certificate/End User Certificate).
10. The CDR deposit of 2% is required before any tender or bid is considered.
11. No tender or bid shall be entertained without deposition of Tender fee @ Rs. 4000/- (Rupees Four Thousand only) which shall be deposited in account No. **3244316617** National Bank of Pakistan (NBP) Main Branch Saidu Sharif Swat. (Branch Code: 1330)
12. The firms must write on the corner of the envelope the name of the items/equipment's/Work applied for.
13. Provision of sample is obligatory for the firms in due course of time, if mentioned in supply/Work order, and if the firm fails to provide the sample, then the firm will be excluded from the tender.
14. No alternate rate shall be entertained for the items/equipment.
15. All prices should be quoted on F.O.R (Pak Rupees) inclusive of all taxes.
16. Your bid proposal should be inclusive of freight and all other taxes and to be delivered to University of Swat's store.
17. All pages of the Bid Solicitation Document are mandatory to be signed, stamped meaning thereby bidder agrees to our terms and conditions, mentioned herein, failing which the bid may be liable to rejection.
18. If the vendor fails to deliver the goods / services to University of Swat, within the given deadline, any of the following can be opted by University of Swat on the recommendation of the end user and approval of the authority.
 - a. An extension in the delivery period may be granted in case a valid reason/justification with necessary documentary evidence is provided by the vendor supporting the reason for delay.
 - b. A penalty up to 10% of the invoice value may be charged.
 - c. Purchase/Work order may be cancelled along with confiscation of earnest money if the vendor fails to deliver the goods / services after the initial or extended delivery time, as the case may be.
19. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per PPRA & KPPRA Rules).
20. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
21. Purchase order (s) will be awarded to the Most Advantageous or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
22. No overwriting / cutting / corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
23. Any bids received after the prescribed date & time for submission of bids shall be returned un-opened.
24. All prices should be valid for at least 120 days from the date of Tender opening, Withdrawal or any modification of the original offer within the validity period shall entitle University of

Signature of the Bidder with date and Stamp:_____

Swat to forfeit the earnest money in favor of the University of Swat and put a ban on such vendor participation in University of Swat Tenders / works.

25. Payment will be made on submission of Invoice in the name of "University of Swat" with a copy of delivery challan (s) after the complete order has been supplied/done, inspected and accepted which includes delivery / installation, and University of Swat acceptance / inspection thereof.
26. All the bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable.
27. In case of any dispute or grievance, the matter shall be addressed as per PPRA/KPPRA rules.
28. Product Qualification Criteria: If the product offered by vendor, failed to meet the specifications / standards mentioned in the BOQ, it will be rejected straightaway and no further consideration will be given. Also, if the offered product has better specifications than the requirement of BOQ it will be accepted.
29. Please submit bid (rates) on our prescribed BoQs Form and clearly mention the quoted model / brands, with complete terms and conditions signed, stamped with bids, otherwise your bid (s) may be rejected.
30. In case more than one bidder have quoted same rates for an item; the bidder securing more items (in terms of cost) will be awarded the specific item.
31. Refurbished, Grey, used, open box or smuggled products will not be accepted in any case.
32. As per Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the May 03, 2016, Clause No: 32.2 reproduced as "Within thirty (30) days of receipt of the Contract Form/Supply Order, the successful Bidder shall sign and date the contract/Supply Order and return it to the Procuring agency
33. As per Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the May 03, 2016 clause No: 33.2, Reproduced as "Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids."
34. Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that
 - a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities.
 - b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past

Undertaking

It is certified that the above terms & conditions have been read, learned and accepted.

Signature of the Bidder with date and Stamp:_____

Check List for supporting Documents

Sr.No	Item Name	Status	Remarks
(i)	Tender FEE of Rs.4000/- attached	Mandatory	
(ii)	2% Bid Security attached	Mandatory	
(iii)	Firms who have completed Two relevant and successful projects in government/semi-government/autonomous organizations are eligible to bid, Therefore Five relevant supply orders and completion/installation certificates attached.	Mandatory	
(iv)	FBR active Income Tax Certificate attached	Mandatory	
(v)	FBR Operative and Active Sales Tax Certificate attached	Mandatory	
(vi)	Non-Black Listing Certificate (Firm shall submit an affidavit to the effect that a. Firm has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm is/was not involved in any litigation/Arbitration and that no work is rescinded in the past	Mandatory	
(vii)	Price Schedule/quotations * Specifications is given at annexure B	Mandatory	

Signature of the Bidder with date and Stamp:_____

Annexure A

Non-Black Listing Certificate

(TO BE ENCLOSED WITH BID DOCUMENT)

(To be printed at stamp paper)

I, _____ S/o _____ working as
Proprietor/Managing Partner/Director of M/s _____
having its registered office at _____ do hereby
solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/
Director of M/s _____
2. That M/s _____ is a
proprietorship/partnership firm/company is participating in tender process conducted by
Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate
company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company
M/s _____ and my/our firm/group/company/ sister concern
/ associate company have not been black listed/de-listed by any Institutional
agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after
Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our
application is round other-wise or incorrect or false at any stage, my/our firm/company/
group/sister concerns/ associate companies shall stand debarred from the present and
future tenders of the University of Swat.
7. That I further undertake that the Firm is/was not involved in any litigation/Arbitration
and that no work is rescinded in the past

(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT

Verified at _____ on _____ that the contents of paras 1 to
7 of this affidavit are true and correct to best of my knowledge and no part of this is false
and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

Signature of the Bidder with date and Stamp:_____

Annexure B

Price Schedules

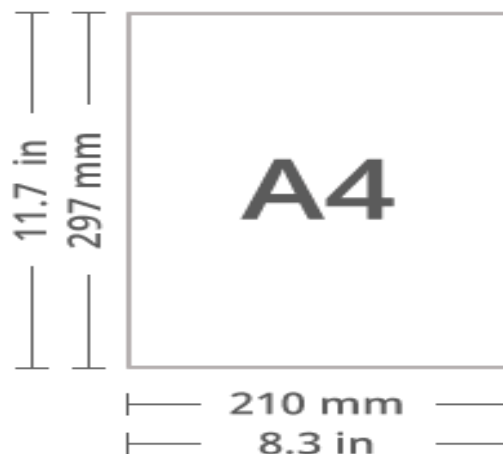
(To be printed at Company Letter Head)

To

Treasurer
University of Swat

S. No	Item Name	Specifications	Unit Price Without GST (PKR)	GST	Qty	Total Price With GST (PKR)
1	A4 paper	8.3x11.7 inches, 70gram, (500 sheets per ream)			1500 Reams	

Note: in Case of Discrepancy between unit price and total, the unit price shall prevail)



Signature of the Bidder with date and Stamp:_____