



Tender No. 0122 / 2021

Term of Reference (TOR)

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 attached bidding documents improper manner and respectively to evaluate the bidding documents
 - I. Attached bid security
 - II. Attached copy of deposited challan / tender fee
 - III. Attached proposal / quotation and write complete detail of tender
 - IV. Attached copy of NTN, STRN, Professional certificate, active taxpayer list (NTN, STRN)
 - V. Attached Stamp paper of black listing.
 - VI. Attached literatures and other helping documents
3. The price of this tender document is Rs.500/- (Non Refundable)
4. The Tender complete in all respect along with **2% 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 **03-03-2021** at **11:00 a.m** in the University of Veterinary & Animal Sciences, Lahore.
- 5.

Lot No.	Description	Bid Security in Pak Rupees. (Rs)
01	“Invitation for Expression of Interest (EOI) Repair & Maintenance of Furniture & Fixture of University Library, UVAS, Lahore	2726/-

6. The quotations will be opened on **03-03-2021** at **11:30 a.m.** in Administration Block, Treasurer Office, Meeting Room No. 116, 1st 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.50/- 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. 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.

18. 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.
19. The bidding documents should be dropped in **Tender Box** in the office of the Purchase Cell, Room No. 108, 1st Floor, UVAS, Lahore, during five working days till the last date mentioned in tender notice.
20. 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.
21. Bids must be quoted on company's letter pad duly signed stamped by the bidder
22. 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.
23. Delivery time or completion schedule as per requirement of end user.
24. Please attach NTN, GST and professional tax certificates with bidding documents.
25. Please attach the copy of your FBR Active taxpayer serial Number list for the current financial year.
26. Please read, sign all the tender documents, terms and conditions carefully and attached with your bidding documents.
27. Please clearly mentioned Tender number, company name and address in front of envelop.
28. 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.
29. 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.

Signature: _____

Designation: _____

Dated: _____

Stamp: _____

Incharge Purchase Cell
University of Veterinary and Animal
Sciences, Sheikh Abdul Qadir Jillani
(Outfall Road) Lahore
Tel: 042-99211449, Ext:138
[Tel:042-99213650](tel:042-99213650)

Term of Reference (TOR)

Sr. No.	Detail of Repair & Maintenance	Qty.
1	➤ Table Polish Mehroon color	17
2	➤ Repair of Table	17
3	➤ Chairs Polish and Repair	25
4	➤ Partition repair Size 12 x10	01

➤ **Repair & Maintenance at Library, UVAS, Lahore**

Muhammad Aslam
Librarian
UVAS, Lahore