

Pir Mehr Ali Shah
UNIVERSITY OF ARID AGRICULTURE, RAWALPINDI
Tender Enquiry No. _____ Due on 07 May, 2021

TERMS AND CONDITIONS OF THE TENDER

Sealed separate technical and financial bids on item rate basis are invited from well-established firms who are authorized partners (Distributors, Resellers or have Authorized Letter from mentioned Partners of reputable national/ international companies), having good past experience, financial position, registered with the Income & Sales Tax for **“Framework Contract Agreement for Purchase of Stationery and Consumable Items”** on the terms and conditions as set below:

1. The proposal should be submitted **in double cover on FOR basis** at the University campus, **inclusive of General Sales Tax.**
2. The complete company profile, sales tax, income tax, professional tax certificates, GST paid challans/ returns and bank statement of last 3 months should be attached.
3. The conditional tenders will not be accepted and incomplete tenders are liable to be rejected.
4. The bidders must be furnished a Bid Security equivalent to 2% of the estimated price in the form of Deposit-at-Call in favor of Treasurer; Pir Mehr Ali Shah Arid Agriculture University Rawalpindi will be acceptable. Tenders not accompanied by Earnest Money or less earnest money will not be entertained and straightway ignored/rejected. Earnest Money of successful tenders will alone be retained and that of the rest will be returned. In case of non-completion of supply within stipulated period, as mentioned in the Purchase Order, Earnest Money will be forfeited in favor of Treasurer PMAS-Arid Agriculture University Rawalpindi.
5. Income Tax/General Sales Tax/Punjab Sales Tax will be deducted at source as per existing rules. 10% of the total value of the contract for satisfactory completion of the contract without any interest will be deducted from the bill of the bidder as performance security which will be retained by the University for **06 months**. It will be released if no complaint is received from the end user.
6. Amendments or alterations or cuttings etc., in the quotation/tender documents are not acceptable and such quotation/tender. Changes or revisions in rates after the opening of the tenders will not be entertained and may disqualify the original offer.
7. Tenders must be in sealed cover and on envelope it must be written in bold letters for **“Framework Contract Agreement for Purchase of Stationery and Consumable Items” to be addressed to Chairman, Purchase Committee, PMAS- Arid Agriculture University, Rawalpindi, by due date and time.**

8. The University does not pledge to accept lowest tender and reserve the right of accepting full or part quantity offered and bidders should supply the same at the rates quoted by them.
9. Samples of all the items (if applicable) must be submitted with the quotations/tenders "Freight Pre-Paid". In case of rejection these will however be returned "Freight to Pay".
10. **The right to accept or reject any offer or to split up amongst more than one bidder or change the quantity of items at any time is hereby reserved as per PPRA Punjab rules. The decision of the University Authorities would be final/binding on all matters relating to this tender.**
11. The firm/company has to submit along with tender bid an affidavit that the company is not involved in litigation or black listed.
12. Contract if placed, will be governed by the terms and conditions of this tender enquiry and PPRA rules as well as of the contract placed.
13. The specifications of the items must be strictly the same as mentioned in the tender document. Bids containing specifications other than mentioned in the tender document will be rejected.
14. Sealed separate Technical and Financial Bids must reach separately to this office by **07-05-2021 by 11:00 AM** positively and Technical bids will be opened on the same day at **11:30 AM** in the Office of the Chairman, Purchase Committee, in the presence of bidders or their representatives who may like to attend the opening of bids/tenders and Financial bids will be opened on the same day or after evaluation of technical bids by the Technical Committee. **Bids/tenders received after the due date and time will straightway be ignored.**
15. The detail specifications and evaluation criteria are attached herewith.

***Note:** Violation of any clause of above Terms and Conditions shall led to the rejection of Tender partially or fully by the Tender Opening Committee. Please ensure, follow the tender procedure carefully.*

SCHEDULE ATTACHED