



**QUAID-I-AZAM UNIVERSITY**  
(Purchase & Store Section)

No. 507/5/256/PSS

Dated: \_\_\_\_\_

M/S \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: **TENDER DOCUMENTS – PURCHASE OF DEGREE FOLDERS**

Reference: Your letter No. \_\_\_\_\_ dated \_\_\_\_\_ 2024.

Dear Sir,

A set of tender document relating to tender enquiry No. **507/5/256/PSS** dated **07.10.2024**, due on **22.10.2024** for purchase/supply of Degree Folders.

Kindly acknowledge its receipt.

Encl: (As above)

**Purchase & Store Officer**

**QUAID-I-AZAM UNIVERSITY**  
**(Purchase & Store Section)**

**TENDER DOCUMENTS**

Tender Enquiry No. 507/5/256/PSS dated 07.10.2024, due on 22.10.2024 for purchase/supply of Degree Folders.

**TERMS AND CONDITIONS OF THE TENDER**

Quotations on item rate basis for the supply of Degree Folders are invited in accordance with the terms and conditions noted below:-

1. This Tender document to be completed and returned is **one original in the office of Purchase & Store Section of Quaid-i-Azam University and also uploaded on the EPADS.**
2. Quotation should be submitted on the basis of free delivery at the University Campus. Quotation on the basis of ex-go down/shop will not be accepted.
3. Rates must be valid for a period of **06-Months** and must hold for any revised or enhanced quantity without notice. In case of non-acceptance of repeat order as per PPRA's rule 42c iv, strict action will be taken against the firm.
4. Sealed quotations/tenders must reach this office by **21/10/2024 at 11:00 A.M** and will be opened on the **same day at 11:30 A.M** in the Committee Room, **Admin Block, QAU, Islamabad** in the presence of bidders or their representatives who may like to attend the opening of quotations/tenders. **The quotation/tender received after the due date and time will be straightaway rejected.**
5. The requisite items are required immediately but in case it is not possible, the firm must specify their own definite delivery period.
6. Telegraphic and conditional tender will not be accepted. The disfiguring, overwriting/manipulation and cutting in the tender documents will be the desecration of Tender Opening Committee to reject or accept. **Changes or revisions in rates after the opening of the tender will not be entertained and this may disqualify the original offer.**
7. The tender must be furnished with Bid Security/earnest money equal to **2% earnest (Rs.70,000)** of the total estimated cost/value which is amounting to Rs.3.500Million **in shape of CDR/ demand draft in favour of Treasurer, Quaid-i-Azam University – Islamabad**, will be acceptable. **Tender not accompanied by Bid Security/earnest money or less Bid Security will not be entertained and straightaway rejected.** Bid Security of two lowest bidders will be retained and rest will be returned. If lowest bidder is withdrawn or non-provision of fully or partial supply before the expiry of its validity, the Bid Security will be forfeited in time.

**Purchase & Store Officer**

**Supplier's Signature and Stamp**

8. Tender must be in sealed cover and on the Envelope, it must be written in bold letters **“TENDER TO BE OPENED ON 22/10/2024”** for the purchase of Degree Folders and should be sent to the Purchase & Store Officer (not by name).
9. The University may ask the successful bidder(s) to deposit a certain amount of Performance Guarantee (up to 2% of the total value of the supply order), the university will hold this Performance Guarantee upto the completion of standard warranty period.
10. The University does not pledge to accept the lowest tender and reserves the right to accept full or part quantity offered and bidders should supply the same at the rates quoted by them.
11. The University reserves the right to accept / reject the tender (s) by conveying the reasons on request of bidders. The decision of the University on all matter relating to this tender shall be final.
12. Contract if given will be governed by the terms and conditions of this Tender Enquiry and also the conditions mentioned on the/in the Supply Order as well.
13. The quantity/ quality and standard must be kept in view while quoting the rates, inferior quality / substandard items would not be accepted.
14. The rates shall be quoted on QAU bidding documents, issued after payment of the bidding document fee, otherwise the financial bid shall be not considered.
15. The contract will be awarded to overall lowest bidder instead of item wise.
16. **All information/rates relating to the present tender enquiry must be quoted by using these “Tender Documents” in accordance with the given specifications. In case the bidder has any alternate / equivalent offer regarding the demanded specifications, may enclosed on proper letter had pad duly sign & Stamp.**
17. ***Violation of any clause of above Terms and Conditions shall lead to the rejection of Tender partially or fully.***

**Schedule Attached**

**Purchase & Store Officer**

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**Supplier's Signature and Stamp**

**QUAID-I-AZAAM UNIVERSITY**  
(Purchase & Store Section)

**THIS FORM MUST ACCOMPANY THE QUOTATION**

Although the terms and conditions of the Tender Enquiry are very clear even then Suppliers are required to fill this form and attach it with their quotation otherwise their offer can be ignored/rejected.

Yes/No

1.	Do you know that only the rates on F.O.R. Quaid-i-Azam University basis are to be considered?	
2.	Have you quoted the rate on the schedule of quantity?	
3.	Have you quoted the rates strictly according to our specifications or Have you seen the sample/drawings before quoting the rates?	
4.	Do you know that in case of non-completion of supply, your earnest money will be forfeited?	
5.	Do you know that offers received after the due date/time is not considered and no request in this regard can be accepted/entertained?	
6.	Do you know that conditional offers i.e. subject to prior sale etc. are not considered?	
7.	Have you read all the terms and conditions of the tender enquiry and these are acceptable to you?	
8.	Have you quoted the Sales Tax Registration Number and attached the photocopy of the certificate.	
9.	Have you confirmed that rates quoted by you, are inclusive of Sales Tax?	
10.	Have you confirmed that rates quoted by you, are "Not Applicable" for Sales Tax? If Yes, quote the authorities/notification number with date.	
11.	Have you attached the sample?	

Name of Tenderer with Signatures: \_\_\_\_\_ NIC No. : \_\_\_\_\_

Mobile/PTCL No. : \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of the Firm with office seal: \_\_\_\_\_

Dated: \_\_\_\_\_ 2024

\_\_\_\_\_  
Supplier's Signature and Stamp

Purchase & Store Officer

-----FOR OFFICE USE ONLY-----

**SIGNATURES OF TENDER OPENING COMMITTEE**

\_\_\_\_\_  
  
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**DETAIL LIST OF ITEMS REQUIRED**

<b>Sr. No.</b>	<b>Description (specified brand or equivalent)</b>	<b>A/U</b>	<b>Qty units</b>	<b>Unit Price without GST</b>	<b>Total Without GST</b>
1	Degree Folder A4-size (as per Sample)	Nos.	3000		
2	Degree Folder Conventional size (as per Sample)	Nos.	2000		
<b>Total:</b>					
<b>GST 18%:</b>					
<b>G. Total:</b>					

- i. All items should be exactly according to our specifications
- ii. Quantity can be increased / decreased

\_\_\_\_\_  
Supplier's Signature and Stamp

\_\_\_\_\_  
Purchase & Store Officer

-----FOR OFFICE USE ONLY-----

**SIGNATURES OF TENDER OPENING COMMITTEE**

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**QUAID-I-AZAM UNIVERSITY  
PURCHASE AND STORE SECTION**

**THIS FORM MUST ACCOMPANY THE QUOTATION**

Although the terms and conditions of the Tender Enquiry are very clear even then Suppliers are required to fill this form and attach it with their quotation, otherwise their offer can be ignored/rejected.

1. Total No of items quoted: \_\_\_\_\_
2. Total amount of items quoted: Rs.\_\_\_\_\_
3. Total amount of Earnest Money:  
Deposited @ 2% of the estimated cost. Rs.\_\_\_\_\_
4. Name and address of the Bank: \_\_\_\_\_
5. Call Deposit No. \_\_\_\_\_ Dated \_\_\_\_\_
6. Amount of Call Deposit: Rs.\_\_\_\_\_

**Name of Tenderer with signatures :** \_\_\_\_\_

**NTN No. :** \_\_\_\_\_

**GST No. :** \_\_\_\_\_

**Name of the Firm with office seal:** \_\_\_\_\_

**Dated:** \_\_\_\_\_ 2024

**Purchase & Store Officer**

**Supplier's Signature and Stamp**

-----**FOR OFFICE USE ONLY**-----

**SIGNATURES OF TENDER OPENING COMMITTEE**

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