



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA  
(PROCUREMENT CELL)**

**INVITATION TO BIDS (TENDER NO. 63/2022)**

1. The University of Engineering & Technology, Taxila has received budget from Government of Punjab towards the cost of Purchase of Stationery and Printing items for 20<sup>th</sup> Convocation-2023. It is intended that part of the proceeds of this budget will be applied to eligible payments under the contract for supply of following items:

Sr. No	Description	Items	Bid Security 2%
1	<b>Stationery items</b> (Specifications are available at Part-I, Section IV)	13 items	1,552/-
2	<b>Toners</b> (Specifications are available at Part-I, Section IV)	04 items	1,860/-
3	<b>Printing Items</b> (Specifications are available at Part-I, Section IV)	09 items	24,260/-

2. The UET, Taxila invites sealed bids from eligible bidders, Manufacturers, authorized Sales & Service Dealers for the above items.
3. Offers shall remain valid for 90-days from the date of opening of Financial Bid. The bidders shall quote their prices inclusive of all duties / Taxes / Packing / Petrol / Transportation / Installation / Demonstration etc and all other expenses on delivery to consignee at UET Taxila premises.
4. Supply of items within 15-days.
5. Bidding shall be conducted through Open Competitive Bidding (Single Stage-Double Envelope) procedures specified in the Punjab Procure Rules PPRA 2014 (amended 2022), and is open to all eligible bidders as defined in the bidding document.
6. Interested eligible bidders may obtain bidding documents by payment of fee worth Rs. 1000/- in the form of CDR, Pay Order, Demand Draft, Banker's Cheque or Challan Form and to be attached with the Technical Bid and further information could be obtained from the Director Procurement, UET, Taxila.
7. The Tender / Relevant documents can also be downloaded from official website "[web.uettaxila.edu.pk](http://web.uettaxila.edu.pk)" of UET, Taxila or can be seen on website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).
8. The provisions in the Instructions to Bidders and in the General Conditions of Contract are the provisions of the Bidding Documents.
9. Sealed Bids must be delivered to the above office on or before time **10:30am on 05.12.2022 (Monday)** and must be accompanied by a Bid Security as mentioned above in the form of CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan and to be attached with the **Financial Bid**.
10. Bids will be opened in the presence of bidders' representatives who choose to attend the tender opening meeting **at 11:00 a.m. in the Conference Room, Admin Block, UET, Taxila, on the same date**.
11. The bidders are requested to give their best and final prices as no negotiations are expected.
12. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.
13. For obtaining any further information or clarifications, please contact the person named below:

**Asif Ali**  
Director Procurement  
Phone: 051-9047478, Email: [asif.ali@uettaxila.edu.pk](mailto:asif.ali@uettaxila.edu.pk)