



Administration Block Charbagh Swat
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Store Procurement Section
OFFICE OF THE TREASURER
University of Swat

Supply of Examination Stationery
(i.e Wrapping Sheets & Cloth Coated Questions Papers Envelopes)
(Single Stage one envelope procedure)

Sealed bids are invited for supply of Examination Stationery (Wrapping Sheets, Cloth Coated Questions Papers Envelopes); to University of Swat under single stage one envelope procedure from well-reputed firms registered with Sales Tax, Income Tax Department having active status on FBR ATL.

1. Firms who have worked on two relevant and successful projects in government/semi-government/autonomous organizations are qualified for the tender.
2. Bid Cost shall comprise of item Cost and taxes (Federal and Provincial) separately.
3. Incomplete/disfiguring/over-writing/delayed bids will be considered non-responsive.
4. All the bids will be scrutinized by the committee. Incomplete and conditional bids shall not be acceptable.
5. The bidders are at the liberty to seek any clarification or further information from the office of the undersigned, if desires on any working day during office hours.
6. The competent authority reserves the right to reject anyone or all the tenders, the reasons for rejection shall be communicated to the firm upon request.
7. All Taxes etc. shall be deducted from the bill(s) of the bidders at prescribed rates notified by the Government from time to time.
8. Tender forms along with detailed specification, terms and conditions can be obtained from the office of the treasurer, University of Swat upon online Deposit Receipt of fee **Rs. 4000/- (Non-Refundable)** in favor of the **Treasurer A/C No. 3244316617 National Bank of Pakistan Main Branch, Saidu Sharif Swat (Branch Code 1330)**.
9. Quotation duly filled must reach to the **Tender box** in the office of Treasurer, University of Swat, Main Campus Charbagh Swat along with the **earnest money @ 2% of bid cost** in shape of Call Deposit Receipt (CDR) from any scheduled bank in favor of Treasurer, University of Swat latest by **(Thursday) August 21, 2025 (11:00 AM, Tender box closing time)**.
10. Bids will be opened on the **same day at 11:30 AM** in Committee Room Main Campus Charbagh Swat, in the presence of suppliers or their authorized representatives.
11. In Case of public holiday, the meeting will be held on next working day on same time.
12. The details i.e. Tender Specification and TORs can also be obtained from the official website of the University i.e. www.uswat.edu.pk

Treasurer
University of Swat