

# UNIVERSITY OF GUJRAT

## INVITATION FOR BIDS

<b>PROCUREMENT NAME:</b>	<b>PROCUREMENT OF FILE COVERS &amp; ENVELOPS FOR UNIVERSITY OF GUJRAT</b>
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### IFB No. UOG/DP/2023-24/13

University of Gujrat invites bids from reputed firms, registered with Sales Tax & Income Tax departments with active tax payer profile and having adequate past experience and financial capabilities, for supply of above mentioned item(s). Bids shall be processed on **Single Stage Two Envelope Bidding Procedure**. Bidding documents can be obtained w.e.f. the date of its publication on submission of a written request on company's letter head from the office of the Director Purchase University of Gujrat. Request must be accompanied with **Bid Fee of Rs. 3,000/-** in form of Pay Order/Demand Draft/or cash deposit voucher in UOG Misc. Fee A/C # 6510031945600024, Bank of Punjab, UOG Branch Gujrat. Bidding documents can also be **downloaded from PPRA's website** and Pay Order/Demand Draft of bid fee must be attached along with technical bid submitted. **Technical Proposal must contain Bid Security in the form of CDR/Demand Draft/Pay Order in favor of Treasurer, University of Gujrat (Bid security @ 2% of Estimated Cost as given in tender documents)**. Sealed bids in conformity with bidding documents should reach in the office of the Director Purchase UOG, not later than **01:30 PM on 23-11-2023**. Sealed proposals shall be opened on same day **at 02:00 PM** in the presence of bidders or their representatives having valid authority letter from their respective organization. University shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals etc. Bids which are incomplete, unsigned & unstamped on bid form, unsealed, without bid security and late by specified time shall not be considered. The University Management may reject all bids at any time prior to acceptance of a bid, as provided under Rule-35 of Punjab Procurement Rules-2014.

**DIRECTOR PURCHASE  
ADMIN BLOCK  
HAFIZ HAYAT CAMPUS  
UNIVERSITY OF GUJRAT  
053-3643331-3643334 Ext-117**