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Directorate of Procurement & Inventory Control  
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PMAS-AUR Agriculture University Rawalpindi invites sealed quotations from sales tax and income tax registered companies, suppliers, etc. for **Purchase of Laptop Core I5 10<sup>th</sup> Generation at IHA (list attached)** on free delivery to Consignee's end basis.

1. Interested suppliers may get detailed specifications from the office of the Directorate of Procurement & Inventory Control until the closing date for the submission of quotations.
2. Procurement will be made through quotations as per Punjab Procurement Rules 2014 Rule 59 (b) "petty purchases through quotation: a procuring agency may provide for petty purchases through at least three quotations where the cost of the procurement is more than seventy five thousand rupees but less than two hundred thousand rupees and such procurement shall be exempted from the requirements of bidding procedures; the procuring agency shall, however, ensure that such procurement is in conformity with the principles of procurement.
3. Sealed quotations are required to be submitted by the interested bidders till **11:00 AM** on **02.11.2020**, in the Office of the Directorate of Procurement & Inventory Control. The quotations received till the stipulated date & time shall be opened on the same day at **11:30 AM** in the presence of the bidders or their authorized representatives (who choose to attend) by the purchase committee. Late quotations shall not be entertained
4. Signing and stamping of each page of quotation document is mandatory.
5. **The Bidders are requested to submit Affidavit from the bidder that the firm has not been blacklisted and all the information provided in its bid is correct and up-to date. The bidder accepts all terms and conditions of the advertised bidding documents for financial year 2020-2021.**
6. **The supplier is bound to provide Sample of quoted items. Non-Provision or rejection of Sample from designated Committee of the University will result in Non-Responsiveness of bidder for purchase purpose. Moreover, bids/proposals of Non-Responsive suppliers will be returned back as unopened.**

**Note: The procurement shall be governed by the Punjab Procurement Rules, 2014.**

**Deputy Registrar (P&IC)**

SR #		Schedule
1.	Quotation Documents	From the date of publication of quotation documents on University Website till closing time and date as mentioned in documents.
2.	Last Date of submission	<b>11:00 AM on 02-11-2020</b>
3.	Opening of Quotations	<b>11:30 AM on 02-11-2020</b>

### **QUANTITY & TECHNICAL SPECIFICATIONS OF ITEM**

Estimated Cost. Rs.96,000/-

Sr. No	Name of Items	Specifications	Quantity
1.	Purchase of Laptop	Core I5 10 <sup>th</sup> Generation	01 No.

#### **Schedule of Requirements:**

The supplies shall be delivered in accordance with purchase order issued by the as per following schedule of requirements:

#### **Consignee's End:**

The stock will be received at Procurement & Inventory Control, Delivery period is **30 days** after necessary approval.

#### **Special Conditions of the Contract & Technical Specifications**

The Supplier shall arrange such transportation of Items as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the schedule of requirement.

All costs associated with the transportation including loading/unloading/ installation of Items and road taxes shall be borne by the Supplier. Services / Maintenance charges believed to be included in quoted prices.

**Service Charges:** No separate service charges will be entertained

#### **Payment Schedule**

100% Payment to the Suppliers will be made against satisfactory performance and upon submission of required documents and in accordance with the procedure mentioned in Rule 64 and other relevant rules of PPRA-2014, on production of Inspection Certificate and receipt certificate from Consignee, after recovery of Government dues (if any).

#### **Quotation Rejection:**

The procuring agency keeps the right to cancel any or all the quotations with intimation to bidders.

**Bid Security** Not applicable as per Rule 59 (b) of PPRA Rules 2014.

**Performance Security** Not applicable as per Rule 59 (b) of PPRA Rules 2014.