



**DOCUMENTS REGARDING HIRING A  
CONSULTANT FOR ACCREDITATION SUPPORTS  
TO CENTRAL HI-TECH LABORATORY UNDER  
PROJECT TITLED “CENTRAL HI-TECH LAB”**

**UNIVERSITY OF AGRICULTURE, FAISALABAD  
EXPRESSION OF INTEREST  
(TENDER NOTICE No.50/2025)**



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The Central Hi-Tech Laboratory, University of Agriculture, Faisalabad invites bids from eligible and experienced consultants for providing technical consultancy services to support the accreditation of Central Hi-Tech Laboratory, University of Agriculture, Faisalabad under ISO/IEC 17025:2017. This includes scope development initially in water testing, QMS implementation, documentation preparation and audit readiness in accordance with PNAC, Islamabad guidelines. Interested candidates are requested to submit their technical and financial proposals along with supporting documents on the basis of Single Stage (one envelop procedure) under project titled “Central Hi-Tech Lab” (in accordance with the bidding document) **who are registered with PPRA for E-Procurement on “e-Pak Acquisition and Disposal System (e-PADS). All e-bids must be submitted through e-PADS** under method by **Uploading PDF File** at University of Agriculture, Faisalabad.

<b>Date of Receiving and Opening</b>	<b>10.09.2025</b>	<b>Receiving Time</b>	<b>10:30 a.m.</b>
		<b>Opening Time</b>	<b>11:00 a.m.</b>
		<b>Bid Security</b>	<b>2% of the</b>
			<b>Estimated Price</b>
		<b>Estimated Price</b>	<b>Rs.1,000,000/-</b>

1. As per PPRA Rule 25(7), “The bidder shall download the bidding documents from the website of the authority and participate in the procurement process without paying any cost or fee.”

**Note: All potential bidders shall submit their bids through E-Procurement on “e-Pak Acquisition and Disposal System (e-PADS)”.**

**DIRECTOR (DPIC)**  
**(For & On behalf of the Committee)**  
Phone#041-9200898, 9200161 Extn.3503/3504/3505/3506/3507  
E.Mail: [dpic@uaf.edu.pk](mailto:dpic@uaf.edu.pk)  
[store\\_officer@uaf.edu.pk](mailto:store_officer@uaf.edu.pk)

## INSTRUCTIONS TO CONSULTANTS

### **1. FORM OF BID AND THE BIDDING PROCESS:**

- a. Bidders may request a clarification of any of the Tender documents not later than 7 days before submission date.
- b. The Tender shall be prepared using the attached Standard Form. It shall include all costs associated with the assignment including (a) fees for consultancy services (inclusive of all applicable taxes), and (b) out-of-pocket expenses relating to the consultancy services. The offer shall be all inclusive for the deliverables.
- c. The Tender which meets all eligibility criteria as well as special provisions and deliverables laid down in this document shall qualify for consideration of financial comparative. If the Tender does not meet any of the basic criteria or deliverables, it will not be eligible for financial consideration.
- d. If the Contract Offer is not accepted by the successful bidder, the Security deposit shall be forfeited. In such a case, UAF will either make the Contract Offer to the next highest bidder or re- initiate the procurement process through a fresh public advertisement.
- e. The amount of the security deposit will be returned to the successful bidder six months after satisfactory completion /termination of the contract and after adjusting the dues, if any, payable by the bidder.

### **2. Amount of bid security:**

2% of the Estimated Price in shape of Call Deposit Receipt (CDR) in favour of Director (DPIC), UAF to be uploaded through e-PADS and hard copy submit in the DPIC on due date and time.

### 3. SPECIAL PROVISIONS

- Bidder shall submit tender through **EPADS**.
- Tender shall remain valid for (180) days from the date of submission.
- The bidder shall be subject to taxes as per laws of Pakistan on amounts payable by the Client under the Contract. The bidder shall provide his Sales and Income Tax Numbers for deduction and payment of sales and income tax on his behalf. It will be bidder's responsibility to include all applicable Federal, Provincial or city taxes, fees and levies in the Financial Proposal.
- Bid Price shall be denominated in Pakistan Rupees.
- Offer shall not be considered if:
  - Received without security deposit.
  - Received after the time and date fixed for its receipt.
  - The tender is unsigned.
  - The offer is ambiguous.
  - The offer is conditional.
  - The offer is from an individual or firm which is blacklisted, suspended or ~~removed~~ from the approved list.
- No incomplete, supplementary or revised offer shall be accepted after opening of the tender.
- No cutting and erasing are allowed in the Tender.
- Only typed Tender will be accepted.
- Any eligibility criteria document is not attached or not fulfilled.
- The price quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words.

### **A. Eligibility Criteria**

Applicants must meet all of the following conditions:

1. Minimum 20 years of professional experience in the pharmaceutical, analytical or testing laboratory sector, with demonstrated involvement in quality management systems and regulatory compliance.
2. Must be from the private sector to ensure independence and avoid any conflict of interest with public sector organizations or regulatory bodies.
3. Proven track record in ISO/IEC 17025:2017 accreditations, with documented experience in at least one laboratory successfully accredited under ISO/IEC 17025:2005/2017.
4. Must have served as a Technical Expert or Assessor with PNAC or an equivalent body for a minimum of 10 years with active participation in lab assessments.
5. Experience in training staff, conducting gap assessments, preparing SOPs and building technical documentation as per PNAC requirements.
6. Preference will be given to candidates who have contributed to public-sector laboratory development (e.g. drug testing, water analysis) through non-commercial or voluntary engagements.
7. At-least three years' experience from NTN registration.
8. NTN & STN Registration (Certificate of NTN & STN to be attached) and PRA Registration (if applicable)
9. **Submission of undertaking that the bidder should not be blacklisted from PPRA and University of Agriculture, Faisalabad.**

### **B. Scope of Services**

1. Review and gap analysis of existing lab systems.
2. Development of Quality Manual, SOPs, technical records and uncertainty calculations.
3. Calibration and validation protocols for selected equipment.
4. Training sessions for Lab personnel.
5. Audit preparation and liaison with PNAC
6. Support in scope expansion (spectroscopy)

### **C. Consultancy Charges**

1. Consultancy charges will be paid on the milestones achievement basis in such a way that around 40-50% payment will be paid at the completion/award of accreditation.

**For further information please contact:**

**Dr. Raja Adil Sarfraz**

**Officer Incharge, Central Hi-Tech Laboratory, University of Agriculture, Faisalabad.**

**Email: drrajaadilsarfraz@uaf.edu.pk**

**Tel #: 041-9200349**

**CERTIFICATE**

1. Tender duly signed must be furnished along with the following certificate: -

i. I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening after 15 days of publishing of advertisement for provision of services. In addition to the conditions we also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that we/I are/am fully capable to provide services of actuary as laid down in the terms of reference.

ii. I/We accept that if the required Security Deposit is not furnished or my/our offer is found lacking in any of the requirements of the proposal, shall be liable to be ignored.

Signature: \_\_\_\_\_

Name & Address of Tendere \_\_\_\_\_  
\_\_\_\_\_

Designation & CNIC No. \_\_\_\_\_

NTNGST No. \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

**WITNESS No. 1**

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Full Address \_\_\_\_\_

CNIC No: Date: \_\_\_\_\_

**WITNESS No. 2**

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Full Address \_\_\_\_\_

CNIC No: Date: \_\_\_\_\_

**Annex-B**

**BID PRICE PROFORMA – FINANCIAL PROPOSAL**

**NAME OF CONTRACT:**

Contract for provision of Services for Interior Designer to be submitted to the **Directorate of Procurement & Inventory Control, University of Agriculture, Faisalabad (UAF)** as per schedule

Sr. No.	Detail of services	Price (In Digit & Words)
1.		
	Total	

**Note:** The offer should be in Pak Rs.

Signature of the Bidder with stamp \_\_\_\_\_ Address: \_