

Women University, Swabi

Bid Solicitation Documents

For the Supply of Printing and Stationery Items to Women University, Swabi.

Tender NO. WUS/Proc/2025-26/07

Detail Schedule	
Time for receipt of bids up to	11:00 am on Wednesday 18 March, 2026
Time and date for opening of Bids	11:30 am on Wednesday 18 March, 2026
Venue:	Committee Room, Women University Swabi, Topi Road, Main Campus, Kotha, Tehsil Topi, District Swabi, Khyber Pakhtunkhwa.
FTN # Women University Swabi	9050054-5
Women University Swabi Other Collection Account No.	000238739974
IBAN No:	PK77 UNIL 0109000238739974

Mandatory Note (otherwise, bids will be rejected)

- i. The whole bidding process shall be carried out through E-PADS
- ii. Please sign and stamp all the pages
- iii. Fill all pages (all parts + Annexure)
- iv. Make a Check list with all Annexure
- v.

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PART-A

	Women University Swabi Tender Notice	
Tender No.WUS/Proc/2025-26/7	Supply of Printing and Stationery items to Women University, Swabi.	Tender processing Fee Rs.2,000 for each package

E-Bids are invited through EPADS from Firms/Companies /Suppliers/ Contractors for the supply of printing and stationery items to Women University, Swabi. The firm/Bidders must be registered with FBR for Income Tax, Sales Tax and KPRA and reflected on Active Tax Payer (ATL) list of FBR. Detail of tender, specification, submission, opening and method of evaluation is provided in bidding documents. All bidders must submit Tender processing fee Rs.2000 and 2% Bid Security in shape of CDR from any schedule bank of Pakistan in favor of **Women University, Swabi.**

TERMS AND CONDITIONS: -

1. A complete set of Bid Solicitation Documents can be downloaded by interested Bidder from EPADS (<https://kp.eprocure.gov.pk>), after publication of this advertisement in the newspaper till last day for submission of Bid.
2. Interested bidders shall submit bid(s) by uploading scanned copy of bid(s) on EPADS on or before **March 18, 2026 till 11:00 AM (PST)**. The bidders shall upload all relevant/mandatory document/Bids on EPADS.
3. The Scanned copy of the bid security must be attached with Bids on EPADS. Bids submitted without Bid Security on EPADS will not be entertained.
4. Original CDR/Bid Security must be submitted to the Procurement office Women University, Swabi (New Campus) 1st Floor, Admin Block, Topi Road, Kotha on or before **18-03-2026 at 11:00 AM (PST)** and will be opened on the same day at 11:30 AM (PST).
5. If the original Bid Security/CDR does not reach the aforementioned office by the closing date & time; the bid will be rejected.
6. Income Tax, Stamp Duty, Professional Tax and KPRA or any other Government tax will be deducted as per rules.
7. Registration with KPRA is mandatory for all the firm/Bidders.
8. Bids received by hand/Post/Courier, E-mail, or Fax shall NOT be accepted.
9. The complete bidding process shall be carried out through EPADS.
10. Women University, Swabi reserves the right to accept/Reject any or all E-bids by assigning cogent reason under Rule 47 of Khyber Pakhtunkhwa Public Procurement Rules.
11. For further information please contact on Tel: (0938) 281889, Cell: 0335-9901317,
E Mail: procurement@wus.edu.pk

Procurement Officer
Women University, Swabi

PART-B

Terms and Conditions of the Contract

General:

1. The tenderers should examine carefully the general and special terms and conditions of Contract and the specifications supplied herewith. He/she should visit and inspect the site at his own responsibility and at his own expense and obtain all the information, which may be necessary for the purpose of making a tender.
2. The tender documents duly completed and each page signed by the Contractor shall be received and will be opened by central purchase committee constituted for this purpose by Women University, Swabi.

3. Documents Required (Mandatory)

The firms eligible to apply are required to submit the following documents with their bidding proposal:

- a. Registration documents/Certificates with Taxation Authorities. NTN/FTN ,GST and KPRA etc. Only registered Firms/Companies/Contractors/ Suppliers can participate.
- b. The firm/supplier registered with tax authorities (Income Tax and GST) and must be on Active Tax payer list. Attach Active tax payer certificate. (Online print of ATL must attach)
- c. The firm/supplier that have never been black listed by any Government agency or authority. Attach non-blacklisting Certificate on Rs.100 or above Stamp paper.
- d. Registration with KPRA is mandatory for all the firms/Suppliers/Bidders
- e. The firm/supplier should have a documented track of completing at least two (2) similar assignments, during last two (2) years. (attach copies of Supply Orders and Satisfactory report from the clients)
- f. At least three (03) years' experience of the firm/Supplier is required.
- g. Full Address, Postal Address/Email Address and contact numbers of the office of the bidders must be provided.
- h. The whole bidding process shall be carried out through E-PADS. Bids received by hand shall not be entertained.

4.Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage - One Envelop**” bidding procedure.

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5. Submission of Bids:

- a. The whole bidding process shall be carried out through E-PADS. All eligible bidders must submit bids through E-PADS.
- b. Interested bidders who want to participate in the bidding process shall register themselves with the EPADS for gaining their unique user's name and password.

6. Opening of bids:

- a. E-Bids received shall be opened through E-PADS on March 18, 2026 at 11:30 a.m. in the meeting room, Women University Swabi, Topi Road (Main Campus) District Swabi.
- b. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

7. Bid Price

- a. Bid prices quoted should be inclusive of all taxes and duties.
- b. The prices quoted shall be binding on the tender for a period of at least 120 days.

8. Evaluation of bids:

All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above.

9. Rejection of bids:

- a. All bids submitted after the prescribed time shall be rejected.
- b. Failure in submission of the above required documents will result the rejection of bid/proposal.
- c. Any bid received without Tender processing fee and earnest money, shall be rejected.
- d. The Women University Swabi reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal without any reason.

9. Submission of Samples by the Successful bidders:

The successful bidders will submit the samples of the required items and the samples will be checked by the Purchase Committee. Best sample will be selected by the Committee on the basis of cost and quality. After supplying of items by the successful bidder the Inspection Committee will check and compare the actual supply with the already selected samples, (Samples already provided by the bidder before supply). If any deficiency found by the inspection Committee of Women University Swabi the same will be rejected and will be rectified by the bidder within fifteen days without any cost.

10. All supplies shall be carried out completely in accordance with the laid down Standard Specifications, in case of any ambiguities or discrepancies, the decision of the Committee shall be final and binding upon the parties.
11. The University shall have the power to order at any time the removing/replacement of any or all the supply which is / are not in accordance with the specification in the bidding documents and Contract and to have them substituted, at the Contractors own expenses with proper and approved items and methods, within a reasonable period as decided by the competent authority. In case of default by the Contractor to carry out such orders, the University shall have the power to have such supplies removed/replaced and re-executed through other arrangements at the sole risk, cost and responsibility of the Contractor. The same will be binding upon the contractor and will have no liability on the University.
12. The work shall be completed within the prescribed period and time shall be considered as the essence of the Contract. In case of default on part of the Contractor to complete and deliver the work within the prescribed period, he shall pay to the University Liquidated Damages for delay at the rate of **0.067 percent** per day or 2 percent per month of delay in completion up to a maximum of 10% percent of the delayed items. However, an extra or additional amount of supply ordered upon the contractor or other circumstances of any kind whatsoever may arise such as to fairly entitle the Contractor to an extension in the completion time, then the competent

Women University, Swabi Topi Road, New Campus at Kotha, Tehsil Topi, District Swabi.
Tel: (0938) 281889, Email: procurement@wus.edu.pk

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authority shall determine and allow such period of extension which shall be final and binding upon the Contractor provided that any such claim to extension is properly lodged by the Contractor with the competent authority within 2 (Two) days of such work have been ordered or the circumstances have arisen.

14. The University shall have the power to order variation in the form, quality or quantity of the supply or any part thereof and shall have the power to order the Contractor to do so and the Contractor shall comply with such orders including the following: -
- i. Increase or decrease in the quantity or scope up to 15% of item included in the tender as per KPPRA rules.
 - ii. Omit any such work or all.
 - iii. Execute the additional supply necessary for the completion of the Project. The same will be paid as per Contract quoted rates/market rate estimated after rate analysis.
15. No claim, as such would be entertained on this account in any court of law.
16. All tests deemed necessary by the University for checking the quality of various items shall be carried out by the contractor and the cost thereof will be borne by the contractor. No claims whatsoever shall be entertained for payment. The defective items should be removed/ replaced by the contractors at own expenses.
17. The rates should be quoted in Pakistani rupees and shall be inclusive of all taxes, including Transportation Charges, loading and unloading charges and all other allied requirement charges, or hidden charges. No claim whatever will be entertained for payment in this regard and will be binding upon the contractor.
18. The tender should be valid for a minimum period of 04 months from the date of tender opening.
19. The project must be completed within 30 days after the work order given to the vendor.

20. SPECIAL:

a. Assignment:

The Supplier shall not assign, transfer, sublet or subcontract the contract or any part Thereof without the prior written consent of the Women University Swabi.

b. Corruption:

The Supplier shall not give, nor offer to give, anyone employed by the WUS an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts of the firms/contractor/ authorized dealer and the case of blacklisting will be initiated

c. Inspection of Printing and Stationery items.

All items shall be subject to inspection and shall be approved by the university. The University may reject such Items as are considered by to be below standard specifications, size or quality. The Contractor shall provide all labor at his own expense for handling during inspection. Any item rejected by the university shall not be used and shall be removed and replaced with the item of approved quality.

d. Responsibility against damages

Before and up to the whole of the supply is completed and have been finally handed over to the University and a proper completion certificate thereof obtained by the Contractor, the Contractor shall be responsible for all and any damage caused to the printing and stationery

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items, through accident, improper handling, transport or any other cause whatsoever and shall replace the same on the first notice from university within the specified period of time, failing which the same will be replaced with the approved quality at the sole risk & cost of the contractor.

21. Specifications

The work shall comply with the requirement/specification laid down in the B.O.Q of the tender; where ever the specification is silent it should be considered as of supreme quality up to the requirement. The supplier shall be bound to test and commission all the supplied items.

i. Technical & Financial Bid

The bid should comprise of a singles stage One envelop package. The above stated evaluations criteria will be binding upon the bidders. Bids should clearly illustrate the detailed technical specifications /catalogue with model number, country of origin of items, where needed.

- ii. The contractor will be bound to train (if required) the supporting staff of the Women University Swabi at Swabi about the operation and functions of the supply. No claim whatsoever will be entertained for payment in this regard.

Part- C

Delivery Schedule

SCHEDULE OF REQUIREMENTS /DELIVERY TIME

The delivery of goods and services and supply will be made in 45 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule of requirement:

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	30 days	30 days
With Penalty @ 0.067 % per day or 2% per month on the delayed completion of task. Penalty on the delayed completion of task upto maximum 10% on.	40 days	40 days
	(10 days after 40 days)	(30+10)

Payment:

The payment will be made to the Supplier within 30 days after acceptance of Printing and Stationery items on receipt of original invoice(s) including those of GST.

Part-D1

B.O.Q (Specifications) for Printing Items to be supplied

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

BOQ

Name of Bidder: _____

Tender No: WUS/Proc/2025-26/07

Purchase of _____ to be completed is tabulated as under:

Package – A

University Fund Utilization

Specification of Printing Items to be supplied.

Name of Work:		Printing Items				
S. No	Description	Unit	Qty	Rate per Unit (Rs) (Excluding all taxes)	GST	Total Cost Rs. (Including all Taxes)
1	Printing and Binding of Answer sheet (12 Pages) for Mid Term Exam on 80-gram Paper (best quality (As per Sample)	Nos	60,000			
2	Printing and binding of Continuation Sheets (04 Pages) 80gm Paper best quality (As per Sample)	Nos	100,000			
3	Designing & Printing of File Cover (Standard size with Uni Logo (Two side Pocket) on 300-gram Art card (Best Quality) (As Per Sample)	Nos	4,000			
4	Printing and Binding of Writing Pad of Size L8"×W5" (50 Leaves 80-gram paper) for meeting with university Logo, Ring binding with 300- gram Art Card	Nos	500			
Total Price including all applicable Taxes (GST+Income Tax+Stamp Duty+DPR)						

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Signature & Stamp of the Bidder: _____

Part-D2

B.O.Q (Specifications) for Printing and Stationery Items to be supplied

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

BOQ

Name of Bidder: _____

Tender No: WUS/Proc/2025-26/7

Purchase of _____ to be completed is tabulated as under:

**Package –B
University Fund Utilization
Specification of Stationery Items to be supplied.**

S. No	Description	Unit	Quantity	Rate per Unit (Rs) (Excluding all taxes)	GST	Total Cost Rs. (Including all Taxes)
1	Attendance Register for students (Best Quality) 100 leaves (80 gram) As Per Sample	Nos	50			
2	Ball Point (Black) Piano/Uni Ball/Dollar or equivalent (Best Quality) (As Per Sample)	Nos	500			
3	Ball Point (Blue) Piano/Uni Ball/Dollar or equivalent (Best Quality) (As Per Sample)	Nos	1,500			
4	Ball Point (Red) Piano/Uni Ball/Dollar or equivalent (Best Quality) As Per Sample	Nos	1,000			
5	Ball Point Gel (Blue) Piano/Uni Ball/Dollar or equivalent (Best Quality) As Per Sample	Nos	100			
6	Pointer (blue) Piano/Uni Ball/Dollar	Nos	200			

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	or equivalent (Best Quality) As Per Sample					
7	Binding Tape (3 Inch) (Best Quality) As Per Sample	Nos	60			
8	Binding Tape (2Inch) (Best Quality) As Per Sample	Nos	150			
9	Blank Register (Urdu line) (200 Pages) Best Quality As Per Sample	Nos	30			
10	Box File (Plastic) Best Quality As Per Sample	Nos	350			
11	Calculator (Best Quality) As Per Sample	Nos	20			
12	Envelope Large (15x11) (As per sample) 80 gram Paper (Brown/White Colour) As Per Sample	Nos	9000			
13	Envelope Medium (12x10) (As per sample) 80gram Paper (Brown/White Colour)	Nos	3000			
14	Envelope Small (5x10) (As per sample) 80gram Paper (Brown/White Colour)	Nos	1000			
15	File Sticky Notes (Small) (Pack/100 Sheets Colorful Flag) (As Per Sample)	Nos	96			
16	Gum Stick 20 gram (Best Quality) Dollar or equivalent (As Per Sample)	Nos	60			
17	Highlighter Dual color Tip Standard size 5”(Best Quality) As Per Sample	Nos	120			
18	Marker Black Round Tip (Permanent) Dollar/Piano or equivalent large (As Per Sample)	Nos	48			
19	Marker White Board Round Tip (Black) Dollar/Piano or equivalent (As Per Sample)	Nos	500			
20	Marker W/B Round Tip(Blue) Dollar/Piano or equivalent (As Per Sample)	Nos	500			
21	Paper ream A4 (80 Grams) (Good Quality)	Nos	1,000			
22	Paper ream Legal (80-Gram)	Nos	100			

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	(Good Quality)					
23	Pencil (Best Quality) Goldfish/Dollar/Deli or equivalent (As Per Sample)	Nos	300			
24	Sharpener Deli, Oro, Dux or equivalent (Best Quality)	Nos	100			
25	Eraser (As Per Sample) (Best Quality)	Nos	150			
26	Peon Book Standard Size (As Per Sample) (Best Quality)	Nos	20			
27	Marker W/B Round Tip (Red) (As Per Sample) (Best Quality)	Nos	70			
28	Punch Machine (Double) medium size (As Per Sample) (Best Quality)	Nos	20			
29	Punch Machine (Heavy Duty) for 200 pages (As Per Sample) (Best Quality)	Nos	03			
30	Punch Machine (Single) (Best Quality) (As Per Sample)	Nos	15			
31	Ruler Steel (Best Quality) (As Per Sample)	Nos	20			
32	Separator standard size (For Agenda)(Best Quality) (will be provided As Per Sample)	Nos	50			
33	Staple Pin (24/6) Box (Best Quality) (As Per Sample)	Nos	100			
34	Staple Remover (Best Quality) (As Per Sample)	Nos	40			
35	Stapler Machine for 24/6 pin (As Per Sample))	Nos	70			
36	Stapler Machine (Heavy Duty) (Best Quality) (As Per Sample))	Nos	3			
37	Sticky Notes (Size 3"x3" Pack/100 Sheet) best quality As per Sample	Nos	100			
38	Thumb Pin Box for Notice Board, Best Quality (as Per Sample)	Nos	40			
39	Transparent Tape 2 inch (Best Quality) (as per Sample)	Nos	80			
40	Transparent Tape 1 inch (Best Quality) (as per Sample)	Nos	24			
41	Transparent Sheets (Hard sheet) (Best Quality) (as per Sample)	Pack	20			

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42	Whitener Pen (Best Quality) (will be provided as per Sample)	Nos	120			
43	Scissor Small Size (Best Quality) (will be provided as per Sample)	Nos	60			
44	Binder Clip (Box) (Small Size) (Best Quality) (as per Sample)	Nos	70			
45	Binder Clip (Box) (Large Size) (Best Quality) (as per Sample)	Nos	40			
46	Paper Shredder for exam papers, large number of Answer sheet crushing/Shredding of upto 500 to 1000 pages	Nos	01			
Total Price Including all applicable Taxes						

Name of Bidder: _____

Stamp of Bidder: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

I/ We hereby agree to abide by and fulfill all the terms and provisions of the contract Hereto annexed or in default thereof to forfeit and pay to the University the sums of money mentioned in the said conditions of contract.

ANNEXURE – A

BID SUMMARY SHEET

TENDER NO. WUS/Proc/25-26/7

(TO BE ATTACHED WITH BID)

1. Bidder Name:-----
Address Mailing:-----
Phone & Fax No. -----
E-mail address-----

2. Manufacturer Name _____ and Country of Origin:_____

3. Items Quoted:(give serial no. only): -----

4. Price Validity: _____
5. Total FOR («Deliver To») Price: Rs _____ (Inclusive of all taxes except GST)

6. Total FOR («Deliver To») Price (With GST): Rs _____

7. Offered Delivery Period: _____

8. Payment Terms: _____

9. GST Registration No. _____

11. Any Deviation: _____

12. NTN/FTN: -----

Signature _____ Stamp _____

Name & Designation _____

ANNEXURE – B

(TO BE SUBMITTED BY BIDDERS ON DEMAND OF WOMEN UNIVERSITY SWABI)

FAIR PRICE CERTIFICATE

WE M/S _____ HEREBY CERTIFY THAT PRICES
QUOTED BY US AGAINST WOMEN UNIVERSITY SWABI TENDER NO. **WUS/PROC/2025-26/7**
FOR THE SUPPLY OF PRINTING AND STATIONERY ITEMS TO WOMEN UNIVERSITY, SWABI
ARE THE LOWEST AND MOST COMPETITIVE AS GENERALLY APPLICABLE TO ALL OTHER
BUYERS AND OR SOLD THROUGH OUR AGENTS AS PER PREVAILING
INTERNATIONAL/NATIONAL MARKET AS ON THE DATE OF QUOTE AND IF IT IS
ESTABLISHED AT ANY STAGE THAT THESE WERE HIGHER, WE SHALL BE HELD
RESPONSIBLE AND AGREE TO PAY IMMEDIATELY THE DIFFERENTIAL AMOUNT TO
WOMEN UNIVERSITY SWABI.

SIGNATURE AND SEAL OF THE *MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER*

NOTE: FAIR PRICE CERTIFICATE WILL BE REQUIRED, IN CASE SINGLE BID IS FOUND

TECHNICALLY RESPONSIVE IN THE RESPECTIVE TENDER.

ANNEXURE -C

(On official letter-head of the contractor)

To be signed by the Chief Executive of the bidding company or a representative duly authorized by board resolution.

Integrity and Ethics Undertaking

We hereby commit and undertake to observe the following principles during our participation in the contract execution:

- a) That we will not directly or through any other person or firm, offer, promise or give to any of the employees of WOMEN UNIVERSITY SWABI involved in or relevant to the execution of the contract any gain, pecuniary benefit or facilitation payment in order to obtain in exchange any advantage of any kind whatsoever during the execution of contract or at any stage thereafter.
- b) That we did not enter with any bidder into any undisclosed agreement or understanding either formal or informal to restrict competitiveness or to cartelize in the bidding process.
- c) That we will ensure that the remuneration of agents (*if engaged*) is appropriate and for legitimate services only.
- d) That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of WOMEN UNIVERSITY SWABI.
- e) That we will not and have not committed any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of contract.

We further understand and acknowledge that any violation or transgression of the above mentioned Principles will attract disqualification from doing business with WOMEN UNIVERSITY SWABI and may also result in permanent exclusion from future contact award processes.

We also accept and undertake to respect and uphold WOMEN UNIVERSITY SWABI's absolute right to resort to and impose such disqualification, debarment or exclusion.

For and on behalf of _____

Stamp & Signature _____

Tender No. _____ Contract No _____

ANNEXURE -D

Form 4

Mandatory for participation in Bidding Process
AFFIDAVIT

I, _____ S/o _____ aged _____
years _____ working as Proprietor/Managing Partner/Director of M/s _____

_____ having its registered office
at _____ do hereby
solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
2. That M/s _____ is a Proprietorship/partnership firm/company is participating in tender process conducted by Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate Company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed any Institutional agencies/Govt.Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the WOMEN UNIVERSITY SWABI.

(Signature of the Proprietor/ Managing Partner/Director with Seal) DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary public)

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Terms and Conditions of agreement (on E-stamp paper of RS. 100 duly verified by the Oath commissioner)

This Contract Agreement is hereby agreed between the M/s _____, hereinafter referred to as first party or supplier or contractor and Women University Swabi Khyber Pakhtunkhwa hereinafter referred to as second party on following terms and conditions on this day of _____.

1. The purpose of the contract is to provide Printing and Stationery Items by the first party to the second party as set out in the tender notice and standard bidding documents and demand/purchase order placed by the second party as per approved rates.
2. When a demand/Purchase Order is issued by the second party, the first party shall supply the respective Items within 45 days in accordance with the tender specifications at Women University Swabi. No transportation, Loading unloading cost and any other cost. Shall be borne by the second party.
3. The first party shall submit its bills (03 Copies) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection/Technical committee.
4. The contract is valid up to June, 30, 2026.
5. Supply of items shall not be used/affected /delayed at any cost /condition. In case of late supply, a penalty of 0.067% per day or 2% per month shall be charged on the delayed completion of task. The maximum penalty shall be 10%.
6. Standard packing of the items to be made by the supplier. In case of any damage occurred during supply the supplier will be solely responsible, the failure to rectify the defects pointed out by the Committee, the University will have full authority to replace/rectify the same at the entire risk and cost of the contractor.
7. Supplies must be of best quality. Supply of sub-standard/ used/ smuggled/fabricated items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance guarantee/security shall be forfeited.
8. In case of any mishap, an enquiry shall be conducted by Vice Chancellor of Women University Swabi to ascertain causes of mishap and if the first party is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance guarantee/ security.
9. In case of substandard supply, the firm/suppliers will be warned 2 times besides forfeiting of performance guarantee/ security and the case of blacklisting will be initiated.

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<u>FIRST PARTY</u>	<u>SECOND PARTY</u>
Name of Supplier/Contractor: _____	Registrar
CNIC No. _____	Women University Swabi
Phone No. _____	Signature _____
Signature _____	Date: _____
Date: _____	

Witness 1:

Name: _____

CNIC: _____

Signature : _____

Date: _____

Witness 2:

Name: _____

CNIC: _____

Signature: _____

Date: _____