

# **Women University, Swabi**

## **Tender Documents**

**For the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items, Package “B” to Women University, Swabi.**

**TENDER NO. WUS/Proc/2025/03**

<b>Detail Schedule</b>	
<b>Time for receipt of bids up to</b>	<b>01:30 pm on Monday 05 May, 2025</b>
<b>Time and date for opening of Bids</b>	<b>02:00 pm on Monday 05 May, 2025</b>
<b>Venue:</b>	<b>Committee Room, Women University Swabi, Topi Road, Main Campus, Kotha, Tehsil Topi, District Swabi, Khyber Pakhtunkhwa.</b>
<b>FTN # Women University Swabi</b>	<b>9050054-5</b>
<b>Women University Swabi Other Collection Account No.</b>	<b>000238739974</b>
<b>IBAN No:</b>	<b>PK77 UNIL 0109000238739974</b>


### **Mandatory Note (otherwise, bids will be rejected)**

- i. Please sign and stamp all the pages
- ii. Fill all pages (all parts + Annexure)
- iii. Make a Check list with all Annexure
- iv. Tender Documents submitted by the bidders without proper binding will not be accepted.

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## PART-A

	<b>Women University Swabi Tender Notice</b>	
<b>Tender No.WUS/Proc/2025/3</b>	<b>Supply of tyres (Re-tender) Package “A” and Printing and Stationery items, Package “B” to Women University, Swabi.</b>	<b>Tender processing Fee Rs.3,000 for each package</b>

Sealed bids are invited from Firms/Companies/Contractors/Suppliers registered with tax authority (Income Tax & GST only Active taxpayers) for the **“supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items, Package “B” to Women University, Swabi.”** The bidding procedure will be Single-stage one envelope. Specifications and other terms and conditions are given in the tender documents which can be downloaded from University Website ([www.wus.edu.pk](http://www.wus.edu.pk)) or can be received from Procurement Office of Women University, Swabi during working hours. Tender processing Fee (non-refundable) Rs.3,000 and 2% earnest money of the total Bid Cost/Package Cost through Call Deposit Receipt (CDR) in favour of Women University, Swabi to be provided with the bids.

All Bids should reach through post/courier/hand delivered before or at 1:30 p.m. on Monday, May 05, 2025 to Women University Swabi. The bids will be opened in the presence of bidders or their nominated representatives (if willing) at 02:00 pm on the same day in the Meeting Room of Women University, Swabi, Topi Road, Kotha Campus, Tehsil Topi, District Swabi, Khyber Pakhtunkhwa.

Women University Swabi reserves the right to accept/reject all bids or proposals at any time prior to the acceptance of a bid or proposal without any reason.

Procurement Officer  
Women University Swabi,  
PH: 0938-281889  
Email: [procurement@wus.edu.pk](mailto:procurement@wus.edu.pk)

## **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 and GST 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. 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)
- e. At least three (03) years' experience of the firm/Supplier is required.
- f. Full Address, Postal Address/Email Address and contact numbers of the office of the bidders must be provided.
- g. Warranty Certificate from Bidder for at-least 1 year/as per company warranty policy from the date of delivery of tyres.
- h. For tyres manufacturing date should come within one year as on tender opening date. One year Warranty Certificate must be provided by the bidders.

#### **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.

**Tender Documents for the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items,  
Package “B” to Women University Swabi. Tender No.WUS/Proc/2025/03**

**5. Opening of bids:**

- a. Bids received shall be opened on May 05, 2025 at 02:00 p.m. in the meeting room, Women University Swabi, Topi road (Kotha Campus) District Swabi.
- b. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

**6. 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 180 days.

**7. Evaluation of bids:**

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

**8. Rejection of bids:**

- a. All bids submitted after the prescribed time shall be rejected and returned.
- 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. Ten (10% percent) of the entire amount payable to the Contractor (For Tyres) shall be deposited in shape of CDR/Bank Guarantee in favour of Women University Swabi and will be retained by the University by way of Security Deposit. The same will be refunded after lapse of warranty period for each item. In case of 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.

12. 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 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.

**Tender Documents for the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items,  
Package “B” to Women University Swabi. Tender No.WUS/Proc/2025/03**

13. 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 **one fifth percent of Agreement** sum per day of delay in completion up to a maximum of 0.3% percent of the Agreement sum. 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 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 06 months from the date of tender opening.
19. The project must be completed within 45 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 Tyres/ Printing and Stationery items.

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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 tyres/materials or printing and stationery items, thorough accident, improper handling, transport or any other cause whatsoever and shall repair, remove or 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. Laboratory Test.

The university has the power to order for conducting tyres/material quality assurance test which he deems necessary and the cost of such tests shall be borne by the contractor. No claim in this regard shall be entertained for payment.

ii. 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.

iii. 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:

<b><i>MODE OF PENALTY</i></b>	<b>NO OF DAYS</b>	<b>TOTAL DELIVERY PERIOD</b>
<b>Without Penalty</b>	45 days	45 days
<b>With Penalty @ 1/5 % per day for 10 days on the delayed completion of task upto maximum 0.3% on further delay.</b>	55 days (10 days after 45 days)	55 days (45+10)

**Payment:**

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



## Part-D1

### B.O.Q (Specifications) for Tyres to be supplied

#### PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

#### BOQ

Name of Bidder: \_\_\_\_\_

**Tender No: WUS/Proc/2025/03**

Purchase of \_\_\_\_\_ to be completed is tabulated as under:

### Package – A University Fund Utilization Specification of Tyres (Re-tender) to be supplied.

Name of Work:		<u>Supply of Tyres to Women University Swabi</u>				
S. No	Description	Name of Manufact urer/ Origin	Qty	Rate per Unit (Rs) (Excluding all taxes)	GST	Total Cost Rs. (Including all Taxes)
1	<b>Supplying Hino Bus Small Simple Tyres 07.50.16:</b> Bridgestone/Yokohama/Michelin (Radial Tyre) or equivalent. Model 2024 as per approved sample and as per instructions of concerned Incharge.		06			
2	<b>Supplying Hiace Tubeless Tyres 195 R 15</b> Bridgestone/Yokohama/Michelin(Radial Tyre) or equivalent Model 2024 as per approved sample and as per instructions of concerned Incharge.		04			
3	<b>Supplying Caltus Car Tubeless Tyres (175-70 R 13)</b> Bridgestone/Yokohama/Michelin(Radial Tyre) or equivalent Model 2024 as per approved sample and as per instructions of concerned Incharge.		04			
4	<b>Supplying Xli Car Tubeless Tyres (195-65 R 15)</b> Bridgestone/Yokohama/Michelin(Radial Tyre) or equivalent Model 2024 as per approved sample and as per instructions of concerned Incharge.		04			
<b>Total cost including all Taxes</b>						

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

**Signature & Stamp of the Bidder:** \_\_\_\_\_

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

**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/2025/03**

**Purchase of \_\_\_\_\_ to be completed is tabulated as under:**

**Package –B**

**University Fund Utilization**

**Specification of Printing and 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 pages (80 gram) As Per Sample	Nos	20			
2	Ball Point (Black) (Best Quality) (As Per Sample)	Nos	400			
3	Ball Point (Blue) (Best Quality) (As Per Sample)	Nos	1500			
4	Ball Point (Red) (Best Quality) As Per Sample	Nos	300			
5	Ball Point Gel(Blue) (Best Quality) As Per Sample	Nos	50			
6	Pointer (blue)(Best Quality) As Per Sample	Nos	100			
7	Binding Tape (3 Inch) (Best Quality) As Per Sample	Nos	40			
8	Binding Tape (2Inch) (Best Quality) As Per Sample	Nos	30			
9	Blank Register (Urdu line) (200 Pages) Best Quality As Per Sample	Nos	20			
10	Box File (Plastic) Best Quality As Per Sample	Nos	300			
11	Calculator (Best Quality) As Per Sample	Nos	15			
12	Color Pages (Pack/100 Pages) As Per Sample	Nos	40			

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Package “B” to Women University Swabi. Tender No.WUS/Proc/2025/03**

13	Duster W/B (best Quality) (As per Sample)	Nos	80			
14	Envelope Large (15x11) (As per sample) 80 gram Paper (Brown/White Colour)	Nos	5500			
15	Envelope Medium (12x10) (As per sample) 80 gram Paper (Brown/White Colour)	Nos	3700			
16	Envelope Small (5x10) (As per sample) 80 gram Paper (Brown/White Colour)	Nos	800			
17	Eraser (Best Quality)As per sample	Nos	135			
18	File Tray (Metallic) (Best Quality) (As Per Sample)	Nos	30			
19	File Cover (Uni Sample) on 300 gram Art card (Best Quality) (As Per Sample)	Nos	3500			
20	File Sticky Notes (Small) (Pack/100 Sheets Colorful Flag) (As Per Sample)	Nos	130			
21	File Tag (Thread) (Best Quality)	Nos	20			
22	Gum Stick 20 gram (Best Quality) (As Per Sample)	Nos	50			
23	Highlighter Dual color Tip (Best Quality) As Per Sample	Nos	150			
24	Knife Cutter Best Quality As Per Sample	Nos	40			
25	Marker Black Round Tip (Permanent) large (As Per Sample)	Nos	100			
26	Marker Black Round Tip (Permanent) small (Best Quality) (As Per Sample)	Nos	36			
27	Marker filling Ink W/B (Black) (As Per Sample) (Best Quality)	Nos	120			
28	Marker filling Ink W/B (Blue) (As Per Sample) (Best Quality)	Nos	120			
29	Marker W/B Round Tip(Black) (As Per Sample) (Best Quality)	Nos	374			
30	Marker W/B Round Tip(Red) (As Per Sample) (Best Quality)	Nos	70			
31	Marker W/B Round Tip(Green) (As Per Sample) (Best Quality)	Nos	70			
32	Marker W/B Round Tip(Blue) (As Per Sample) (Best Quality)	Nos	374			

**Tender Documents for the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items,  
Package “B” to Women University Swabi. Tender No.WUS/Proc/2025/03**

33	Paper ream A4 (80 Grams) (Best Quality) (As Per Sample)	Nos	600			
34	Paper ream A4 (70 Grams) (Best Quality) (As Per Sample)		300			
35	Paper ream Legal (80 Grams) (Best Quality) (will be provided As Per Sample)	Nos	50			
36	Pencil (Best Quality) (As Per Sample)	Nos	200			
37	Peon Book (Best Quality) (As Per Sample)	Nos	37			
38	Punch Machine (Double) (Best Quality) (As Per Sample)	Nos	20			
39	Punch Machine (Heavy Duty) Best Quality (will be provided As Per Sample)	Nos	4			
40	Ruler Steel (Best Quality) (will be provided As Per Sample)	Nos	40			
41	Masking Tape 2 inch different colors. Best Quality (will be provided as Per Sample)	Nos	120			
42	Separator (As per Sample) (For Agenda) (will be provided as per Sample)	Nos	200			
43	Sharpener (Best Quality) (will be provided as per Sample)	Nos	90			
44	Stamp Pad (Best Quality) (will be provided as per Sample)	Nos	40			
45	Stamp Pad ink (Plastic bottles) (Best Quality) (will be provided as per Sample)	Nos	30			
46	Staple Pin (24/6) Box (Best Quality) (will be provided as per Sample)	Nos	250			
47	Staple Pin for heavy duty Boxes (Best Quality) (will be provided as per Sample)	Nos	20			
48	Staple Remover (Best Quality) (will be provided as per Sample)	Nos	40			
49	Stapler Machine for 24/6 pin (As Per Sample)	Nos	54			
50	Stapler Machine Heavy Duty (As Per Sample)	Nos	2			

**Tender Documents for the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items,  
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51	Sticky Notes (Size 3"x3" Pack/100 Sheet ) best quality As per Sample	Nos	150			
52	Stock Register (As per Sample (Best Quality) size 04 No	Nos	40			
53	Thumb Pin (For Notice Board) Boxes. (will be provided as per Sample) (Best Quality)	Nos	50			
54	Transparent Tape(Large) (will be provided as per Sample) (Best Quality)	Nos	90			
55	Transparent Sheets (Best Quality) (As Per Sample)	Pack	30			
56	Whitener Pen (Best Quality) (will be provided as per Sample)	Nos	150			
57	Scissor Small ( As per Sample)	Nos	20			
58	Pen holder (Metallic) (Best Quality) (will be provided as per Sample)	Nos	40			
59	Printing of Book Cards for Law Library (will be provided as per Sample)	Nos	5,000			
60	Printing of Book Jackets for Law Library. (Best Quality) (will be provided as per Sample)	Nos	5,000			
61	Printing of Answer Sheet (18 Pages) 80 Gram Imported Paper) Best Quality (will be provided as per Sample)	Nos	100,000			

**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/25/2**

**(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/2025/3 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 contract 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)

**Tender Documents for the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items,  
Package “B” to Women University Swabi. Tender No.WUS/Proc/2025/03**

**Terms and Conditions of agreement (on 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 Tyres/ 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 December, 30, 2025.
5. Supply of items shall not be used/affected /delayed at any cost / condition.
6. 10% of the entire amount payable to the Contractor shall be submitted by the bidder in the Shape of CDR/Bank Guarantee at the time of delivery (Tyres) and retained by the University as Security Deposit. The same will be refunded after lapse of warranty period for each item. In case of 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.

**Tender Documents for the Supply of Tyres (Re-tender) Package “A” and Printing and Stationery Items,  
Package “B” to Women University Swabi. Tender No.WUS/Proc/2025/03**

**FIRST PARTY**

Name of Supplier/Contractor: \_\_\_\_\_

CNIC No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Signature \_\_\_\_\_

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

**SECOND PARTY**

Registrar

Women University Swabi

Signature \_\_\_\_\_

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

**Witness 1:**

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

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

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

**Witness 2:**

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

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

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