



Women University, Swabi

TENDER NOTICE No. WUS/Proc/2025-26/2

Sealed bids are invited from well-established/reputed firms/suppliers/Contractors registered with Sale tax, Income tax and KPRA department on **Single Stage One Envelop bidding Procedure** for the following job.

S.#	Name of Jobs	Procurement Method	QTY	Issuance of Bidding Documents	Pre-Bid Meeting	Bid Submission Date and Time	Bid Opening Date and Time
01	Award of Contract for renting out of Photocopier & Printing Shop, Book & Stationery Shop and Gift Shop at Women University, Swabi	Single Stage One Envelop Bidding Procedure	Detail given in the bidding document	September 27,2025	Monday, October 06,2025 11:00 AM	Monday, October 13,2025 11:00 AM	Monday, October 13, 2025 11:30 AM Committee Room, Kotha Campus

1. Bidding documents along with terms and conditions can be downloaded from University websites, www.wus.edu.pk, and can also be obtained from Procurement office during working days (Monday to Friday) from 08:00 AM to 04:00 PM.
2. Tender document must accompany CDR/DD/PO of Rs. 2,000/- as a tender processing fee for each package in favor of Women University, Swabi (Non-Refundable).
3. Earnest Money of the tender will be 2% of the annual rent in shape of CDR in favor of Women University Swabi. Other collection account No.000238739974 at UBL Swabi. FTN# 9050054-5.
4. Women University, Swabi reserve the right to accept/reject any one or all the tender based on valid Reason as per KP-PPRA rules.

Procurement Officer
Women University, Swabi, Topi Road, Main Campus Kotha,
District, Swabi, Khyber Pakhtunkhwa
Contact. 0938- 281889, 03359901317 Email: procurement@wus.edu.pk

Tender document is classified into 06 different packages. Detail is given below;

TENDER DOCUMENTS
FOR AWARD OF CONTRACT FOR RENTING OUT OF PRINTING & PHOTOCOPIER SHOP, BOOK & STATIONERY SHOP AND GIFT SHOP AT WOMEN UNIVERSITY, SWABI

(Please insert (✓) in the box for the package to be applied).

(For each package separate tender processing fee shall be submitted by the bidder

)

S #	Packages	Facility	Location	Purpose	(✓)
01	Package “A”	Printing/Photocopier/Composing & Binding Shop	Women University, Swabi Main Campus, Kotha,	University printing and Photocopier Shop	
02	Package “B”	Printing/Photocopier/Composing & Binding Shop	Women University, Swabi Guloo Dheri Campus.	University printing and Photocopier Shop	
03	Package “C”	Books & Stationery Shop	Women University, Swabi Main Campus, Kotha	University Books and Stationery Shop	
04	Package “D”	Books & Stationery Shop	Women University, Swabi Guloo Dheri Campus.	University Books and Stationery Shop	
05	Package “E”	Gift Shop	Women University, Swabi Main Campus, Kotha.	University Gift Shop	
06	Package “F”	Gift Shop	Women University, Swabi Guloo Dheri, Campus	University Gift Shop	

SINGLE STAGE, ONE ENVELOPE BIDDING PROCEDURE

Pre-Bid Meeting Date: Monday, October 06, 2025 at 11:00 AM

Bids Submission Date: Monday, October 13, 2025 at 11:00 AM

Bids Opening Date: Monday, October 13, 2025 at 11:30 AM

Check list		
S.No	Attach Documents with Technical bid	✓ / ✗
1	The tender document has been properly binded & in Sealed envelop	
2	Index along with Annexures are properly placed in the bid for each required item	
3	For Each Package separate Sealed envelope has been used and package name for which the bidder applied has been mentioned on the top corner of the envelope.	
4	Valid NTN/STRN Certificates has been enclosed in the bid	
5	ATL Active Tax Payer Certificate online print attached	
6	Signed and Stamped Tender document has been enclosed in the bid	
7	Non-black listed certificate (on E-Stamp Paper) has been enclosed in the bid	
8	KPRA Registration Certificate has been enclosed in the Bid	
9	Bid processing fee Rs.2000/- has been enclosed in technical bid	

(Single-Stage, One Envelope Procedure)

I. General Terms and Conditions:

- a. **“Women University, Swabi.”** reserves the rights to accept or reject any or all bids with solid reason as per KPPRA’s rules.
- b. Any bid without earnest money will not be accepted.
- c. Conditional/incomplete bid will not be accepted.
- d. Any addition/deletion/modification of any clause of these conditions/bidding documents is not acceptable and lead to rejection of the bid.
- e. By submitting the bid, the bidder/firm declares to abide by and bound by the conditions laid down in the advertisement together with those mentioned in this bidding document.
- f. The prices quoted must be valid for at least 90 days from the date of tender opening.
- g. Telephonic/Emailed/faxed/unsealed quotations will not be entertained.
- h. Bid received after closing date/time will not be entertained.
- i. In case of Public holidays, tender opening time/date will be considered as the next working day.
- j. The bid must accompany the following. Failing which shall lead to disqualification.
- k. Tender number, tender title, facility for which the bidder / contractor is applying, date and time of its opening shall be clearly written at the face of envelop.
- l. Firm/Bidder registration certificate with the Federal/Provincial Government.
- m. The firm/bidder shall clearly provide the proof of Registration for GST and NTN.
- n. Valid NTN Certificates.
- o. Valid registration certificate with KPRA (KP Revenue Authority)
- p. Certificate to the effect that the Firm/Bidder never been blacklisted by any Government/Semi Government Organization/Agency/autonomous body/private sector organization anywhere in Pakistan (submission of undertaking on legal E-stamp paper).
- q. **The bidder may apply for one or for (all packages) shops but the bidder shall submit separate call deposit for each package.**
- r. **The bidder shall clearly mention the location of the shop & Package for which the bidder is purchasing /submitting bidding documents.**
- s. Bidders with previous such experience of running any such facilities at Govt. Semi Govt. and Autonomous bodies shall be preferred. However, bidder must submit a satisfactory certificate along with experience certificate duly signed by the concerned Authority.

2. Scope of the project

- a. Women University, Swabi (hereinafter referred to as WUS) invites requests/proposals for renting out of Printing & Photocopier Shop, Book & Stationery Shop and Gift shop at both campuses of Women University, Swabi.
- b. **Women University, Swabi will provide open space to the successful firms/bidders. The bidder will establish their own shops/cabins/Containers. The cost incurred shall be borne by the bidder.**

3. Bid Price

The bidder will mention his bid price in his offer. The quoted prices shall be:

- a. Best/final/fixed and valid until completion of all obligation under the contract i.e. not subject to variation/escalation etc.
- b. Shall be in Pak Rupees
- c. Inclusive of all taxes, duties, levies, freight, etc.
- d. Taxes levied by the Government (if any), shall be deducted from the bidder as per rules.

4. Earnest Money/Bid Security

The bidder firm/vendor shall furnish the bid security (Earnest Money) as under:

- a. No bid will be accepted without earnest money.
- b. Denominated in Pakistani Rupees.
- c. Must be attached with financial proposal, failing which shall cause rejection of bid.
- d. In the form of Call Deposit Receipt DD/PO/CDR) (Only) in the name of **“Women University Swabi”**.
- e. The Earnest Money will be returned on written request to the unsuccessful bidders.

The bid security shall be forfeited by WUS, on the occurrence of any/all following conditions.

- a. If the bidding firm/bidder withdraws the bid during the period of tender/bid validity.
- b. If the bidding firm/bidder does not accept the corrections of his total tender/bidding price.
- c. If the bidding firm/bidder, having been notified of the acceptance of the tender by WUS during the period of bid/tender validity, fails or refuses to furnish the Performance Guarantee (if required), in accordance with the tender document.

- 5. Performance guarantee:** one month rent in advance shall be deposited by the successful Tenant as bid security in form of Call Deposit Receipts (CDR) in the favor of **Women University, Swabi** before signing an agreement. (as per Annex “A”

6. Bid/Tender Validity

The bid shall have a minimum validity period of Ninety **(90)** days from the date of opening of bids. The WUS may solicit the bidding firm/vendor's consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. If the bidding firm/vendor agrees to permit extension for validity period of the tender, the validity period of the bid security shall also be suitable extended. The bidding firm/vendor may refuse extension of validity period of the bid validity, without forfeiting the bid security.

7. Signing of Bids

The bidding firm/vendor must sign and stamp all pages of the tender documents.

8. Rejection/Acceptance of the Bids

The WUS shall have the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The authority shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals with justification as per KP-PPRA rules.

The tender/bids shall be rejected if:

- a. The bidder submits incomplete/partial/conditional/alternative/late documents.
- b. Bid is not submitted completely for the required object.
- c. Bid security/Earnest Money is not submitted.
- d. It is subjected to interlineations/cuttings/corrections/erasures/overwriting.
- e. The bidding firm/vendor refuses to accept corrected Total Tender Price.
- f. The bidding firm/vendor tries to influence the tender evaluation/contract award by unsolicited advice/clarifications and any personal approach at any stage of the tender.
- g. The bidding firm/vendor engages in corrupt or fraudulent practices in competing for the contract award.
- h. The bidding firm/vendor fails to meet all the requirement of tender eligibility/qualification criteria.
- i. The bidding firm/vendor has been blacklisted by any public or private sector organization.
- j. The bidding firm/vendor has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services.
- k. The bidding firm/vendor has mentioned any financial implications in the financial proposal that is in contradiction to this document and Government rules and regulations.
- l. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

- m. The bidding firm/vendor submit any financial conditions as part of its bid which are not in conformity with tender document.
- n. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility related requirements.
- o. Not performing demonstration (if required/mentioned in tender documents).

9. Award Criteria

Qualified/Eligible and successful bidding firm/vendor will be evaluated in the light of all pre-conditions, necessary requisites and shall be selected on Highest rent quoted as per rules and fulfilling of codal formalities.

10. Variation in scope of Work

WUS shall have the right, at his exclusive discretion, to increase/decrease the quantity/quality/form of any or all item(s), as per KPPRA rules, without any change in unit prices or other terms and conditions, at the time of order placement. WUS reserves the right to remove any item or service executed which is not accordance with the tender/item specification or to order Tenant to provide according to tender/item specification. In case of non- compliance by the Tenant, WUS shall remove such items/services and will be re-executed through other arrangements at the sole risk, cost, and responsibility of the Tenant.

11. Taxes

- a. The Tenant shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/sales tax to the concerned authorities of income tax and sales tax department, Government of Pakistan.
- b. All government taxes shall be deducted at source (if applicable) according to the relevant rules.

12. Responsibility against Damages.

The Tenant shall be responsible for whole/any damage caused to the shops by any natural or unnatural accident. The Tenant shall replace the same at his own cost.

13. Documentation

The bidder shall furnish, as part of its tender offer, documents establishing the bidder's eligibility to participate in the tender and its qualifications to perform the Contract. The documentary evidence of the bidder' qualifications to perform the Contract, shall be established by **Women University, Swabi**, satisfies that the Tenant is eligible as per the criteria outlined in the Eligibility Criteria at **Para 1** above.

14. Preliminary Scrutiny

The University will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required documentation for eligibility has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University may, at its discretion waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserve the right for such waivers.

II. TERMS AND CONDITIONS OF THE TENDER

1. Eligibility/qualification of the bidders.

The firms/bidders must submit the following documents with their bids.

- a. Valid NTN/STRN Certificates has been enclosed in technical bid.
- b. KPRA (Khyber Pakhtunkhwa Revenue Authority) Registration Certificate must provide with the Bid.
- c. ATL Active Tax Payer Certificate online print must be provided by the bidders. (Income Tax & Sales Tax & KPRA)
- d. Bidder should have at least 02 years' satisfactory experience of Printing & Photocopier Shop, Book & Stationery Shop & Gift Shop .(Please enclose Proof of Experience certificates in Govt/Semi Govt/ autonomous bodies and Private organizations along with satisfactory reports from the clients).
- e. Bidders must attach non blacklisting certificate on Rs,100 or above E-Stamp Paper duly signed.
- f. Bidder should not have defaulted/ from any bank/financial institute loans in the past. There should not be any statutory dues and disputed liability.
- g. Signed and Stamped Tender document has been enclosed in the bid.
- h. 2% earnest money of the annual rent must be submitted by the firms/bidders in shape of CDR.
- i. Bid processing fee Rs.2,000/- in shape of CDR/DD/PO (only) must be submitted by the bidders. No online or cash deposit/transfer shall be accepted.
- j. Annexures & Indexes must be properly placed in the bid for each required item.

2. Provision of qualified staff: (at least 2 employee for each shop preferable female)

- a. The Tenant will employ adequate number of female staff (should be of 18 years & above age in order to avoid /discourage child labor) in order to maintain efficiency to standard desired by the “**Women University Swabi**”.

3. Establishment of Shops:

Women University, Swabi will provide open space to the successful firms/bidders. The bidder will establish their own shops/cabins/ Containers. The cost incurred shall be borne by the bidder.

4. Earnest Money Deposit

An amount equal to 2% of the annual rent shall be deposited by the Tenant as bid security in form of Demand Draft/ Cal Deposit Receipts (CDR) in the name of **Women University, Swabi**. The security so

deposited shall be refunded in full or after adjustment as the case may be.

5. Performance guarantee:

The successful Tenant shall deposit one month rent in advance as a performance guarantee in shape of Bank Guarantee /CDR in favour of Women University, Swabi. The performance guarantee shall be retained till expiration of the Contract.

6. Clarification of Offers

To assist in the scrutiny, evaluation, and comparison of offers, University may, at its discretion, ask some or all Tenants for clarification of their offers. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the bidder may be required to give presentation on the proposed offer.

7. Verification

The University reserves the right to verify any or all statements made by the Tenant (s) in the tender document and to inspect the vendor's facilities, if necessary, to establish its satisfaction about the vendor's capacity to perform the job.

8. Resolution of Disputes

The University and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. **The Vice Chancellor, Women University Swabi**, shall appoint a sole Arbitrator (Grievance Redressal Committee) for the dispute who will not be related to the contract and whose decision shall be final and binding on the bidders.

9. Duration of Contract

Initially the contract will be for a period of **(01) Year extendable upto 3 years** however, there will be six (06) months probationary period, if allottees fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.

Contract will be extended by mutual agreement on yearly basis upto 03 years. Management reserves the right to **terminate** the contract at any time on **one-month prior notice**. However, the Tenant will give **03-months'** notice in writing if he/she desires to vacate the Shops before the expiry of the contract. If extension is allowed **by the university**, **10%** increase in Monthly rent of previous year is applicable.

10. Income Taxes shall be deducted at source as per rules.

11. Penalty

Quality Control/Price Committee will be nominated by **Women University; Swabi** to inspect and oversee functioning of the Shops with a view to ensures quality and sufficient service in the shops. In case there are

repeated failures or lacuna noticed by the Committee due to failure of Tenant, the Convener/ Chairman of the Committee can impose a fine up to Rs. 5,000/- at one time to be recoverable from Tenant Rent.

The Monthly Rent of the successful bidder shall be increased by **10% annually**; Rent/Charges must be deposited in advance by the Tenant. If **the Tenant fails to deposit the Rent until 10th of every month a fine of Rs.200/ per day** will be charged till the deposit of the Rent. However, after **one month, the Competent Authority may like to cancel the agreement which will be the sole discretion of the University Authority** and Performance Security (CDR) shall be forfeited.

12. Subletting

The Tenant will not be allowed to sublet the shops to any other firm(s) / person(s) or Tenant(s). This act leads to prompt disqualification of the contract.

13. Rate

The rates of Printing & Photocopies/Binding/Composing, Books and Stationery and Gift items shall not be more than prevailing market rates and if necessary shall be approved by the Competent Authority recommended by the committee concern, and the service provider will be bound to sell the items on the approved rates. The service provider will also sign an undertaking on E-Stamp paper of Rs: 100/- to assure his bindings towards the rates of items to be sold at different shops. The rates will be displayed at the shops by fixing a fit board for information of customers.

14. Govt. Employees

The Govt. or “**Women University Swabi.**” employees are not allowed to participate in Tenders. The employees of Women University, Swabi shall also not be in partnership with the bidders.

15. Political gatherings

The allotted shops shall not be allowed to be utilized for any political gatherings. Doing so could lead to termination of contract with Tenant.

16. Other Issues

The University shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff, and students in their personal capacity, which will be wholly to the risk of the Tenant.

“**Women University Swabi.**” reserves the rights to accept or reject any or all bids assigning a solid reason as per KPPRA’s.

SELECTION CRITERIA

Phase I: -EVALUATION OF FIRMS:

At first, proposal of Firm/Tenants/ for shops shall be evaluated based on the mandatory requirements mentioned in the terms and Conditions of the tender document provided by applicant firms thereto in terms of completion of mandatory documentation.

1. The firms / bidders must be qualified/eligible as per bid solicitation document.
2. Applications of blacklisted vendors shall not be considered.
3. Women University, Swabi shall disqualify firm(s), at any stage; if it finds that the information submitted for qualification was either significantly inaccurate or incomplete.

FINANCIAL BIDDING AND AWARD OF CONTRACT

Save as otherwise provided, the criteria for final selection to award of contract will be based upon the following method: -

- a. For photocopier shops Competitive bidding of firms on prescribed eligibility criteria will be evaluated. The contract will be awarded to qualified/eligible firms/bidders on the basis of offered rates (Market based nearby) and highest rent quoted. In case of Books & Stationery shops and Gift Shops contract will be awarded to qualified/eligible firm/ bidder with highest quoted rent. But the rate of each item to be sold by the bidders in the shops shall not be more than the prevailing market rates nearby.

ANNEX “A”

FINANCIAL MODEL

Package “A”

Renting out of Printing & Photocopier Shop at Kotha Campus
Women University, Swabi

S#	Descriptions	No's of Shops/ Cabins	Campus	Per month Rent Offered by Service Provider/ Company (Rs. In Figures)	Term of Contract
1	Printing/Photocopier/Composing & binding Shop at Women University, Swabi	01	Kotha Campus		Initially For One (01) Year
Per month Rent Offered by Service Provider/ Company (Rs. In words)					

Name of Bidder: _____

Signature and stamp: _____

Note:

1. Rent/Price shall be quoted by the bidder in Words and Figure.

FINANCIAL MODEL

Package “B”

Renting out of Printing & Photocopier Shop at Guloo Dheri
Campus Women University, Swabi

S#	Descriptions	No's of Shops/ Cabins	Campus	Per month Rent Offered by Service Provider/Company (Rs. In words & Figures)	Term of Contract
1	Printing/Photocopier/Composing & Binding Shop at Women University, Swabi	01	Guloo Dheri Campus		Initially For One (01) Year
Per month Rent Offered by Service Provider/ Company (Rs. In words)					

Name of Bidder: _____

Signature and stamp: _____

Note:

1. Rent/Price shall be quoted by the bidder in Words and Figure.

Package “C”

Renting out of Books & Stationery Shop at Kotha Campus
Women University, Swabi

S#		No's of Shops/ Cabins	Campus	Per month Rent Offered by Service Provider/Company (Rs. In words & Figures)	Term of Contract
1	Books & Stationery Shop at Women University, Swabi	01	Kotha Campus		Initially For One (01) Year
Per month Rent Offered by Service Provider/ Company (Rs. In words)					

Name of Bidder: _____

Signature and stamp of the bidder:_____

Note:

1. Rent/Price shall be quoted by the bidder in Words and Figure.

Package “D”

Renting out of Books & Stationery Shop at Guloo Dheri Campus
Women University, Swabi

S#		No's of Shops/ Cabins	Campus	Per month Rent Offered by Service Provider/Company (Rs. In words & Figures)	Term of Contract
1	Books & Stationery Shop at Women University, Swabi	01	Guloo Dheri Campus		Initially For One (01) Year
Per month Rent Offered by Service Provider/ Company (Rs. In words)					

Name of Bidder: _____

Signature and stamp of the bidder:_____

Note:

1. Rent/Price shall be quoted by the bidder in Words and Figure.

Package “E”

**Renting out of Gift Shop at Kotha Campus Women University,
Swabi**

S#		No's of Shops/ Cabins	Campus	Per month Rent Offered by Service Provider/Company (Rs. In words & Figures)	Term of Contract
1	Gift Shop at Women University, Swabi	01	Kotha Campus		Initially For One (01) Year
Per month Rent Offered by Service Provider/ Company (Rs. In words)					

Name of Bidder: _____

Signature and Official Seal:_____

Note:

1. Rent/Price shall be quoted by the bidder in Words and Figure.

Package “E”

Renting out of Gift Shop at Guloo Dheri Campus Women

University, Swabi

S#		No's of Shops/ Cabins	Campus	Per month Rent Offered by Service Provider/Company (Rs. In words & Figures)	Term of Contract
1	Gift Shop at Women University, Swabi	01	Guloo Dheri Campus		Initially For One (01) Year
Per month Rent Offered by Service Provider/ Company (Rs. In words)					

Name of Bidder: _____

Signature and Official Seal:_____

Note:

1. Rent/Price shall be quoted by the bidder in Words and Figure.

MONITORING AND QUALITY ASSURANCE

The University's shops Committee shall conduct surprised rounds of different shops area in order to monitor rates, cleanliness. The service provider shall not obstruct these rounds of University Committee. The fine/ penalty for each violation is given below;

Violation	Fine (Amount in PKR)
Selling items in excess of Market/agreed rate	2,000/-
Missing equipment (for Photocopier & Printing shop)	2,000 per week
Non display of price list	Rs.200/- per day

ANNEX “B”

BOQs for the Photocopier/Composing & Printing Shops

S.No	Items	Quoted Rates
01	Photocopy Paper 70 Gram (A4 Size) (Single sided)	
02	Photocopy Paper 70 Gram (A4 Size) (Double sided)	
03	Photocopy paper 80 Gram (A4 Size) (Single Sided)	
04	Photocopy paper 80 Gram (A4 Size) (Double Sided)	
05	Photocopy Paper 80 Gram (Legal Size) Single Sided	
06	Photocopy paper 80 Gram (Legal Size) Double side	
07	Photocopy paper 70 Gram (A-3 Size) (Single Side)	
08	Photocopy paper 80 Gram (A-3 Size) (Double side)	
09	Photocopy Paper Colour 70/80 Gram (A4 Size) (Single sided)	
10	Tape Binding	
11	Ring Binding	

Computer Composing and Printing

S.No	Items	Quoted Rate
01	Typing with printing per page	
02	A4 80 gram single Black & White print	
03	A4 80 gram single colour print	
04	A-3 Black & White print 80 Gram	
05	A-3 colour print 80 Gram	
06	Lamination	
07	Plastic Cover	
08	Plotter print Colour (20×30 Inches 90 gram)	
09	Plotter print Black & White (20×30 Inches 90 gram)	
10	Plotter print Colour (30 ×40 Inches 90 gram)	
11	Plotter print B & W (30 ×40 Inches 90 gram)	
12	A4 Black & White composing print Single double	

Award of contract for renting out of Printing & Photocopier Shop, Book & Stationery Shop and Gift Shop
at Women University, Swabi, Tender No.WUS/Proc/2025-26/2

	space 70/80 gram English/Urdu/Arabic/Persian per page	
13	Scanning per page	
14	Thesis binding 100 pages	

The Offered rate shall not be higher than the nearby market rate.

(Signature & Official Seal)

Annex-C

UNDERTAKING

(On E-STAMP PAPER OF RS; 100) or above

I/We do hereby undertake that undersigned must abide by the rates prescribed by the University and shall sell all the items as per rate list in the quotation or provided by the University which will be either on the Local Market Rate or nearly comparable.

In case of non-compliance of any term & conditions related to rate list, I/We completely understand and abide that University reserves rights to cancel our contract agreement without any prior notice.

Signature Company/Service provider: _____

Name: _____

Father Name: _____

CNIC No.: _____

Address: _____

WITNESS-1:

Signature: _____

Name: _____

Father Name: _____

CNIC No: _____

Address: _____

WITNESS-2:

Signature: _____

Name: _____

Father Name: _____

CNIC No: _____

Address: _____

Note: copies of CNIC must be attached.

Form 4

Mandatory for participation in Bidding Process
on Rs. 100 of above E-Stamp Paper Duly signed.

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)

SPECIMEN AGREEMENT

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 _____.

Now this agreement is witnessed as below;

PERIOD: -

- a. Initially the contract will be for a period of **(01) Years, extendable upto three years** which commence from the date of execution of contract. However, there will be six (06) months probationary period (which will be started from the date of execution of contract), if allottees fail to provide quality and satisfactory service. The contract will be cancelled with immediate effect.
- b. Contract can be extended by mutual agreement. Management reserves the right to **terminate** the contract at any time on **one-month prior notice**. However, the Tenant will give **03-months'** notice in writing if he/she desires to vacate the shops before the expiry of the contract.
- c. If extension is allowed by **the University**, **10%** increase in Monthly rent fee of previous year is applicable.

2. **RENT: -**

- a. The Monthly Rent as proposed in financial model of the successful bidder shall increase by 10% annually.
- b. Rent/Charges must be deposited in advance by the Tenant. If **the Tenant fails to deposit the Rent until 10th of every month a fine of Rs.200/ per day** will be charged till the deposit of the Rent.
- c. However, after **one month, the Competent Authority may like to cancel the agreement which will be the sole discretion of the University Authority** and security/Performance guarantee shall be forfeited.

3. **RATE LIST: -**

- a. Prices at Photocopier Shops/Books and Stationery shop and Gift Shops shall not be more than prevailing market Rate.
- b. Rate List will be displayed all the time prominently in the shops and all items would be provided as per the displayed rate list. The University would constantly monitor quality and price of the items provided.
- c. The rates of all items will be approved by the University Authority recommended by the committee concern, and the service provider will be bound to sell the items on the approved rates. The service provider will also sign an undertaking on E-stamp paper of Rs: 150/- to assure his bindings towards the rates of items to be sold at shops. The approved rates will be displayed at the shops for information of customers.

4. **UTILITY CHARGES / OTHER TAXES: -**

- a. The Electricity/Gas/water consumption charges as per actual consumption would be payable by the Tenant.
- b. By installing sub-meter/ Check meter by the Tenant
- c. Income Taxes may be deducted at source as per rules.

5. The successful contractor of photocopier/printing & Composing shops shall be responsible for provision of following equipment/furniture at Women University, Swabi Campuses to operate its shops:

- a. Photocopier machines, printers (Colour & Black & White)/Computers/Scanners/ any other equipment needed in the photocopier shops (Only for Copier Shop).
- b. All successful bidder of each package shall arrange the below
- c. Glass showcase/counter/stands for display of items.
- d. Table, chairs, furniture etc.
- e. Any other item necessary for shop.
- f. Women University, Swabi will provide open space to the successful firms/bidders. The bidder will establish their own shops/cabins/ Containers. The cost incurred shall be borne by the bidder.

6. **CLEANLINESS / QUALITY OF THE SHOPS & SURROUNDING AREA:** -

- a. The cleanliness of the shops area including its surroundings will be the sole responsibility of the Tenant. The Tenant will also ensure that the manpower engaged will maintain requisite standards of personal behavior. All the shops staff will wear distinct uniform. All the staff employed by the Tenant will be required to provide medical fitness certificate from time to time. The concern committee can impose a fine upto Rs. 2,000/- upon any complaint regarding cleanliness.
- b. It will be the responsibility of the Tenant for removal and proper disposal of waste material, garbage etc. from the shops to outside the boundaries of the University.
- c. The Tenant shall keep adequate stock of materials/Books/Paper/ Stationery/Gift Items (for female students) of acceptable standard.

7. **BUILDING:** -

Women University, Swabi shall provide open space only and the Tenant shall setup shops/Cabins/containers for himself according to the mentioned dimensions. The cost shall be incurred by the successful bidders.

8. The contract is valid up to November, 20, 2026.

9. **RULES & REGULATION:** -

The Tenant will be bound to comply with the rules and regulations sent by the University Authorities.

- a. The contractor shall operate the shops during working days/public holidays or as per the schedule provided by the concerned department/ Registrar Office & as per the University policy. The Contractor shall operate the shops at Women University Swabi at predetermined rate list.
- b. That the Contractor will pay monthly rent **Rs. _____** applicable on **1st week of each Month maximum upto 10th of each month** in advance to Women University Swabi. **However, after** one month, the Competent Authority may like to cancel the agreement which will be the sole discretion of the University Authority **and security/Performance guarantee shall be forfeited.**
- c. The Contractor will provide the list of working staff (technical Staff and Counter persons) along with their CNIC copies. The Contractor will depute the staff preferably Female staff to deal with the students at shops.
- d. The contractor is liable to get the University Gate pass made for him/her and his/her staff.
- e. Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
- f. The contractor shall be responsible for the **conduct and behavior** of his staff. The Staff/service provider female should keep themselves neat and clean and wear proper uniform along with cap and badge name. The staff appointed should have the basic knowledge of operation of machines at printing & Photocopier shop along with computer skills for composing.
- g. The University's shops Management Committee shall visit periodically to check and inspect the shops; quality of items etc. and contractor will be bound to follow the recommendations and guidelines of the committee.
- h. Whenever the management feels that the quality and quantity of the items are not provided according to market rate or according to the Price List schedule, the management reserves the right to terminate the contract at any time on 30 days' notice to contractor.
- i. Contractor will be responsible for any damages to the university premises if any damages are caused by him. If such damage is done by students, the contractor is bound to report immediately to Registrar/Directorate of Student Affairs.
- j. That University's Management shall not be responsible in any way for the safety of the articles belonging to the Contractor. The contractor himself is responsible for the safety of his

articles belonging to him.

k. In case of failing to fulfill any of the obligations of the contract at any time during the contract period, action deemed fit including termination of contract/ black listing of the firm/ forfeiting of the security money shall be taken by the Management against the contractor.

l. Except where otherwise provided in this contract all queries, and disputes relating to the interpretation of the deed of contract or any other questions, matters or things arising out of the terms of the contract or after the expiry or termination of the contract due to some other reason, shall be referred to the Vice Chancellor of Women University, Swabi for arbitration in the manner provided by the law relating to arbitration for the time being enforce. After such investigation as the Vice Chancellor deems fit, he shall deliver his words which shall be final, conclusive and shall be binding on the parties hereto.

m. The Contractor must display the approved Rate List duly signed by the University's shops Management Committee.

n. Contractor will ensure that no "**Stock Out**" of any item from the displayed **list**.

o. The Contractor will not enhance the rates of items and will not revise the rates quantity/volume approved by the University shops Management Committee unless specified by the committee in writing.

p. For any new items which are not included in pricelist, University's shops Management Committee and contractor will mutually decide the rates of such new items.

q. That the Contractor shall pay bill for the electricity on monthly basis as per sub meter consumption of units reflected at Sub meter which is to be charged at the Tariff rate paid by WU to PESCO.

10. **SHOPS EMPLOYEES:** -

- a. Tenants are bound to employ (Preferably Female) of good character and submit the record of all employees to the University Administration.
- b. The Tenant or any of his employees will not reside in the University at night.

11. **RESOLUTION OF DISPUTES:** -

The University and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days, from the commencement of such informal negotiations, University and the Tenant have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. **The Vice Chancellor, Women University, Swabi.** shall appoint a sole Arbitrator for the dispute who will not be related to the contract and whose decision shall be final and binding and cannot be challenged in any court of law.

1. **PENALTY:** -

- a. The Quality Control/ shops Committee will inspect and oversee functioning of shops with a view to ensure sufficient service in the shops.
- b. In case there are repeated failures or lacuna noticed by the Committee due to failure of Tenant, the Committee can impose a fine up to Rs. 5,000/- at one time to be recoverable from Tenant by issuing a Challan.

2. **SUBLETTING:** -

The Tenant will not be allowed to sublet the shops to any other firm(s) / person(s) or Tenant(s). This act leads to prompt disqualification of the contract.

3. **SETUP OF SHOPS :** -

The successful bidder shall completely setup within 30 days of the award of the Contract and commence business failing which the earnest money will be forfeited along cancelation of agreement. Furthermore, the successful bidder will be deal as per KPPRA's rules..

4. **OTHERS / MISCELLANEOUS:** -

Award of contract for renting out of Printing & Photocopier Shop, Book & Stationery Shop and Gift Shop
at Women University, Swabi, Tender No.WUS/Proc/2025-26/2

- a. The successful bidder shall provide/sell items at price not more than market rate. Furthermore the successful bidder shall provide only take-away services and will never set up any shop in the University without proper approval of the competent authority.
- b. The contractor will report immediately to the administration of the University about any political gathering/activities i.e. Poster, Panaflex, etc. in the shops. Doing so could lead to termination of contract.
- c. The University shall neither be responsible nor is to be approached for any help in realizing dues for any credit sales made to faculty, officers, staff, and students in their personal capacity, which will be wholly to the risk of the Tenant.
- d. The Contractor will abide by all the above clauses of the agreement & the instructions which will be issued from time to time by the University Management, in case of the failure / violation, the minor / major penalty may be imposed recommended by the University's shops Management Committee and by the approval of Competent Authority accordingly.
- e. Any other condition that Women University, Swabi deem necessary can be included at the time of execution of contract.